

Accident Prevention Plan
And
Safety Manual
For:



As required by Washington Administrative Code

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HAT ISLAND COMMUNITY ASSOCIATION COMPANY SAFETY AND HEALTH POLICY

This policy applies to all Hat Island Community Association (HIC) operations wherever they are carried out. HIC considers effective safety and health and environmental management to be of prime importance to its operations and is committed to continuous improvement in performance in all these areas.

HIC assigns the highest priority to the safety and health of personnel employed to work for HIC and to the protection of the general public and environment. The prevention of occupationally induced injuries and illnesses is of such value that it will be given priority over operating productivity where necessary. HIC strongly believes *that every accident, injury and occupational illness is preventable*. HIC's overall goal is to protect both people and the environment and have zero accidents, injuries and occupational illnesses.

OUR GOAL IS ZERO ACCIDENTS, INJURIES AND OCCUPATIONAL ILLNESSES

HIC will:

- Comply with all legislative requirements pertaining to safety, health and the environment as its minimum standard;
- Pursue high standards of safety, health and environmental management as an integral part of efficient management of the business ensuring that all business decisions take proper account of safety, health and environmental implications;
- Work with owners to minimize negative and maximize positive environmental impacts from their operations and will conduct its own operations and offer its services in an environmentally responsible manner;
- Employ a consistent framework for the management of safety, health and environmental issues across all its operations;
- Maintain, review and report on safety, health and environmental performance indicators including:
 - Accident and incident performance rates;
 - Attainment of annual safety, health and environmental objectives;
 - Training achievement;
 - Results of safety, health and environmental inspections and audits;
 - Compliance with all legislative requirements;
 - Review and, if necessary, revise this policy on an annual basis.

To be successful, this policy requires proper attitude toward injury and illness prevention on the part of management and employees. Cooperation in all health and safety matters, not only between supervisors and employees but also between each employee and his or her co-workers, is essential for attaining the goal of this policy. Only through such cooperation can this policy be successfully implemented in the best interest of the and the company.

The HIC President and Island Manager have overall responsibility for implementing this policy and the appointment of individuals into their respective roles as outlined in this manual. It is the responsibility of all employees to be aware of and implement this policy together with their collective and individual responsibilities.

**THE SAFETY PROGRAM AT HIC IS A CONTRACTUAL RESPONSIBILITY AND
WILL BE STRICTLY ENFORCED**

1.0 INTRODUCTION

HIC ascribes the highest priority to the safety and health of personnel employed to work for HIC. HIC is committed to provide a safe and healthful working environment for all workers as well as the general public. This Safety Program has been developed in support to the commitment - *that every accident is preventable*.

Each employee shall review and implement those Program requirements applicable to their work so as to promote the highest degree of safety at the project.

HIC assigns its Island Manager as the Chief Safety Officer with the responsibility for implementing and ensuring compliance with this program's requirements.

This Safety Manual combines Washington Industrial Safety and Health Administration (WISHA) Washington Administrative Code (WAC) regulations and is intended to serve as your guide for implementing basic safety requirements at HIC.

Employees have the overall responsibility for the administration and implementation of the procedures and requirements in the manual. They should consult the manual at the start of any project for direction in setting up required safety systems and as needed throughout the life of the project.

The manual will be kept up to date with supplemental pages issued by the Employees or their designee. Retain the manual as part of your personal file. The manual is not intended to replace the WISHA Regulations.

Forms and other printed material referred to in the manual are available from the Island Office.

2.0 ADMINISTRATION

2.1 SAFETY AND HEALTH WITHIN HIC MANAGEMENT FRAMEWORK

The HIC safety and health management system includes this comprehensive safety and health program to provide management framework and to facilitate company compliance with applicable regulations. Employees have site safety and health responsibilities in order to maintain a safe and health workplace. The Employees are primarily in charge of safety and health oversight and management at HIC worksites. Safety and accident prevention is an essential part of every employee's job description

2.2 DUTIES OF EMPLOYEES

- Employees are responsible for the administration and implementation of the safety program within their work areas.
- Employees shall ensure that safety planning is accounted for in the scheduling and coordination of the work.
- Employees shall conduct regular safety inspections and provide corrective actions for hazards found within their work areas.
- Employees shall ensure of the implementation of recommendations of authorized safety personnel within their work areas.
- Employees shall ensure the provision and maintenance of safety services, tools, machinery, equipment, and personal protective equipment as required by safety regulations.
- Employees shall ensure the initiation of and enforcement of HIC's Hazard Communication Program.
- Foremen shall include safety and health planning and issue instructions to all HIC employees in all work assigned. Utilize attached site safety checklist for safety planning.
- Comply with all safety regulation applicable to the employee's own conduct.
- Comply with all safety orders and instructions issued by Employees s.
- Report all injuries, accidents, and recognized safety hazards to the employee's supervisor IMMEDIATELY.
- Attend safety meetings as required.
- Employees will report any unlabeled items that may come into their work areas

2.3 SAFETY RULES AND REGULATIONS

Washington State Department of Labor & Industries (L&I)/WISHA) safety and health codes (www.lni.wa.gov), Federal OSHA (www.osha.gov) safety and health codes, NFPA (National Fire Protection Association) fire codes (www.nfpa.org), ANSI (American National Safety Institute) (www.ansi.org), U.L. (Underwriters' Laboratory), FM (Factory Mutual) and AGA (American Gas Association) safety standards local safety and building codes ***shall be followed by all Employees and workers.***

Safety rules and regulations established by HIC to control safety hazard or unsafe conditions not regulated by other agencies are also applicable.

Where rules and regulations of different agencies or authoritative texts such as NFPA appear to be in conflict or overlap, the most stringent ruling shall apply.

Copies of all applicable safety rules, regulations, authoritative texts, procedures and programs shall be available for review at the HIC office.

2.4 SAFETY PLANNING AND COORDINATION

HIC's Management Team shall include safety planning in all coordination meetings. Such planning may include a review of methods, tools, equipment, MSDS's of the products to be used, protective equipment and personnel assigned to the task. The purpose of the review shall be to determine any potential unsafe conditions or acts inherent in the work and which safety rules or regulations may be applicable to control the hazards.

Employees shall comply with all safety instructions issued by HIC in the safety planning.

Employees shall conduct similar safety planning internally with their respective personnel. Supervisors and foremen shall issue safety instructions relating to the work to all employees when making work assignments.

2.5 SAFETY MEETINGS

HIC safety meetings shall be held on a monthly basis and produce written safety meeting minutes.

Safety meetings are held for the purposes of providing safety training and education for those in attendance; for reviewing safety hazards and required corrective action; and for advance safety planning. To be effective, the material reviewed in the meeting must be timely, and of genuine interest and value to those in attendance. This requires advance planning on the part of the person conducting the meeting.

The following are guidelines for advance planning:

1. Conduct regular safety inspection and make notes of safety conditions, which will serve as the basis for hazard review and correction at the meeting.
2. Review safety news from newspapers, trade publications, etc.
3. Review product literature for new developments in safety products.
4. Investigate all accidents and review the findings at the meeting.
5. Note and investigate safety complaints and suggestions. Document needed corrective actions on the Corrective Action Program form included in this manual.

6. Study pertinent sections of the WISHA regulations and local codes & ordinances for review at the meeting.
7. Study and review safety material furnished by HIC, insurance carriers and other safety personnel.
8. Draw upon your own knowledge and experience for review material. The HIC Employees or the Island Manager shall see that safety meetings are scheduled and held during the life of the project.

NOTE: Because of the split location of HIC operations two safety meetings will be held monthly. The Port Captain is responsible for conducting safety training and meetings for the vessel crews. Records of these trainings and meetings will be logged in the vessel log book. The Island Manager is responsible for the conduct of training and safety meetings for Hat Island based employees.

2.6 HAZARD REPORTING

Employees and workers observing safety hazards or violations of safety rules and regulations, which are beyond their ability or authorization to correct or control, shall report them promptly to Island Manager for investigation and correction. **All employees have the power and requirement to stop an unsafe action and report it to management.**

2.7 SAFETY COMPLAINTS

In order to ensure maximum participation of all employees in the safety effort site, and to minimize the possibility of WISHA compliance inspections, each employee shall implement the safety complaint procedure described in Section 5 of this Safety Manual. HIC will make available copies of the procedure to each employee. No adverse action will be taken against employees who report safety concerns.

2.8 ACCIDENT REPORTING

All Employees shall fill out an incident report if an incident occurs. All accidents whether they be an employee injury or a general liability incident shall have an Investigation Report completed on them.

Each employee shall comply with recording and reporting of accidents and illnesses as required in the OSHA "Recordkeeping Requirements Under the Occupational Safety and Health Act of 1970". Copies of the manual and booklet will be available for review at the HIC project office.

2.9 EMERGENCY AND MEDICAL SERVICES

HIC shall furnish emergency telephone numbers of ambulance services, police and fire departments; and will identify the appropriate physicians, medical clinics and hospitals for medical treatment. Names, address and telephone numbers of the facilities will be furnished to all work sites.

Employees calling for emergency services shall notify HIC immediately.

Employees shall comply with all other procedures for emergency services that may be established at a later date by HIC.

2.10 CONTRACTORS SAFETY AND HEALTH ENFORCEMENT POLICY

All outside contractors shall, prior to their start of work, submit the names of their authorized and qualified Project Safety Representatives to the HIC Island Manager. All contractor safety representatives shall be held accountable by their Companies for the immediate correction of hazards and unsafe acts and compliance with their company safety and health programs, the project documents, WISHA Standards and all other federal, state and local codes, laws and regulations by their and their Employees and suppliers, regardless of tier.

Upon knowledge by HIC of a safety hazard or unsafe act, verbal notification will be given to the contractor's responsible party. If the required correction does not occur immediately or within the time period specified by HIC, verbal notification will be given to the contractor's Project Safety Representative. If the contractor's Project Safety Representative does not ensure correction and continuing safety compliance, HIC reserves the right to take whatever action is required to correct the hazard or unsafe act.

This action may include any of the following:

1. A stop work order for the specific operation or area of construction until the hazard or unsafe act is corrected.
2. Correction made by HIC or others and back charged to the contractor responsible for the hazard or unsafe act.
3. Written notification to the contractor's Project Island Manager /Project Executive and Company President.
4. Replacement of the contractor's Project Safety Representative.

2.11 POSTING REQUIREMENTS

OSHA and WISHA regulations require the posting of several types of notices at each project site. The notices must be posted conspicuously at a place where all can see them or at the place where they report to work. On HIC projects, notices shall be posted in the office. The Island Manager shall be responsible for ensuring the posting.

