

	Health and Safety Policy	Section No:	3
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Prepared by: MSC Safety Solutions		Page:	Page 1 of 4

## **Project Security**

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All projects should be fenced, if practical, to prevent unauthorized entry.

All access points into a project shall be posted with "NO TRESPASSING" or similar language signs. Other signs shall be posted as needed indicating required personal protective equipment for each area.

Signs shall be posted to require all visitors to sign in at the gate or the SESAC Project Office.

Special attention must be given to security to avoid theft, vandalism and unnecessary exposure to the public. All tools and equipment must be stored in locked gang boxes or company trucks each night. At night keys shall be removed from equipment and vehicles shall be locked if possible.

## **Jobsite Trailer/Office Setup Requirements**

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SESAC jobsite trailers shall be equipped with the following minimum information and materials:

1. OSHA approved first aid kit including latex gloves, and anti-back flow CPR mask.
2. Steps and hand rails leading to the trailer entrance.
3. Emergency fire, police, and medical/hospital phone numbers and map to nearest medical facility promptly and prominently posted.
4. State and Federal OSHA required posters to include the OSHA 300A Log from February 1st to April 30th.
5. Fire Extinguisher. Appropriate temporary fire protection must be furnished for each 3000 square feet of building per the OSHA standard.
6. A Site Specific Hazard Communication Program with a Chemical Inventory Sheet. Each chemical that is brought to the site should be logged into the Chemical Inventory Sheet and the Safety Data Sheet filed together.
7. The jobsite trailer/Office must have files which shall include the following:
  - a. Daily Briefings Forms.
  - b. Records of inspections and maintenance of all equipment. (i.e. cranes, forklifts, scissor lifts, etc.)
  - c. Accident/Incident Reports.

- d. All emergency numbers and directions to the closest clinic and hospital.
8. Suitable drinking water with cups, soap and water or waterless hand cleaner, and portable toilets.
9. No oxygen or other fuel shall be stored inside the trailer. Proper fuel storage and signs for storage shall be implemented. No fuel storage is allowed in or near the building. No open fires are permitted.
10. Trailer/office shall be equipped with at least four (4) extra hard hats, vests, and safety glasses.
11. Contact a representative of the insurance carrier at the beginning of the job so they know the project is starting in the area.
12. Post utility locator numbers. Locate underground utilities as needed prior to beginning site or excavation work.
13. If OSHA representatives come to the job, inform them that it is company policy to contact management prior to beginning an opening conference. Immediately call upper management and MSC Safety Solutions to request direction to proceed. Make notes of OSHA's observations. Be courteous, polite and cooperative. Follow up with corrective action, if required (without admitting guilt). Refer to the chapter on OSHA inspections in this policy.

### **OSHA Reporting Requirements**

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Follow all OSHA reporting requirements. To including reporting fatalities within eight hours, and amputation, loss of eye, or hospitalization within twenty-four hours. Company executive management and SESAC will be contacted and consulted with prior to contacting OSHA.

### **Medical and First Aid Services**

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SESAC and each subcontractor shall ensure that medical services are available for each project. First aid kits shall be available and inspected weekly.

SESAC will train a sufficient number of employees as often as necessary to ensure that first aid treatment may be readily administered to injured employees in cases of emergency.

Transportation of injured personnel to medical facilities will be by the most appropriate means available. Emergency communications will be provided for by mobile telephone. Injured employees are not to transport themselves to receive medical treatment. Employees may, however, transport themselves for follow-up treatment.

### **Emergency Phone Numbers**

Emergency phone numbers shall be posted for:

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- Fire Department
- Police Department
- Hospital
- Clinic

Post the phone numbers in a highly visible location near each phone (Reference the Section 2.2 form for emergency phone number listings).

## **Bloodborne Pathogens**

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Employees who are certified in first aid, or any other employees who may be designated to render assistance in cases of emergency to injured persons, fall under the requirements of OSHA's blood borne pathogens standard, more specifically, anyone who may come in contact with blood or other bodily fluids in the course of their work. This new federal law is designed to protect employees from exposure to infectious or fatal diseases transmitted through bodily fluids such as AIDS or hepatitis.

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

Employees will be protected from exposure to these fluids by personal protective equipment. Any persons rendering first aid assistance to anyone must be wearing safety glasses with solid side shields to prevent bodily fluids from splashing into the eyes. Employees must wear surgical gloves at all times when rendering assistance. Employees must use disposable CPR masks when applying life-giving CPR. Protective gowns should be available and used whenever the potential for contamination of clothing exists.

Immediately after any exposure to blood or similar fluids, employees must wash their hands thoroughly with soap and water.

### **Post-exposure Medical Evaluation**

Following any exposure incident, employees will be entitled to receive a medical evaluation and follow-up. Blood tests can be conducted, and the results of those tests will be discussed with the employee including any instructions for vaccination requirements.

Employees will receive training on Blood borne Pathogens. Training updates will take place annually thereafter. A copy of the actual OSHA standard is available to all employees for review. The contents of the standard will be discussed during initial training sessions.

There will also be discussion on blood borne diseases, and how they are transmitted. An exposure control plan including PPE, administrative and engineering controls that have been put in place to control exposure will be discussed during training. The importance of Hepatitis vaccines will be discussed. There will also be a discussion on exposure incidents, and post exposure evaluations and their importance. There will be question and answer periods throughout the training session. This training will most likely be conducted in conjunction with CPR/1st Aid training

## **Recordkeeping**

Medical records for exposed employees must be kept for the length of employment plus 30 years.

Training records must be kept for three years including training dates, material covered, names and qualifications of persons giving the training, and names and titles of everyone who received the training.