Notices to be posted are as follows:

1. **WISHA/OSHA Poster.** This poster notifies employees of their rights under the law and must be posted for the entire duration of the project. In states with approved OSHA programs, the state poster must also be posted with the federal poster.
2. **WISHA/OSHA Citations.** A copy of each WISHA/OSHA Citation shall be posted immediately upon receipt, and shall remain posted until the violations have been corrected, or for three (3) working days (excluding weekends and federal holidays) whichever is longer.
3. **WISHA Contest Notices.** Certain notices relating to the contest of an OSHA\WISHA citation require posting. Such notices will be issued to the Island Manager with a duplicate copy delivered to the HIC main office with instructions for posting.

Do not leave items described in 2, 3, and 4 above posted beyond the required times. At the end of the posting period, remove the notices and place them in the field safety file.

2.12 SAFETY INSPECTIONS

2.12.1 Safety Inspections by HIC

HIC management shall make regularly scheduled and periodic safety inspections. The inspections shall be confirmed in writing. All Employees and workers shall comply with all instructions for corrective actions, whether written or verbal, issued by HIC as a result of such inspections.

At a minimum, each work area shall be inspected regularly. Contractor safety representative shall participate in the inspections along with HIC's Island Manager .

An inspection report may be issued to the contractor whose areas and operations are inspected. The report shall include the principal unsafe practices and conditions found, corrective recommendations discussed, corrective actions taken during the inspection by the contractor and all previous recommendations that may not have been complied with at the time of inspection.

2.12.2 Safety Inspections by Outside Agencies

It is the policy of HIC to permit on site safety inspections by authorized outside agencies that include, but may not be limited to the following:

1. Insurance carriers with coverage at the project.
2. Washington State Department of Labor and Industries.
3. OSHA (Occupational Safety and Health Administration).
4. State and Local Municipal Governmental Agencies including: safety, building, police and fire departments.
5. EPA (Environmental Protection Agency).

Employees shall notify HIC of the arrival of safety inspectors from any of the above-mentioned areas. Employees shall cooperate with the safety inspector and implement the inspector's recommendations. Where such recommendations appear to be in conflict with safety rules and regulations established for the project, the matter shall be submitted to HIC for adjudication. Copies of safety reports, notices or citations resulting from safety inspections shall be submitted promptly to HIC.

2.13 MATERIAL SAFETY DATA SHEETS

Suppliers of hazardous chemicals are required to provide users with a Material Safety Data Sheet (MSDS) containing information about the identity, ingredients, health hazards, precautions and control measures for the hazardous chemical. HIC maintains a list of hazardous chemicals they store or use on site, and an MSDS for each chemical. The list and MSDS are available for review by HIC in the HIC office upon request to the Island Manager. The Island Manager will assist employees in using the appropriate hazard information upon request. Employees should comply with all warnings, instructions, precautions and control measures shown in the MSDS to avoid exposure to the hazardous chemical.

Copies of MSDS will be maintained both in the HIC office and the work sites. A MSDS book will be maintained for the following areas; Golf, Maintenance, Water and Vessels

3.0 SAFETY FILE DOCUMENTATION

It is our duty to address the needs of Hat Island Community Association to promote a safe work environment. To achieve this objective, employee input and contribution is required. HIC must establish priorities, contemplate actions and exercise leadership to ultimately promote progress

for worker safety. By remaining responsive and putting service above all else, HIC will be considered a leader in the field of employee safety.

Safety Expectations

To maximize performance improvement and reduce risks, safety measures must focus on a conformance and compliance safety policy. The points below are general safety expectations to be followed at all HIC projects and work sites.

1. Management and operations will fully support the safety program and initiatives of the company.
2. The HIC Island Manager is the designated safety coordinator. This person should be responsible for setting up and maintaining a safety file.
3. The HIC Island Manager will conduct a formal safety walk-through of work sites to note potentially hazardous conditions or work practices.
4. All HIC personnel should be alert for potential safety hazards and improper work practice during their regular rounds throughout the project.
5. All foremen will be required to hold their own weekly toolbox safety meetings with their workers. The topic and attendance at these meetings must be documented. Vessel crew meetings will be recorded in the vessel log
6. All accidents will be promptly reported to HIC. The HIC Island Manager will complete the appropriate accident report and have a copy maintained in the safety file.
7. HIC personnel will post emergency evacuation, fire and medical information at all permament work areas.
8. Employees are required to submit MSDS sheets to the HIC Island Manager.
9. Before the start of any new HIC project and annula for all fixed work sites, a job hazard assessment (JHA) should be completed.

3.1 PROJECT SAFETY START-UP DOCUMENTATION AND PROJECT SAFETY FILE

For HIC Major Projects Only (See APPENDIX A):

HIC Construction Project Safety Start-Up Checklist
HIC Employee Project-Specific Safety Orientation Training Records
Joint Construction Project Safety & Health Committee - Monthly Meeting Minutes Form

Weekly Safety Meeting Form
Accident Reporting Form
Safety Inspection Checklist
Notice of Unsafe Act or Condition
HIC Incident Report
Non-HIC (Contractor) Incident Report

For HIC and Contractor (See APPENDIX A): :

Contractor Construction Project Safety Start-Up Checklist
Contractor On Site Safety Representative/Competent Person
Contractor's Competent Person HIC Safety Orientation Form (Sub Competent Person is then to train their)
Weekly Safety Meeting Form (subs to use their form)
Contractor incident report (subs to use their form)
Contractor's Monthly Work Hours Report to HIC
Job Safety & Hazard Analysis Program for Construction Projects

4.0 ACCIDENT REPORTING AND RECORDKEEPING

The Island Manager is responsible for accident reporting and recordkeeping for HIC site. The following reports and records are required:

1. ***Accidental Injury and Illness Report.*** Any accidental, work related injury or illness occurring to an employee that requires the services of a physician, nurse, medical clinic, or hospital shall be reported to the Island Manager. The Island Manager will then prepare all required written reports and provide copies to be retained in the Safety File.
2. ***OSHA Form No. 301: Supplementary Record of Occupational Injury and Illness.*** OSHA requires each reportable injury or illness to be recorded either on their Form No. 301, or on a regular form used to report injuries or illnesses to their workmen's compensation insurance carrier. Do not use OSHA Form No. 301. The Island Manager will prepare an Report of Injury for the insurance carrier and provide a copy to the HIC President. A copy of this report will be retained site in place of OSHA Form No. 301.
3. ***OSHA Form No. 300: - Log of Occupational Injuries and Illnesses.*** Each reportable occupational injury or illness must be recorded on the Log within six (6) workdays after learning of its occurrence. The Log shall be prepared in the field according to instructions on the reverse side of the form. Do not post the log but retain it in the Field Safety File. A separate Log must be kept for each calendar year. At the end of the year, form 300A is to be posted as an Annual Summary. See section on Posting Requirements for instructions on how

to post this form. Copies of OSHA Form 300 and 300A are available from the Safety Department.

4. ***OSHA Report for Fatalities and Disasters.*** Any accident resulting in a fatality or hospitalization of two (2) or more must be reported immediately to the L&I/WISHA. Make this report by phone.
5. ***Public Liability Reports.*** All accidents resulting in injury to members of the public, or damage to public or private property, or vehicles, shall be reported by phone at once to the Island Manager. The Island Manager will prepare all required written reports and provide copies to the HIC President. A copy of this report will be retained in the Safety File.
6. ***Employees' Accident Reports.*** All Employees are required to submit copies of their insurance accident reports for workmen's compensation, or public liability, or property damage to the Island Manager. The Island Manager will enforce this requirement and follow up until reports are submitted. A copy of each report shall be retained in the Safety File.
7. ***Emergency Reports:*** The following emergencies shall be reported by phone at once to the Island Manager :
 - a. Fatal injuries
 - b. Injuries requiring hospitalization
 - c. Fires
 - d. Explosions
 - e. Collapse of structures or equipment resulting in injury or property damage
 - f. Calls for ambulance service
 - g. Falling material or objects resulting in injury or property damage
 - h. WISHA Inspections
8. ***Minutes of Safety Meetings.*** See section on Safety Meetings.
9. ***Safety Inspection Reports.*** See section on Safety Inspections.
10. ***Record Storage.*** All Safety records must be retained for a minimum period of five (5) years.

5.0 SAFETY COMPLAINT PROCEDURES

OSHA and WISHA gives the right to notify the Federal/State Department of Labor and request an inspection if they believe that unsafe and unhealthful conditions exist at their work site. Employees have been made aware of this right by reading the OSHA Poster which employers are

required to post. OSHA and WISHA gives a high priority to employee complaints and a heavy percentage of inspections are of this type.

Unsafe acts and conditions frequently occur on construction projects without the supervisor's knowledge. The employee safety complaint is usually an effort to call these to the supervisor's attention. Since most safety complaints are made in good faith, they should be welcomed as an opportunity to correct unknown safety hazards before injury results. Disgruntled employees will sometimes use the OSHA/WISHA complaint right as a means of harassing an employer. In either case, the complaint must be properly investigated and disposed of before the situation gets out of hand and results in an injury or an OSHA/WISHA inspection.

Follow this procedure in handling employee safety complaints:

1. Instruct assistants and foreman to pass along all employee safety complaints to the Island Manager. No complaints should be ignored.
2. The Island Manager shall contact the complainant without delay and hear the details of the complaint.
3. Assure the complainant that the matter will be investigated immediately and any required corrective action taken. Explain that the OSHA and/or WISHA regulations shall be the basis for determining hazards and corrections.
4. Fully investigate the item of complaint. Consult the OSHA/WISHA regulations to determine if a violation exists and what correction is needed. Order immediate corrective action for any violation, including any act or condition not covered by OSHA/WISHA regulations but believed to be hazardous.
5. Always report the disposition of the complaints back to the complainant promptly. To settle differences of opinion about hazards and correction, refer to the complainant to the specific sections of OSHA/WISHA regulations relating to the complainant item. Settle the complaint to the mutual satisfaction of all concerned.
6. Make a written record of the details of the complaint, including corrective actions taken and file for future reference in the event of a complaint inspection by OSHA/WISHA.
7. This procedure will be of little value in handling complaints internally if do not know it is available to them. At a safety meeting, notify all employees of the procedure.
8. At a safety meeting, review the procedure with Employees and instruct them to follow it. Have them report their employee complaint in writing. Enforce their compliance with this procedure, as a complaint inspection for any contractor may be broadened to include all contractors on the project.

6.0 AUTHORIZED SAFETY INSPECTIONS

From time to time, various persons will present themselves to the Island Manager requesting permission to make safety inspections or accident investigations. Only the following persons are authorized to do so:

1. Federal OSHA or State WISHA Compliance officers;
2. Inspectors from Local, State, or Federal government agencies;
3. Representative of HIC's insurance carriers;
4. Members of HIC Safety Committee or Board of Trustees.

The Island Manager shall admit such persons only upon recognition or presentation of proper credentials.

All other persons wishing to make safety inspections or accident investigations shall not be admitted without prior authorization from the Island Manager.

The Island Manager and employees will cooperate with all authorized safety personnel and implement their recommendations for correction of safety hazards unless they are in clear conflict with OSHA\WISHA regulations or company safety rules.

7.0 SAFETY TRAINING AND EDUCATION FOR HIC

The Island Manager has the primary responsibility for safety training and education and shall conduct regularly scheduled safety meetings with HIC for this purpose (see section on "Safety Meetings" for details).

Since most work is done under the direct supervision of foremen, the Island Manager shall carefully instruct foremen in their safety duties as described in this manual, and require them to conduct the following safety training and education activities with employees under their supervision:

1. The Island Manager shall issue a copy of the Employee Safety Manual to each employee along with verbal instruction to read and obey all safety regulations therein.
2. Foremen shall indoctrinate each new employee in basic safety requirements, as follows:
 - a. Review employee safety duties as set forth in this Manual.
 - b. Issue Employee Safety Manual.

- c. Review the required uses and care of personal protective equipment such as hard hats, eye protection, respirators safety belts, etc.
 - d. See that each employee has certification of instruction in the use of such items as power actuated tools, lasers, motor vehicles, etc.
 - e. Review procedures for obtaining first-aid treatment and medical treatment for job related injuries.
3. Foremen shall include, in all work assignments to each employee, instruction in the recognition and avoidance of unsafe conditions related to the work. He shall give particular care to the following conditions:
- a. Handling or use of flammable liquids and gases, or toxic materials.
 - b. Work involving exposure to falls from heights over 6'.
 - c. Work in trenches or excavations.
 - d. Work in confined or enclosed workspaces with limited egress, which may be subject to the accumulation of toxic or flammable atmosphere.
 - e. Work involving eye hazards.
 - f. Work involving noise hazards.
4. Where foremen find employees engaged in unsafe acts or working in unsafe conditions, the foreman shall instruct the employees, on an individual basis, on the nature of the hazard, safety regulations violated and required protective action.
5. Foremen shall conduct weekly safety meetings with employees under their supervision (see section on "Safety Meetings" for details).

NOTE: *On projects where there are no foremen, and for employees not working under the supervision of a foreman, the Island Manager shall assume the above responsibilities.*

8.0 HOUSEKEEPING

Poor housekeeping on job projects creates unsafe walking and working conditions due to tripping hazards, but is an ever-present fire hazard due to the inflammable and combustible nature of most debris.

The Island Manager shall plan his housekeeping program at the start of the project and assign responsibilities for cleanup and removal of debris to all involved in the project. The following housekeeping rules shall be enforced:

1. Make certain that Employees understand their obligations for cleanup and removal of their debris.
2. Plan ahead and set up schedules for prompt emptying of rubbish containers. Full containers shall be removed promptly and replaced with empty containers. Allow sufficient time in elevator schedules for rubbish removal.
3. Hoses, extension cords, welding leads, etc., shall not be laid on the floor in occupied areas outside of work areas. All such lines shall be strung overhead.
4. Combustible or flammable debris shall be cleaned up and removed on a daily basis. Accumulations of this type of debris are prohibited.
5. Construction debris shall be cleaned up *as the work progresses* and shall not be permitted to accumulate or remain scattered and strewn about.
6. In no case will debris be permitted to become strewn or accumulated in occupied areas outside of work areas. Debris produced from work activities in such areas shall be cleaned up and removed as it is produced. The following areas shall be kept clear of debris at all times:
 - a. Walkways
 - b. Aisles
 - c. Stairways
 - d. Ramps
 - e. Loading docks
 - f. Entrances to the project
7. Where containers for debris are not readily available, the debris shall be put into isolated piles ready for removal and not left scattered and strewn about.
8. Debris shall not be dropped from heights over 20 feet unless through a chute enclosed on all sides.
9. Nails may not be left protruding from lumber. Protruding nails shall be backed out, and removed.
10. Oil and grease spills shall be cleaned up at once.
11. Where sweeping of debris from floors may create dusty atmospheres, sweeping compound shall be used or the floors sprinkled with water, whichever is required to reduce dust in the atmosphere to acceptable levels. Workers shall wear the appropriate PPE such as dust masks, and if necessary eye protection when sweeping.

12. Where work activities take place in occupied areas, outside of regular work areas, and the work cannot be isolated, only such tools, equipment and materials as may be immediately used shall be permitted. One employee shall serve as flagman to warn occupants of the hazards and direct them away from or around the work.
13. Materials and equipment shall not be stored in occupied areas outside of work areas.
14. Where work materials, tools, supplies and equipment must be moved through occupied areas, one employee shall serve as flagman to warn occupants of the hazards and direct them away from or around the move.

9.0 ENVIRONMENTAL CONTROLS

Exhaust Fumes

Tools, equipment, and machinery powered with internal combustion engines shall not be operated so as to exhaust into enclosed or confined workspaces. Exhausts shall be fully vented to the outside or equipment powered by other means substituted.

Welding Flashes

Where welding operations are not transient, but set up on an extended basis, the work area shall be screened off to prevent exposure of employees to welding flashes.

Sweeping

Where sweeping of floors creates dusty or contaminated atmospheres in enclosed or confined workspaces, the floor shall be wet down or sprinkled with sweeping compound, whichever is necessary to control excessive dust. Employees sweeping floors shall wear disposable particle filter masks while sweeping.

Asbestos

Work with asbestos or asbestos-containing materials requires extensive safety controls. Disturbance of asbestos-containing materials requires the use of certified asbestos contractors, supervisors and workers. Do not permit non-certified to work with asbestos either in demolition or construction operations until consulting the Island Manager regarding required controls.

Lighting Levels

OSHA|WISHA regulations require general work areas to be lighted to a minimum of five (5) foot candles per square foot. See section on "Electrical Safety" for additional requirements.

Toxic and Contaminated Atmospheres

To prevent all workers from injury or death by being exposed to inhalation, ingestion, skin absorption, or contact with any toxic material or substance that may cause physical harm, controls shall be implemented to reduce or eliminate the exposure. The Hazard Communication Program should be followed. Such materials may be present in the atmosphere in the form of gases, vapors, fumes, dusts, or mists. Their presence may be caused by the application or use of paints, sealer, acids, adhesives, etc., which are brushed, sprayed, troweled, etc.

For materials that are believed to be toxic, consult labels on containers, and specifications in the Material Safety Data Sheets (MSDS) furnished by suppliers or manufacturers, for warnings and recommended safeguards. Follow the manufacturers recommendations! The following controls shall be implemented in the order shown, for atmospheres with toxic substances:

1. Where the concentration of hazardous substances is excessive, local exhaust ventilation shall be used to reduce employee exposure to safe levels. The exhaust shall run continuously while the work is in progress, and shall be vented to the outside and not into areas occupied by other .
2. Where employee exposure to hazardous substances cannot be reduced to safe levels by ventilation, appropriate personal protective equipment shall be issued to and its use enforced. Equipment may consist of the following items:
 - a. Respirators
 - b. Goggles or spectacles
 - c. Gloves
 - d. Footwear
 - e. Protective garments

For selection of respirators, consult WAC 296-842-13005. For selection of eye and face protection, consult WAC 296-155-215.

Noise

Employees may not be exposed to excessive sound levels for prolonged periods of time without controls or protective equipment. For example: Employees may not be exposed to more than 90 decibels of sound for more than 8 hours. Breaking concrete with an air hammer produces 95 decibels of sound for the operator. Employees may not be exposed to 95 decibels for more than

4 hours without controls or protective equipment. Exposure of to noise shall be controlled in the order shown below:

1. Rotate or replace employees on noisy work so as to reduce time of exposure.
2. Utilize equipment that has been engineered to run silently or is equipped with mufflers or sound reducing accessories.
3. Where it is not feasible to employ the first two controls, or where they fail to reduce noise to safe levels, issue personal protective equipment to exposed and enforce its use. Such equipment may consist of earplugs or earmuffs designed to protect hearing.
4. Hearing protection will be worn when operating the following equipment:
 - a. Back hoe
 - b. Brush Hog
 - c. Grader
 - d. All mowing equipment
 - e. Gas powered string trimmers
 - f. Power washer
 - g. In RO plant when main pump exceeds 4500 hz

Flammable Atmospheres

Where the use of flammable and combustible materials such as gases, adhesives, paints, or sealers may cause a buildup of an explosive or flammable atmosphere in a confined area, the area shall be well ventilated by natural or mechanical means. Smoking, open flames, or other sources of ignition in the area shall be eliminated. At least one Multi-Class ABC dry chemical type fire extinguisher shall be available within 25 feet outside of the area.

10.0 PERSONAL PROTECTIVE EQUIPMENT

The Island Manager is responsible for procuring, issuing, using, and maintaining personal protective equipment as required in this Section. The Island Manager shall survey the needs for such equipment in advance and see that it is available for use by employees when the need arises. The Island Manager shall see that foremen issue required equipment to employees and instruct the foremen to enforce its use. The Island Manager shall provide for regular inspection of the equipment to see that it is in safe working condition, and provide for its care and maintenance.

Each employer site shall review in advance its projected needs for personal protective equipment (PPE) and have such equipment readily available for use by its workers when required.

All employees shall conduct a hazard assessment of their work areas annually or at the start of each new project. Use the Job Hazard analysis form at Appendix A.

ALL HIC CONSTRUCTION PROJECT SITES ARE HARD HAT PROJECT SITES UNLESS APPROVED BY ISLAND MANAGER

Employers shall maintain PPE in serviceable condition. Such equipment and its use shall include but may not be limited to the following:

1. **Hard Hats.** Hard Hats shall be worn by all employees and visitors while on construction site unless approved by Island Manager. Hard Hats will be worn by back hoe operator at all times and by other employees working within 20 feet of the reach of any part of the back hoe.
2. **Eye and Facial Protection.** Eye and facial protection shall be issued to all workers engaged in work creating hazards to eyes and the face area. Such protection shall be selected as prescribed in WAC 296-155-215.
3. **Respirators.** Respirators shall be issued to exposed to the inhalation of harmful substances as determined by the hazard evaluation required by WAC 296-841-20005.
 - a. Selection of respirators shall be made in accordance with WAC 296-842-13005 and from the on site MSDS's.
 - b. Where may be exposed to inhalation of contaminated or toxic atmospheres, respiratory protective equipment shall be issued and used.
 - c. Table 3 of WAC 296-841-20025 shall be used as a guide in the selection of appropriate respirators.
4. **Hearing Protection.** Employees exposed to sound levels in excess of those shown in WAC 296-817-30010 shall be equipped with appropriate hearing protection. Refer to Table 2 of WAC 296-817-20015 to determine effective protection noise reduction levels assigned to hearing protectors.
5. **Safety Harness.** Employees exposed to a fall hazard greater than 10 feet shall wear safety harness meeting the requirements of WAC 296-155-24510.
6. When cutting or welding a welders apron, eye protection and gloves will be worn.

HIC and its Employees shall issue PPE to their workers. This equipment shall be inspected, maintained and cleaned as indicated by the equipment's manufacturer. All employers will be held responsible to assure the workers wear their Personal Protective Equipment.

11.0 ELECTRICAL SAFETY

1. All electrical work installation and wire capacities, both temporary and permanent, shall be in accordance with the National Electrical Code.
2. All electrical equipment whether portable or fixed shall be grounded.
3. Portable tools that are double insulated need not be grounded.
4. All extension cords and cords on plug connected equipment shall be of three wire type, equipped with three pronged plugs.
5. Temporary lights shall be equipped with guards to prevent accidental contact with the bulb.
6. Aisles, stairs, and walkways shall be kept clear of electric cords or cable so as not to present a tripping hazard. Unused cord and cables shall be picked up and stored away.
7. Cords with worn, frayed or broken insulation or with loose plugs shall not be used.
8. All switches, circuit breakers, receptacles, and fuse boxes that may be exposed to water shall be protected so that water does not enter.
9. All distribution panels, circuit breaker panels, and fuse boxes that may be exposed to water shall be protected so that water does not enter.
10. Energized transformers and other related energized equipment over 150 volts to ground shall be protected against accidental contact by providing individual housing or by an enclosure. Access to such energized equipment shall be secured by lock, and signs indicating danger and prohibiting unauthorized access shall be displayed on the housing or enclosure. Transformers on poles 12 feet from the ground are exempt from this requirement.
11. Makeshift connections in welding leads are prohibited. All connections shall be insulated.
12. The Island Manager shall enforce the use of Ground Fault Circuit Interrupter Devices by HIC and contractor workers on all electrical tools and extension cords.

12.0 EMERGENCY SERVICES

The Island Manager shall provide and maintain the following emergency services:

1. *First Aid Kist.* A first aid kit suitable for treating minor injuries, which do not require the services of professional medical personnel, shall be available for use in the office. The kit shall consist of a weatherproof container with individually sealed packages for each type of item contained. The kit shall be conspicuously placed where it is readily accessible for use by all. The contents of the kit shall be checked weekly and expended items replaced. All first aid kits should be reviewed to make sure that they have adequate supplies to meet any potential chemical exposure as outlined in the onsite MSDS.

First Aid Kits will be located in the following places: Island Office, All vesels, Water Service Vehicle, Maintenance Vehicle, Harbormasters Office, Back Hoe, and Maintenance/Golf Shop.

All employers site shall evaluate their first aid kit to determine that the medical products in that kit are adequate to meet any safety or blood bourne pathogen hazards noted in their Employer's MSDS's.

2. *Hospital.* Posted in the HIC office shall be the name, address and phone number of the nearest hospital for treatment of with serious injuries. Provide ambulance service for prompt transportation of injured to the hospital. For ALL EMERGENCIES DIAL 911.

CPR Program (Cardio-Pulmonary Resuscitation). Automatic External Defibrulators are located on the Island Ferry and in the Island Office.

3. *Material Safety Data Sheets.* Material Safety Data Sheets (MSDS) are needed when a worker sustains a chemical injury. These sheets should be readily available for any First Aid needs.

13.0 LADDERS

1. The use of ladders with broken or missing steps or rungs, broken or split side rails or other defects are prohibited.
2. Ladders used to travel from one level to another shall meet the following requirements.
 - a. Side rails of ladders shall extend not less than 36 inches above the top landing level, and the space between the side rails at the top 36 inches shall be free of rungs or other obstructions so as to permit to enter or leave the ladder between the side rails.
 - b. The ladder shall be tied, blocked, nailed or otherwise secured to prevent being displaced when in use.
 - c. The pitch of the ladder shall be such that the horizontal distance from the top support to the foot of the ladder is about 1/4 of the length of the ladder between the top support and the base.
3. Ladders shall not be used in the horizontal position as platforms, runways or scaffolds.
4. The use of planks and ladders to make a scaffold is prohibited.
5. Metal ladders shall not be used for electrical work or where they may contact electrical conductors such as wiring for temporary lighting and power.
6. Feet of extension ladders shall be equipped with safety shoes.
7. Sections of extension ladders shall not be separated for use.

14.0 PROTECTION FOR THE PUBLIC

Activities on construction projects frequently create safety hazards for the public and strong, positive steps must be taken to control such hazards and to reduce our exposure to liability claims. Therefore, before the start of the project, the Island Manager and Island Manager shall review the work ahead to determine what hazards to the public may arise during the course of the work and what controls are required to protect the public.

As work on the project progresses, the Island Manager shall continually review the work to locate new hazards that may arise and implement new controls as required. During the life of the project all items installed for public safety shall be regularly inspected and maintained in safe condition.

Employees and the Island Manager shall enforce all requirements for public protection with Employees where their work creates safety hazards for the public.

Public protection shall conform to all local codes as well as the following requirements:

1. Signs and lights shall be placed well ahead of construction operations to allow pedestrians to heed the warnings. Flags, Barricades and Traffic Lane Cones shall be so placed as to create clearly defined lanes of traffic to permit the safe flow of traffic.
2. In all cases where flagmen are used to control pedestrians and vehicular traffic, they shall receive instructions in the type of work to be done, traffic controls required, and proper signaling of traffic.
3. Flagmen shall wear an orange colored hard hat, a vest with diagonal stripes in contrasting colors, and use a flag to signal traffic.
4. Where construction operations take place in pedestrian walkway or create safety hazards over pedestrian walkways, the walkway shall be closed and pedestrian traffic routed to safe, alternate walkways. Walkways shall be closed with barricades and warning signs clearly posted at the points of closure, warning of the hazard and clearly indicating the alternate walkway.

Signs

HIC shall provide for the prompt and conspicuous posting and maintenance of Danger Signs, Caution Signs and Safety Instruction Signs as required for general use to alert and inform employers and workers of safety hazards and safety rules and regulations.

1. Areas adjacent to gates where construction vehicles are entering and leaving the work area shall be posted with signs warning the public to watch out for trucks and other vehicles.
2. All doors, gates or other points of entry from occupied areas into work areas shall be posted with warning signs. Signs may state: "DANGER - CONSTRUCTION AREA," "KEEP OUT," "AUTHORIZED PERSONNEL ONLY," etc.

15.0 FIRE PREVENTION AND PROTECTION

The Island Manager shall implement and enforce the following requirements:

Emergency Services. Refer to the **Emergency Services** section in this manual for additional requirements for Fire Prevention and Protection.

Housekeeping. Combustible debris shall not be permitted to accumulate! Combustible debris shall be cleaned up and removed daily.

Use of Flammable Liquids. Only approved U.L. safety cans can be used for handling and use of flammable liquids in quantities greater than one gallon, except that this shall not apply to liquids which are extremely hard to pour. For quantities of one gallon or less, the original container may be used.

An approved U.L. safety can is a closed container, of not more than five (5) gallons capacity, having a flame arresting screen in the pour spout and a spring closing lid and spout cover. Flammable liquids shall be kept in closed containers when not actually in use.

Indoor Storage of Flammable and Combustible Liquids. No more than twenty-five (25) gallons of flammable and combustible liquids shall be stored in a room outside an approved U.L. approved flammable liquids storage cabinet. An approved cabinet should be of metal construction, bearing the Underwriters Laboratories approval or similar. No more than sixty (60) gallons of flammable liquids shall be stored in one cabinet and not more than three (3) cabinets shall be permitted in a single storage area.

Standby Fire Extinguishers. The responsible employer shall provide standby fire extinguishers as follows:

1. At least one portable multi-class ABC dry chemical fire extinguisher with a minimum rating of 2A: 20BC shall be located outside of, but not more than ten (10) feet from the door opening of any room used for the storage of more than sixty (60) gallons of flammable or combustible liquids.
2. A portable multi-class ABC dry chemical fire extinguisher with a minimum rating of 2A: 10 BC shall be provided within fifty (50) feet of all welding operations, torch cutting operations or wherever more than five (5) gallons of flammable or combustible liquids or five (5) pounds of flammable gas are being used.
3. A portable multi-class ABC dry chemical fire extinguisher with a minimum rating of 2A: 5BC shall be available at the operator's station of all cranes, derricks, hoist and elevators.
4. A portable multi-class ABC dry chemical fire extinguisher with a minimum rating of 2A: 20BC shall be provided on all tank trucks or other vehicles transporting or dispensing flammable or combustible liquids such as fuel trucks, roofers, tankers, & etc.
5. A portable multi-class ABC dry chemical fire extinguisher with a minimum rating of 2A: 20 BC shall not be located less than twenty-five (25) feet nor more than seventy five (75) feet from any flammable liquid storage area located outside such as gasoline and diesel fuel tanks, & etc.
6. Storage locations for propane cylinders shall be provided with at least one portable multi-class ABC dry chemical fire extinguisher with a minimum rating of 2A; 20BC.
7. Areas temporarily heated with heaters fueled by propane, natural gas, oil or solid fuel shall be provided with at least one portable multi-class ABC dry chemical fire extinguisher with a minimum rating of 2A: 20BC.

Welding and Torch Cutting. The following requirements shall apply to all welding and torch cutting operations.

1. Each employee using fuel gas such as propane, acetylene, oxygen, & etc. shall be instructed in their safe use as set for in WAC 296-155-400.
2. Cylinders shall be kept far enough away from the actual welding or cutting operations so that sparks, hot slag, or flame will not reach them. When this is impractical, fire resistant shields shall be provided.
3. Cylinders shall be placed where they cannot become part of an electrical circuit.
4. Cylinders shall not be subjected to flame, hot metal or other sources of artificial heat.
5. Fuel gas cylinders shall not be taken into confined spaces.

6. Oxygen cylinders, fittings and accessories shall be kept free of oil and grease.
7. All manifolds, regulators, couplings, hoses and torches shall be inspected prior to each days use to see that they are in safe condition and free of leaks. Defective equipment shall be taken out of service and repaired or replaced.
8. Before welding torch-cutting operations take place, all moveable fire hazards and combustible materials in the vicinity shall be removed or otherwise protected. If fire hazards cannot be removed, positive means shall be taken to confine the heat, sparks and slag.
9. No welding or torch cutting shall be performed in areas where flammable atmospheres exist due to heavy concentrations of flammable paints, gases, fumes, dusts or compounds.
10. When welding or torch cutting is performed on walls, floors and ceilings, since direct penetration of sparks, slag or heat transfer may introduce a fire hazard to an adjacent area, the same precautions shall be taken on the opposite side on which the work is being performed.
11. Whenever torches are not to be used or left unattended for more than thirty (30) minutes in confined or enclosed spaces, the gas supply shall be shut off at the regulator. Overnight, the torch and hose shall be removed from the enclosed space.

Fire Watch. When the welding or torch cutting operation is such that normal fire prevention precautions are not sufficient, additional personnel shall be assigned to guard against fire while the actual work is being performed, and for a sufficient period of time after completion of the work to ensure that no possibility of fire exists. Such personnel shall be instructed as to the specific anticipated fire hazards fire reporting procedures and how fire-fighting equipment provided is to be used.

Temporary Heaters. The following precautions shall be taken for areas under temporary heat:

1. The storage of propane cylinders whether full or empty within buildings is prohibited. Cylinders not connected for use are considered "in storage". To eliminate the need for storage of full replacement cylinders in the area, as many as three (3) cylinders of 100 pounds capacity may be manifolded together for connection to a heater.
2. Heaters shall be located at least six (6) feet away from propane cylinders.
3. Heaters shall not be directed toward any propane cylinder within twenty (20) feet.
4. Heaters shall be located at least ten (10) feet away from tarpaulins, plastic sheeting, or canvas coverings or closures. Coverings and closures shall be securely fastened to prevent being blown onto the heater by the wind.

5. Sufficient fresh air and ventilation shall be provided with either naturally or mechanically to maintain the health and safety of the workers, ensure proper combustion and prevent excessive temperature rise in the heated area.

Open Fires. The use of open fires of wood, paper or other combustible materials is prohibited.

16.0 PROTECTION FROM LIVE SYSTEMS

Prior to any work that may accidentally interrupt live systems, (mechanical, electrical, sewerage, hydraulic, pneumatic, etc.), the Island Manager shall review and coordinate the work with the representative utility company, authority or Local Municipal Agency and with trades doing the work. Proper safeguards shall be implemented as required to prevent accidental interruption of such systems. Work requiring review and safeguards may include demolition and any blind penetration of floors, walls and ceilings.

All live systems whether they are mechanical, electrical, sewerage, hydraulic, pneumatic, etc. shall be properly identified and location verified. In the event these systems may have to be temporarily shut down, the authorized representative from the utility company or Local Municipal Agency shall shut the system and when necessary reactivate it.

17.0 EXCAVATING

The Island Manager shall enforce the following safety requirements for excavating work:

1. Prior to opening an excavation, effort shall be made to determine whether underground installations; i.e., telephone, water, electric, lines, etc. will be encountered, and if so, where such underground installations are located. When the excavation approaches the location of such an installation, the exact location shall be determined, and when it is uncovered, proper supports shall be provided for the existing installation.
2. Contractors, when hired, in compliance with WISHA's excavation regulations found in WAC 296-155, Part N, shall obtain a soils report that will determine the classification of the ground to be excavated. Soil conditions may only be classified as Stable Rock, Soil A, Soil B and Soil C. A copy of the soils report must be kept onsite during excavation operations. A copy of the soils report must be forwarded to the HIC Island Manager before excavation operations begin.
3. The walls and faces of all excavations in which employees are exposed to danger from moving ground shall be guarded by shoring, sloping to the proper angle of repose, or some other equivalent means.

The determination of the angle of repose and design of the supporting systems shall be based on careful evaluation of pertinent factors such as type of soil; possible variation in water content of the material while the excavation is open; anticipated changes in materials from exposure to air, sun, water, or freezing; loading imposed by structures, equipment, overlying material; and vibration from equipment, traffic, or other sources. The soils report shall be used as a guideline for cutting back the excavation sides to the proper angle of repose. Any shoring system being used on excavations 20' deep or less should use the suggested design systems as offered in the WISHA standard. Any shoring systems that are deeper than 20' or are different than the suggested WISHA designs shall have drawings on them. A Washington State Registered Professional Engineer (P.E.) must stamp these drawings. Again copies of the shoring system drawings must be on site during the excavation activities with a copy given to the HIC Project Island Manager .

4. The contractor firm completing the excavation work shall have a Designated Competent Person on site during excavation operations. The excavation shall be inspected during excavation activities, after every rainstorm or other hazard-increasing occurrence, and the protection against slides or cave-ins shall be increased if necessary. Signs of cracking or sliding of soils on tops or sides of the excavation are danger signs.
5. All excavations 4 feet deep or more shall require a means of egress every 25 feet. This means of egress may be a ladder, stairways or ramp.
6. In excavations which employees may be required to enter, excavated or other material shall be kept back at least 2 feet from the edge of the excavation.
7. Water shall not be allowed to accumulate in an excavation. Diversion ditches, dikes, or other suitable means shall be used to prevent surface water from entering an excavation and to provide adequate drainage of the area adjacent to the excavation.
8. Adequate physical barrier protection shall be provided at all remotely located excavations into which persons may fall and not be able to climb out because of steepness of sides. Wells, pits, shafts, etc., shall be barricaded or covered.
9. Walkways and ramps over excavations shall be constructed of 2-inch planking, or equivalent, on strong stringers, with guardrails on both sides.
10. If it is necessary to place or operate excavating machinery or trucks on a level above and near an excavation, the side of the excavation shall be sheet-piled or shored, and braced as necessary to resist the extra pressure of such superimposed loads.
11. When mobile equipment is used or allowed adjacent to excavations, substantial stop logs or barricades shall be installed.
12. Sides of trenches more than 4 feet deep shall be shored or sloped back to the angles of repose.

13. Portable trench boxes or sliding trench shields may be used for the protection of employees in lieu of shoring or sloping. They shall be designed and constructed to provide protection equal to or greater than shoring required for the trench.
14. Open excavations in the public way shall be securely covered over with 2-inch planking, or ¾-inch plywood or its equivalent, or guarded on all open sides with a standard guardrail during non-working hours.
15. All pits, shafts, or steep sided excavations shall be covered with 2-inch planking or ¾-inch plywood, or equivalent or guarded with a standard handrail on all open sides during non-working hours.

Definitions

1. An **excavation** is any man made cavity or depression in the earth's surface formed by earth removal, and producing unsupported earth conditions by reasons of the excavation.
2. A **trench** is a narrow excavation at least 4 feet deep and not over 15 feet wide.
3. The **angle of repose** is the greatest angle above the horizontal plane at which a material will lie naturally, without sliding.

Notes

1. Figures N-1 through N-18 in WAC 296-155-66403, Appendix B, shows the approximate angle of repose for various types of soil conditions.
2. WAC 296-155-66405, Appendix C shows minimum construction requirements for timber shoring in trenches.
3. WAC 296-155-66407, Appendix D shows minimum construction requirements for aluminum hydraulic shoring in trenches.
4. For additional requirements for caisson work, see section "Environmental Controls".

18.0 HAZARD COMMUNICATION PROGRAM

The WISHA Hazard Communication requires every employer to have a written Hazard Communication Program describing how the requirements of the standard will be met.

HIC's Hazard Communication program is intended to achieve compliance with the WISHA Hazard Communication Standard, and use the procedures herein shall be fully implemented by the Island Manager.

Employees will perform Hazard Assessments annually for their permanent work areas and upon commencing any new project not covered by the annual assessment.

Procedures for Hazard Determination

All chemicals produced or imported in the United States must be evaluated to determine if they are hazardous. Manufacturers and importers are required to perform the evaluations and report the results on Material Safety Data Sheets (MSDS). Employers who are end users of chemicals are not required to evaluate chemicals unless they choose not to rely on evaluation performed by the manufacturers and importers. Information resulting from such evaluation shall be reported on MSDS provided to HIC by suppliers of hazardous chemicals.

NOTICE: INFORMATION ABOUT HAZARDOUS CHEMICALS

HIC has Material Safety Data Sheets (MSDS) for hazardous chemicals they use or store at this workplace. The MSDS contain information about precautionary measures that need to be taken to protect from exposure to the chemicals during normal operation conditions and in foreseeable emergencies. HIC also has a Written Hazard Communications Program describing the Labeling System they use for hazardous chemicals.

Employees may review MSDS and Written Hazard Communication Program during working hours in the HIC project trailer upon request to the Island Manager. Copies of MSDS and Written Hazard Communication Program will be furnished upon request.

Procedures for Labeling Containers of Hazardous Chemicals

Containers of hazardous chemicals must be labeled or tagged with information about the contents. Suppliers are required to label or tag each container of hazardous chemicals they ship. Containers of hazardous chemicals may be identified by the presence of warning labels or tags affixed to incoming containers or by receipt of MSDS describing the hazardous nature of chemicals that suppliers have shipped. When HIC receives containers which have been so identified, and which they will use or store, the following procedures shall be implemented:

1. Inspect each incoming container of hazardous chemicals and ensure that each is labeled or tagged with the following information:
 - a. The identity of the hazardous chemical. The identity should match that shown in the "Identity" section in the upper left corner of the form of the MSDS for that chemical.
 - b. Appropriate hazard warnings.

2. Do not deface or remove Labels from containers of hazardous chemicals. Labels that are missing, illegible, defaced or not in English shall be replaced. Prepare a Label or Tag with information required in No. 1 above and affix to the container. Refer to the MSDS for required information.
3. Labels are not required on portable containers into which hazardous chemicals are transferred from Labeled containers and which are intended only for immediate use of the employee who performs the transfer.

The following chemicals or products are not subject not to the Hazard Communication labeling requirements:

1. Foods, drugs and cosmetics
2. Tobacco and alcoholic beverages
3. Wood or wood products as a single unit
4. Any hazardous chemical purchased "over the counter" as a consumer product, providing that it is used in same manner as normal consumer use and which use results in a duration and frequency of exposure not greater than exposure experienced by consumers.

MSDS books will be maintained in the following work areas: Golf, Maintenance, Water and Vessels

Procedures for Listing of Hazardous Chemicals and Material Safety Data Sheets

HIC is required to have a list of Hazardous Chemicals and MSDS on each hazardous chemical they use or store. Suppliers of the Hazardous Chemicals are required to ship the MSDS with the containers of hazardous chemicals, or send them prior to or at the time of shipment. The MSDS and list of Hazardous Chemicals shall be maintained in the HIC project office as follows:

1. Inspect incoming containers for labels identifying the contents as hazardous chemicals. When containers are so labeled, verify that the required MSDS has also been received. If the MSDS has not been received, contact the supplier immediately and follow up to obtain the required MSDS. Make a written record of this contact and follow up activities.
2. Review MSDS received for completeness. HIC is not responsible for the preparation and accuracy of the information on MSDS; however, they are required to review each MSDS to ensure that suppliers have provided all of the required information. OSHA Form No. 174 is most frequently used for MSDS, however, other formats are acceptable as long as they provide the same information as OSHA Form No. 174. Blank spaces are not permitted on

MSDS forms. If any item is not applicable, or information is not available, the space on the form must be marked "(N/A)" to indicate that. Only sections marked "Optional" may be left blank. Where any required information has been omitted, contact the supplier and follow up to obtain a corrected and complete MSDS. Note the dates of contact and follow up in the bottom margin of the front side of the MSDS. Note the date of the MSDS review in the top margin of the front side of the MSDS.

3. Assign a number to each MSDS received and in the order in which they are received, beginning with the number 1. Print the number and the date received in the upper right corner of the front side of the MSDS. Maintain all MSDS in numerical order in a three ring binder or file folder.
4. Prepare a list of Hazardous Chemicals. List the number of each MSDS in numerical order with the identity of each chemical taken from the "identity" section in the upper left corner of the front side of the MSDS. Place the list at the front of the MSDS binder or folder. Maintain the list in current condition by adding each new MSDS as received.
5. Whenever are visibly contaminated with hazardous chemicals they shall proceed at once to the nearest washing facility or source of water and wash away the visible contamination. Class "A" fire Extinguishers (2 1/2 gallon pressurized water) that may be readily available throughout the workplace are charged with water and any be used for washing away visible contamination in emergency situations.

Personal Protective Equipment

Appropriate personal protective equipment will be issued to employees assigned to work in areas where they will be exposed to hazardous chemicals. Employees will use appropriate personal protective equipment issued at all times while in the work area. Personal protective equipment includes the following:

1. Respirators
2. Eye and face protection
3. Head protection
4. Gloves
5. Boots
6. Protective garments

WISHA Standard WAC 296-155-215 describes selection criteria for eye and face protective equipment. Selection criteria for respiratory protection are described in WAC 296-842-13005.

Labeling Containers of Hazardous Chemicals

Suppliers of hazardous chemicals are required to affix warning labels or tags to containers of hazardous chemicals they ship indicating that the contents are hazardous. The labels and tags will identify the hazardous chemicals and include appropriate hazard warnings. HIC will rely on the labeling systems provided by suppliers to identify containers of hazardous chemicals.

Material Safety Data Sheet

Suppliers of hazardous chemicals are required to provide users with an MSDS which includes information about the identity, ingredients, health hazards, precautions and control measures for the hazardous chemical. HIC maintains a list of hazardous chemicals they store or use on site, and an MSDS for each chemical. The list and MSDS are available for review by employees in the HIC office upon request to the Island Manager. He will assist in using the appropriate hazard information upon request. Employees should comply with all warnings, instructions, precautions and control measures shown in the MSDS to avoid exposure to the hazardous chemical.

19.0 LOCK OUT / TAG OUT PROCEDURE

A. GENERAL REQUIREMENTS

1. A competent person shall determine potential sources of energy for equipment or building services prior to starting work.
2. The equipment or building service shall be deenergized from all energy sources as determined above.
3. The device(s) used to de-energize the equipment or service shall be physically secured in the "safe" position and a danger tag and lock affixed.
4. The equipment or service shall then be checked to verify a "zero energy state."
5. Equipment or services shall not be re-energized until all affected personnel are notified and are cleared, and the system has been checked out by competent personnel.

NOTE: *Energy source is defined to include electricity, compressed air (Pneumatic systems), hydraulic systems, and corrosive, flammable or toxic substances.*

B. SPECIFIC REQUIREMENTS

1. **Notification.** Prior to commencing work, HIC 's Island Manager and all affected trade contractors shall be notified of any shutdown of equipment to buildings services.
2. **Determination of energy sources.** With due consideration to the scope of work, all potential energy sources to the area or work shall be determined in advance by competent supervisory personnel. Special caution must be given to:
 - a. Multiple energy sources;
 - b. Residual energy;
 - c. Remote start up of equipment;
3. **De-Energization and lock out.**

- a. **Electrical.** Service disconnects and switches to the equipment or line upon which work is to be performed shall be opened (switch off) then locked in this position to prevent accidental engagement. A "Danger" tag and lock shall be affixed to the switch. This tag is to be dated and signed by the supervisor requesting the lock out. Where more than one crew or craft performs work on the system, each crew foreman shall affix a tag and lock on the disconnect.

Multiple lock out devices shall be used.

Lock keys shall be in the safe possession of the individual using the lock. Combination locks shall not be used.

CAUTION! Before any work is performed, a competent person shall verify that the system is de-energized.

- b. **Mechanical.** All electrical powered pumps, valves and control devices in the system upon which work is to be performed shall be placed in the "safe" condition, then locked out and tagged in accordance with the electrical tag out/lock out procedure above.

Mechanical isolating devices should also be used; valves shall be placed in the "safe" position, and tagged and locked in this position, where possible. Slip blinds ("pancakes") may be required on systems without mechanical valves. Where more than one crew or craft performs work on a system, each crew foreman shall affix a tag and a lock to the physical isolating device.

Systems and equipment upon which work is to be performed shall be checked by a competent person to ensure a "Zero Energy State"

Process equipment, vessels and piping shall be drained prior to penetration. Systems that have contained corrosive, toxic or flammable substances must be flushed or purged prior to starting work.

4. **Release From Lock Out.** No system shall be re-energized until all tags and locks are removed and the system has been inspected to ensure safe operation, locks and tags shall only be removed by authorized personnel.

ANYONE WHO VIOLATES THIS REQUIREMENT SHALL BE SUBJECT TO TERMINATION!

20.0 CUTTING AND WELDING PRACTICES

This procedure establishes the practices to be followed and the equipment to be used when performing cutting and welding operations if life and property are to be adequately protected. This procedure covers electrical welding, Oxy-acetylene fusion welding and cutting, brazing, welding, electric resistance or induction welding, forge and flow welding.

A. RESTRICTED AREAS

Welding and cutting operations are prohibited in or near areas or equipment containing flammable vapors, dusts, or liquids, on or in closed tanks or other containers that have held flammable liquids until all fire and explosive hazards have been eliminated as prescribed in the American welding society's recommended procedure for welding or cutting of containers that have held combustibles.

Under no circumstances are welding or cutting operations to be performed in or on containers, drums, tanks, or other vessels containing combustible or flammable liquids, or other substances of a similar dangerous nature. When it is desired to use drums as trash containers, the head should be cut out with a drum cutter and never burned out.

B. FLOOR AND MATERIAL PROTECTION

The basic precautions for fire protection in welding and cutting operations are:

1. When practical, remove the object to be welded, or cut, to a safe location designated for such work.
2. If the object to be welded or cut cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place at least thirty feet from the cutting or welding protection.
3. If the object to be welded or cut cannot be moved and if all fire hazards cannot be removed, these additional precautions should be observed:

- a. After the combustible floors have been swept clean, they should be protected by flame proofed tarpaulins or the equivalent or, if practical, the area may be wetted down.

CAUTION! Ordinary waterproofed tarpaulins must not be used. This type of tarpaulin would add to rather than retard, a fire.

- b. Wherever there are floor openings or cracks in the flooring that cannot be closed, an examination should be made to ascertain that there are no highly combustible materials on the floor below which would be exposed to sparks that might drop through the floor. The same protection should be observed with regard to breaks or holes in walls, open doorways, and open or broken windows.
- c. In grassy areas, the vegetation shall be cropped close to the ground and well wetted before cutting and welding operations are completed.

E. EQUIPMENT

1. Only apparatus such as blow pipes or torches, regulators or reducing valves, acetylene cylinders or other equipment listed by the Underwriters' Laboratories, Inc., or approved and listed by the Factory Mutual Laboratories shall be used.
2. All cylinders used for the storage and shipment of compressed gases shall be constructed and maintained in accordance with current regulations of the D.O.T. and shall be marked according to D.O.T. regulations.
3. Compressed gas cylinders shall be handled with caution to avoid damaging the valve or fuse plugs and causing gas leakage. Should cylinders be found to have leaky valves or fittings that cannot be stopped by closing the valves, the cylinders shall be taken into the open, away from any source of ignition, and slowly drained of gas. Such cylinders shall be tagged indicating these defects.
4. Workers shall not use the top of an acetylene cylinder as a receptacle for tools or materials of any sort, or for workbenches.
5. Under no condition shall acetylene be utilized at a pressure in excess of 15 p.s.i. gauge pressure.
6. Oxygen shall never be used as a substitute for compressed air in pneumatic tools, in oil preheating burners, in work to create pressure, for ventilation, for cleaning or dusting off, or for cooking.
7. All oily or greasy substances shall be kept away from oxygen cylinders, cylinder valves, couplings, regulators, hose, and other such apparatus and appurtenances. The handling of oxygen cylinders or apparatus with oily hands or gloves is prohibited.

8. The hose necessary to connect torches to the gas outlet shall be of a good quality rubber, capable of withstanding a hydrostatic pressure of 200 p.s.i. for five minutes. The acetylene and oxygen hoses shall be different in color. The hose shall not be crimped, kinked or otherwise deformed to control the pressure. Only torch regulator or cylinder valves shall be used for controlling the flow of gas.
9. Pressure reducers and regulators shall be in good working condition are fittings made tight and tested prior to starting operations.
10. Oxygen and acetylene tanks shall not be interconnected directly at their valve outlets in an attempt to furnish pre-mixed gas to equipment. Each gas must be conveyed separately to the point of application.

G. PERSONNEL AND THEIR PROTECTION

In all cases, operators of welding and cutting equipment shall be competent personnel.

Welders and helpers working on scaffolds, platforms, or runways shall be protected against falling the use of railings, safety harness, lifelines, or equally effective safeguards.

All equipment shall be placed so that it is clear of passageways, ladders, and stairways.

Helmets or hand shields shall be used during all arc welding or arc cutting operations and shall be arranged to protect the face, neck and ears from direct radiant energy from the arc.

Welder goggles or other suitable eye protection shall be used during all gas welding or cutting operations.

The operator shall likewise use welders gauntlet gloves, sleeve protectors, and aprons.

Suitable barriers, protecting screens, and warning signs should be used to protect the public or others not involved in the welding or cutting operations.

21.0 LIFTING SAFETY

HIC requires the procedures in this plan to be followed to provide a safe working environment.

HIC has implemented these procedures on safe lifting practices to ensure that employees are trained to protect themselves from the hazards of improper lifting practices.

It is the responsibility of management to ensure that these policies are implemented. It is the responsibility of management to ensure that these policies and the information necessary to carry out this policy is communicated to employees. It is the responsibility of all employees to follow safe work practices and comply with these rules regarding work practices.

The effectiveness of the back safety plan depends upon the active support and involvement of all affected employees.

All lifts of greater than 50 pounds are two person lifts. No employee will lift a weight greater than 20% of their body weight without assistance or mechanical lifting devices.

Affected Employees/Departments

All employees have job duties that require some lifting or materials handling are to be trained on the rules of this back safety plan.

Safe Lifting Techniques

The following points outline good lifting practices and procedures, safe lifting techniques that may be taught to associates to minimize their risk of back injury and pain. These practices are written with the lifter in mind. Lifting remains an important function despite the level of mechanization found in the workplace today, so attention must be directed toward safe lifting practices.

The basics of good lifting are:

1. Size up the load before you lift. Test by lifting one of the corners or pushing. If it is heavy or feels too clumsy, get a mechanical aid or help from another worker. When in doubt, do not lift alone!

2. ***BEND THE KNEES***. You will note this is capitalized. There is a reason for that, it is the single most important aspect of lifting.

3. When performing the lift:

Place your feet close to the object and center yourself over the load.

Get a good hand hold.

Lift straight up, smoothly and let your legs do the work, not your back.

Avoid overreaching or stretching to pick up or set down a load.

Do not twist or turn your body once you have made the lift.

4. Make sure you have a clear path to carry the load.

5. Set the load down properly. ***BEND KNEES AND NOT YOUR BACK***

6. Always push, not pull, the object when possible.

7. Change the lifting situation if possible to minimize a lifting hazard:

If it is a long load, get help. Split the load into several smaller ones, when you can, to achieve manageable lifting weight.

Avoiding lifts from below the knees or above the shoulders by using mechanical aids, positioning yourself so that the object to move is within an acceptable lifting range (between the shoulders and knees), and/or getting help from your co-workers.

Alternative Materials-Handling Techniques

Alternative materials-handling techniques for carrying or moving loads are to be used whenever possible to minimize lifting and bending requirements. These alternative materials-handling techniques include use of:

- * Hoists,
- * Forklifts,
- * Dollies,
- * Carts, and
- * Other mechanical devices.

22.0 VESSEL SAFETY

Vessel operations are a major portion of HIC total operations and are critical life lines for owners and residents. As such Vessel safety is paramount to the safe operation of HIC. HIC will strictly adhere to all published regulations.

In all cases the Vessel Master is responsible for all aspects of vessel operation, most important of these is the safety of passengers, crew and the vessel. The Vessel master has final authority on all decisions relating to the operation of the vessel.

Licensing- HIC Vessels will only operate with a USCG licensed master on board. The vessels will be properly licensed as required by USCG, WA UTC and DOT as well as properly registered with the WA Department of Revenue.

Drills - Vessel masters will ensure that at a minimum, monthly drills are conducted in the following areas:

Man overboard

Damage control

Loss or incapacitation of Vessel Master

Fire

Deck hands - Deck hands will meet all USCG, Federal and State requirements. Deck hands on the passenger ferry must be enrolled in a random drug testing program and are subject to random cause testing.

Cross Training - All crew members will receive basic training in the operation of the vessel, its communication equipment and fire and bilge pump systems. At a minimum crew members must be able to steer the vessel in open waters, stop the vessel, stop the engines, utilize the VHF radio to call for help, energize the fire suppression systems and manage the operation of the vessel's bilge pumps.

Log Book - All training will be recorded in the vessel log book which is a permanent record. Completed log books will be transferred to the Island Office for storage.

23.0 STORAGE AND USE OF FLAMMABLE LIQUIDS

HIC shall strictly enforce compliance with the following requirements:

Only approved U.L. safety cans shall be used for handling and storing flammable liquids. Once a drum of flammable liquid has been opened, it must be provided with an U.L. ground and bond system, dispensing system and vent bung.

Provide adequate ventilation in areas where flammable and combustible liquids are stored or in use. Employers shall comply with Local Municipal Fire Safety Codes and WAC 296-155-270 (2) (d) (vi).

Use U.L. approved fire extinguisher in areas where flammable and combustible liquids are stored or in use.

All areas where flammable and combustible liquids are stored and used shall be kept clear of debris and sources of ignition.

24.0 TOOLS

When power operated tools are designed to accommodate guards, they shall be equipped with such a guard when in use.

Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains or other reciprocating, rotating or moving parts of equipment shall be guarded, if such parts are exposed to contact by or otherwise create a hazardous.

All hand held power operated tools shall be equipped with a constant pressure switch that will shut-off the power when the pressure is released.

The wooden handles of tools shall be kept free of splinters and cracks, and shall be kept tight in the tool. Taping of handles is prohibited.

All hoses for compressed air exceeding 1/2 inch inside diameter, shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.

Only employees who have been trained in the safe use of the tool shall be permitted to operate a powder-actuated tool.

Mushroomed heads on chisels are prohibited.

25.0 BLOODBORNE PATHOGENS CONTROL PLAN

This bloodborne pathogen exposure control plan provides precautions necessary for HIC to use when occupationally exposed to blood, bodily fluids and other potentially infectious materials. These materials may cause diseases such as hepatitis B (HBV) and human immunodeficiency virus (HIV).

Universal Precautions shall be observed to prevent contact with blood or other potentially infectious materials. All body fluids shall be considered potentially infectious materials.

Access to the contents of the site first-aid kit shall be restricted to the field . Only the Authorized Personnel shall have access to the contents of the First-aid kit. This precaution is to minimize the potential of first aid supplies becoming contaminated with an injured person's body fluids.

In the event, an injured person requires assistance for treatment of the minor injury, the person rendering aid shall wear a pair of rubber medical-type gloves. (Rubber medical-type gloves

are a required item of inventory of the first-aid kit) Upon completing treatment of any injury, both the person providing assistance/treatment and the injured person will wash thoroughly with soap and water to remove all traces of blood or other body fluids from their skin.

If clothing is contaminated with blood or body fluids, it shall be removed prior to continuing work to minimize the potential of additional distribution and contamination of other persons, materials, tools, etc. Place soiled clothing in a plastic bag. Discard clothing if contaminated with another person's blood. It shall be at the discretion and responsibility of the individual whose clothing was/is contaminated with their own blood to either clean or dispose of the clothing, as they deem appropriate.

Should a serious injury be incurred to an employee on the work area which results in extensive bleeding, and another employee comes to the injured's assistance (Good Samaritan) and is contaminated with the injured's blood, this employee will be offered the hepatitis B vaccination free of charge.

Any tool, material, or equipment contaminated with human blood or other body fluids shall be cleaned/decontaminated prior to being put back into service. Any soil, material or other items, which cannot be cleaned or decontaminated, shall be disposed of in an appropriately approved manner. A simple disinfectant, decontamination solution may be made of 1 part household Bleach and 5 to 10 parts of water.

APPENDIX A
SAFETY FORMS & CHECKLISTS

**HIC
CONTRACTOR NOTICE OF UNSAFE ACT OR CONDITION**

Site Name: _____ **Form No.** _____

Contractor Name: _____

Date: _____ **Time:** _____ AM PM

Violation: _____

Type of Warning: VERBAL WRITTEN

Issued by: _____

Sub. Signature: _____
(Supervisor)

Resolution of Violation:

Re-Inspection Made: *Date:* _____ *Time:* _____ AM PM

Violation Corrected: YES NO

Remarks:

Employee Signature: _____

**HIC
CONTRACTOR NOTICE OF UNSAFE ACT OR CONDITION**

Site Name: _____ **Form No.** _____

Contractor Name: _____

Date: _____ **Time:** _____ AM PM

Violation: _____

Type of Warning: VERBAL WRITTEN

Issued by: _____

Sub. Signature: _____
(Supervisor)

Resolution of Violation:

Re-Inspection Made: *Date:* _____ *Time:* _____ AM PM

Violation Corrected: YES NO

Remarks:

Employee Signature: _____

**HIC
CONTRACTOR'S SITE SAFETY REPRESENTATIVE
PROJECT SAFETY ORIENTATION RECORD**

The undersigned Contractor's Site Safety Representative has been provided with the following site-specific safety orientation (if applicable):

- Introduction to the HIC's Safety and Health Program
- Review of site regulations
- Emergency procedures
- Emergency telephone numbers
- Accident reporting procedures
- Personal protective equipment
- Proper work attire
- Proper conduct
- Excavation hazards
- Fall hazards
- Confined space hazards
- Crane and rigging hazards
- Electrical hazards
- Hazard communication program
- Housekeeping

I have received the orientation as indicated above. I am aware of, understand, and agree to comply with all applicable WISHA/OSHA requirements, safety rules, policies and procedures for the HIC project named below.

I understand that all instructions that I have been given will be passed on to our .

Site/Project: _____

Date: _____

Contractor's Name: _____

Employee Name: _____

Employee Signature: _____

**HIC CONTRACTOR'S
PROJECT SAFETY START-UP CHECKLIST**

All contractors must complete the following. All information marked % + should be submitted to the HIC Island Manager before site work begins.

Site:	
Contractor Name:	
Safety Program Compliance Item:	Submitted/Date:
Designate on-site safety representative; provide emergency contact numbers.	
Contractor safety rep participates in HIC safety orientation.	
Have a written safety and health program (site specific).	
Have a chemical inventory for hazardous chemicals on site.	
Have Material Safety Data Sheets for hazardous chemicals on site.	
Document HAZCOM training to all Employeesq.	
Have proof of required training, if necessary, such as personal protective equipment (PPE), respiratory protection, fall protection, excavation safety or confined space entry.	
Provide hardhats to all and PPE as needed to control hazards.	
Post project emergency procedures and phone numbers in trailers and by telephones.	
✓ Provide Ground Fault Protection for all nonpermanent wiring.	
HIC Project Island Manager :	
HIC Island Manager :	

Worksite Inspection Checklist

{Template}

Instructions: Rate each of the items listed below for safety and/or completeness

S= Satisfactory= **U** Unsatisfactory

Explain the problem for each item marked with a "U".

?	Sanitation - Housekeeping	<i>(See the instruction sheet for adding or deleting items from this template)</i>
	Are toilets and washing facilities clean and stocked with supplies?	
	Is clean drinking water from a fountain or with individual drinking cups provided by the employer?	
	Are scrap materials stored safely to prevent tripping, fire or pest hazards?	
	Are spills cleaned up promptly?	
	Is there effective drainage for wet areas?	
	Emergency Exit and Emergency Equipment	<i>(See the instruction sheet for adding or deleting items from this template)</i>
	Are all exits and paths to/from exits free of obstructions?	
	Can all exits be opened from the inside without a key?	
	Are all exits signs illuminated?	
	Is the way of exit to the street obvious from all locations?	
	Are doors that could be mistaken for a way of exit marked "Not an Exit" or with the name of the room?	
	Are fire extinguishers charged and mounted in their assigned, labeled locations?	
	Is there a minimum 18" clearance below sprinkler heads	
	Are first aid kits well marked and accessible by at all times?	
	Is each first aid kit complete? (A list of required items inside each kit is helpful)	
	Are first aid trained cards current?	
	Are emergency phone numbers posted where they can be seen from telephones?	
	Walking surfaces	<i>(See the instruction sheet for adding or deleting items from this template)</i>
	Are aisles and passageways kept clear (at least 28" wide)?	
	Is the surface free of holes, projections, or depressions that could cause trips, or let material fall on workers below?	
	Are covers on holes or large openings in floors secure and capable of supporting the maximum load safely?	
	Are aisles free of cords, pipes, and hoses that could cause trips?	
	<i>Is there at least 6 1/2' of head room in all aisles and on all stairs?</i>	
	Are guardrails in place on the open sides of all walking surfaces 4' or more above an adjacent surface?	
	Are guardrails 36" -42" high and capable of withstanding 200 LB of force in any direction against the top rail?	
	Are toe boards to catch debris installed on guardrails where people may work or walk on the surface below?	
	Are stair tread surfaces non-slip, not excessively worn, and free of stored materials?	
	Is there a guardrail with mid rail on open sides of stairs with four or more risers or a handrail when both sides are walled?	
	Are stair rail top rails or hand rails 30" - 34" high (measured from the forward edge of the tread to the top of the rail)?	
	Storage and Handling of Materials	<i>(See the instruction sheet for adding or deleting items from this template)</i>
	Are materials stored in racks or stacks interlocked and secured against sliding or collapse?	
	Are racks tightly assembled and free of sagging from overload or damage by vehicle traffic?	
	Is there safe clearance for forklifts through aisles and doorways and to allow placing and picking loads at elevation?	
	Do use a safety cage with a forklift or a ladder when necessary to manually retrieve materials from high shelves?	
	Are hand trucks, carts, or hoists available and used for routine lifting or carrying tasks?	

Worksite Inspection Checklist

{Template}

Forklift	<i>(See the instruction sheet for adding or deleting items from this template)</i>
<input type="checkbox"/>	Are only trained and authorized operating forklifts?
<input type="checkbox"/>	Do forklifts have a readable load chart attached?
<input type="checkbox"/>	Are all forklift controls labeled and functioning?
<input type="checkbox"/>	Are forklift horn, lights, tires, and lifting mechanism in good condition?
<input type="checkbox"/>	
Ladders	<i>(See the instruction sheet for adding or deleting items from this template)</i>
<input type="checkbox"/>	Are ladders in good condition with tight joints between steps and rails, no missing parts, or damage?
<input type="checkbox"/>	Are rungs and steps free of grease and oil?
<input type="checkbox"/>	Do use a longer ladder rather than use the top step of a step ladder?
<input type="checkbox"/>	Do use a single or extension ladder rather than lean a step ladder against a wall to climb?
<input type="checkbox"/>	Are ladders raised at least 3' above an upper level if the employee will climb onto that level?
<input type="checkbox"/>	Are using non-metallic ladders when working around electrical equipment?
<input type="checkbox"/>	
Chemicals	<i>(See the instruction sheet for adding or deleting items from this template)</i>
<input type="checkbox"/>	Do all chemical boxes, bottles, bags, tanks etc. have a label that has the chemical name and appropriate hazard warning?
<input type="checkbox"/>	Can an employee find the MSDS for a chemical he/she is using and tell you about the hazards and PPE?
<input type="checkbox"/>	
Personal Protective Equipment	<i>(See the instruction sheet for adding deleting items from this template)</i>
<input type="checkbox"/>	Are safety glasses worn where there is a potential for flying particles or objects?
<input type="checkbox"/>	Are goggles or face shield worn where there is a danger of corrosive material splash?
<input type="checkbox"/>	Is safety toed footwear worn where there is a potential for heavy objects to roll or fall on the feet?
<input type="checkbox"/>	Is a hard hat worn where there is a potential for being struck by a falling or flying object?
<input type="checkbox"/>	Are ear plugs or ear muffs available and used in areas where it is necessary to raise your voice to be heard by a co-worker?
<input type="checkbox"/>	Are gloves, aprons, or shields worn when there is a danger of cuts or chemical contact?
<input type="checkbox"/>	
Machinery	<i>(See the instruction sheet for adding or deleting items from this template)</i>
<input type="checkbox"/>	Are machines in good working order?
<input type="checkbox"/>	Is the power shut-off within easy reach of the operator's work station?
<input type="checkbox"/>	Is there sufficient clearance around the machine for safe operations, material handling, and service?
<input type="checkbox"/>	Are moving parts of machines such as belts, pulleys, gears, cutters guarded to prevent accidental contact?
<input type="checkbox"/>	
Electrical	<i>(See the instruction sheet for adding or deleting items from this template)</i>
<input type="checkbox"/>	Are machines that have moisture (e.g.: refrigerators, air conditioners) or used outdoors or in industrial settings grounded?
<input type="checkbox"/>	Are hand held tools properly grounded (3-wire cord) or marked as double insulated?
<input type="checkbox"/>	Do all extension cords have ground pins in place?
<input type="checkbox"/>	Are portable power cords free of splices, taps, damaged insulation?
<input type="checkbox"/>	Are live electrical parts on tools, equipment, building wiring, and electrical panels enclosed to prevent contact?
<input type="checkbox"/>	<i>Does electrical equipment and cords used at wet locations have waterproof covers or seals to keep moisture out?</i>

Employee Safety Orientation Checklist

Instructions: Each employee must be given a safety orientation before beginning work. This checklist documents that each required item was explained to the employee. The supervisor is to place a check in each box after the item has been explained. **are not to sign this form unless all items have been explained and all questions have been answered satisfactorily.**

The employee _____ has been:

- Told about parts of the written safety program that describes the employer's safety efforts.
- Given a copy of the employee safety manual and general safety rules and has read it.
- Told who his/her elected safety committee representative is.
- Told when required safety meetings are scheduled.
- Told to report all injuries and shown how to do this.
- Told to report all hazards to her/his supervisor and shown how to do this.
- Shown where the first aid supplies are located and who to call for first aid.
- Shown where the exits are located and the route from the assigned workstation.
- Told what to do during any emergencies that could be expected to occur.
- Shown how to operate a fire extinguisher.
- Trained on chemical hazards according to the Chemical Hazard Communication Program training requirements and:
 - Can find the Material Safety Data Sheet (MSDS) file and program document.
 - Knows how to read labels and use the MSDS's
 - Knows generally what kinds of chemicals we use and their hazards.
 - Knows about the hazards and precautions related to chemicals he/she will be using.
- Trained on safe methods to perform the job/task the employee was assigned including any hazards associated with that job/task.

Initial job/task assignment:

- Given any personal protective equipment (PPE) required and trained on how to use and care for it. PPE required for this job:
- Provided any formal training required to do his/her job such as proper lifting, forklift operation etc. Initial formal training given:

The signatures below document that the above orientation was completed on the date below.

Both parties accept responsibility for keeping our workplace safe and healthful.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Accident Investigation Checklist

Instructions: After you become aware of an accident, follow these steps to investigate and make changes in your workplace to prevent a future accident. Some steps tell you to skip to another part of the checklist.

Required steps are shown with an outline **around** the check box

1. How serious is the injury?		GO TO
<input type="checkbox"/>	If an employee has died, is expected to die or two are admitted to the hospital	Part 2
<input type="checkbox"/>	If an employee has suffered a serious injury with immediate symptoms	Part 3
<input type="checkbox"/>	If the injury is minor or a near miss	Part 4
2. Fatal or Multiple Hospitalization		GO TO
<input type="checkbox"/>	Do not disturb the accident scene except to aid in rescue or make the scene safe.	
<input type="checkbox"/>	Report the incident to Labor & Industries within 8 hours. Call: " L&I at 1-800-4-BE-SAFE or " OSHA at 1-800-321-6742 or " Your local L&I office (do not fax or leave a voice mail message)	
<input type="checkbox"/>	Assist the Labor & Industries investigator.	Part 3
3. Investigate Serious Accidents		GO TO
<input type="checkbox"/>	Organize an investigation team: " Supervisor or other employer representative " Employee representative " Any other persons with needed expertise	
<input type="checkbox"/>	Get written statements from victims and witnesses as soon as possible.	
<input type="checkbox"/>	Take photographs to document the scene as soon as possible.	
<input type="checkbox"/>	Make measurements of anything remotely relevant as soon as possible.	
<input type="checkbox"/>	Enter recordable injuries on the OSHA log within 6 days (if required to keep a log). (Non recordable injuries can optionally be entered on an incident log.)	
<input type="checkbox"/>	Based on the facts gathered above, develop a theory about what happened and why.	
<input type="checkbox"/>	Check your theory against the facts. Does it fit? If not, develop a new theory and/or continue fact finding.	
<input type="checkbox"/>	Make recommendations for changes to prevent a similar accident in the future.	
<input type="checkbox"/>	Document the findings in an accident investigation report.	
<input type="checkbox"/>	Implement the recommended changes.	
<input type="checkbox"/>	Check to see that the changes are effective in preventing a future accident. If not, make additional changes as needed.	
<input type="checkbox"/>	Review the findings and changes with the safety committee or at an employee safety meeting if you are not required to have a safety committee.	
<input type="checkbox"/>	Make additional changes as necessary based on their input and review.	Part 5
4. Minor Injuries or Near Miss		GO TO
<input type="checkbox"/>	If the injury or near miss could have resulted in a serious injury or death	Part 3
<input type="checkbox"/>	Enter recordable injuries on the OSHA log within 6 days (if required to keep a log). (Non recordable injuries can optionally be entered on an incident log.)	
<input type="checkbox"/>	Review the OSHA and incident logs with the safety committee or at an employee safety meeting if you are not required to have safety committee.	
<input type="checkbox"/>	Make changes to the workplace as necessary based on their input and review.	Part 5
5. Done		

Accident Investigation Report

Instructions: Complete this form as soon as possible after an accident that results in serious injury or illness. (Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness.*)

This is a report of a: Death Lost Time Dr. Visit Only First Aid Only Near Miss

Date of incident:	This report is made by:	<input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Team <input type="checkbox"/> Final Report
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Step 1: Injured employee (complete this part for each injured employee)		
Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:
Department:	Job title at time of accident:	
Part of body affected: (Shade all)	Nature of injury: (most serious one) <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other	This employee works: <input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary Months with this employer Months doing this job: (EG: nervous, respiratory, or circulatory systems)

Step 2: Describe the accident

Exact location of the accident:	Exact time:		
What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities <input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> other			
Names of witnesses (if any):			
Number of attachments:	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe step by step the events that led up to the injury. Include names of machines, parts, objects, tools, materials and other important details.			
Description continued on attached sheets: <input type="checkbox"/>			