

**SAFETY  
INJURY/ ILLNESS  
ACCIDENT PREVENTION  
PROGRAM**

**Singh Group Inc.**

# Safety and Accident Prevention Program

## SINGH GROUP INC.

### Management Commitment

#### Safety Policy

(Singh Group Inc.) places a high value on the safety of its employees. (Singh Group Inc.) is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process. We comply with all OSHA work safety requirements.

It is the basic safety policy of this company that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

Employees are required to comply with all company safety rules and are encouraged to actively participate in identifying ways to make our company a safer place to work.

Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

Management will do its part by devoting the resources necessary to form a safety committee composed of management and elected employees. We will develop a system for identifying and correcting hazards. We will plan for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors. And, we will establish a disciplinary policy to insure that company safety policies are followed.

***Safety is a team effort – Let us all work together to keep this a safe and healthy workplace.***

### Safety and Health Responsibilities

#### Manager Responsibilities

1. Insure that a plant wide safety committee is formed and is carrying out its responsibilities as described in this program.
2. Insure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
3. Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
4. Insure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
5. Insure that a record of injuries and illnesses is maintained and posted as described in this program.
6. Set a good example by following established safety rules and attending required training.
7. Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

#### Supervisor Responsibilities:

Insure that each employee you supervise has received an initial orientation *before* beginning work.

2. Insure that each employee you supervise is competent or receives training on safe operation of equipment or tasks *before* starting work on that equipment or project.
3. Insure that each employee receives required personal protective equipment (PPE) *before* starting work on a project requiring PPE.

4. Do a daily walk-around safety-check of the work area. Promptly correct any hazards you find. Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.
6. Set a good example for employees by following safety rules and attending required training.
7. Investigate all incidents in your area and report your findings to management.
8. Talk to management about changes to work practices or equipment that will improve employee safety.

## **Employee Responsibilities**

1. Follow safety rules described in this program, WISHA safety standards and training you receive.
2. Report unsafe conditions or actions to your supervisor or safety committee representative promptly.
3. Report all injuries to your supervisor promptly regardless of how serious.
4. Report all near-miss incidents to your supervisor promptly.
5. Always use personal protective equipment (PPE) in good working condition where it is required.
6. Do not remove or defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers by your words and example to use safe work practices on the job.
8. Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.

## **Employee Participation**

### **Safety Committee**

We have formed a safety committee to help employees and management work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our safety program. The committee is made up of management-designated representatives and one employee-elected representative each from the office, factory and outside sales divisions of our company.

Employees in each division will elect from among themselves a representative to be on the committee. If there is only one volunteer or nomination, the employees will approve the person by voice vote at a short meeting called for that purpose. If there is more than one volunteer or nomination, a secret paper ballot will be used to elect the representative.

Elected representatives will serve for one year before being re-elected or replaced. If there is a vacancy then an election will be held before the next scheduled meeting to fill the balance of the term.

In addition to the employee-elected representatives, management will designate no more than three representatives but a minimum of one who will serve until replaced by management.

A chairperson will be selected by majority vote of the committee members each year. If there is a vacancy, the same method will be used to select a replacement.

In addition to the committee responsibilities explained above, duties of safety committee members include:

- A monthly self-inspection of the area they represent
- Communicating with the employees they represent on safety issues and
- Encouraging safe work practices among co-workers.

The regularly scheduled meeting time is 7:30 am for one hour on the first Thursday of each month, at the employee lunchroom. This may be changed by vote of the committee.

A committee member will be designated each month to keep minutes on the attached minutes form. A copy will be posted on the employee bulletin board after each meeting. After being posted for one month, the minutes will be filed for one year. The minutes form contains the basic monthly meeting agenda.

## **Employee Safety Meetings**

All employees are required to attend a monthly safety meeting held on the first Thursday of each month in the lunchroom. This meeting is to help identify safety problems, develop solutions, review incidents reports, provide training and evaluate the effectiveness of our safety program. Minutes will be kept on the attached minutes form. Meeting minutes will be kept on file for one year.

## Hazard Recognition

### Record Keeping and Review

Employees are required to report any injury or work related illness to their immediate supervisor regardless of how serious. Minor injuries such as cuts and scrapes can be entered on the minor injury log posted. The employee must use an "Employee's Injury/Illness Report Form" to report more serious injuries.

#### The supervisor will:

Investigate a serious injury or illness using procedures in the "Incident Investigation" section below.  
Complete an "Incident Investigation Report" form.  
Give the "Employee's Report" and the "Incident Investigation Report" to **(Adolf Singh)**.

#### **(Adolf Singh)** will:

Determine from the Employee's Report, Incident Investigation Report, and any L&I claim form associated with the incident, whether it must be recorded on the OSHA Injury and Illness Log and Summary according to the instructions for that form.  
Enter a recordable incident within six days after the company becomes aware of it.  
If the injury is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.  
Each month before the scheduled safety committee meeting, make any new injury reports and investigations available to the safety committee for review, along with an updated OSHA and incident report log.

The safety committee will review the log for trends and may decide to conduct a separate investigation of any incident.

**(Adolf Singh)** will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board each February 1 until April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.

## Incident Investigation

### Incident Investigation Procedure

If an employee dies while working or is not expected to survive, or when two or more employees are admitted to a hospital as a result of a work-related incident, **Adolf Singh, President** will contact the Department of Labor and Industries within 8 hours after becoming aware of the incident. During weekends and evenings, the toll-free notification number is: 1-800-321-6742. **(Adolf Singh, President)** must talk with a representative of the department. Fax and answering machine notifications are not acceptable. **(Adolf Singh, President)** must report: the employer name, location and time of the incident, number of employees involved, the extent of injuries or illness, a brief description of what happened and the name and phone number of a contact person.

#### **DO NOT DISTURB the scene except to aid in rescue or make the scene safe.**

Whenever there is an incident that results in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by the immediate supervisor of the injured person(s), a person designated by management, an employee representative of the safety committee, and any other persons whose expertise would help the investigation.

The investigation team will take written statements from witnesses, photograph the incident scene and equipment involved. The team will also document as soon as possible after the incident, the condition of equipment and any anything else in the work area that may be relevant. The team will make a written "Incident Investigation Report" of its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident and any recommendations to prevent a similar incident in the future. The report will be reviewed by the safety committee at its next regularly scheduled meeting.

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will write an "Incident Investigation Report" to accompany the "Employee's Injury/Illness Report Form" and forward them to **Adolf Singh, President**.

Whenever there is an incident that did not but could have resulted in serious injury to an employee (a *near-miss*), the incident will be investigated by the supervisor or a team depending on the seriousness of the injury that would have occurred. The "Incident Investigation Report" form will be used to investigate the near-miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to the bookkeeper to record on the incident log.

An "Incident Investigation Checklist" form can be found in the Accident Prevention Program Guide to help the supervisor carry out his/her responsibilities as described above.

## **Safety Inspection Procedures**

**(Singh Group Inc.)** is committed to aggressively identifying hazardous conditions and practices which are likely to result in injury or illness to employees. We will take prompt action to eliminate any hazards we find. In addition to reviewing injury records and investigating incidents for their causes, management and the safety committee will regularly check the workplace for hazards as described below:

*Annual Site Survey* – Once a year an inspection team made up of members of the safety committee will do a wall-to-wall walk through inspection of the entire worksite. They will write down any safety hazards or potential hazards they find. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklists used during regular monthly safety inspections and as part of the annual review of the effectiveness of our accident prevention program.

*Periodic Change Survey* – We will assign a supervisor or form a team to look at any changes we make to identify safety issues. Changes include new equipment, changes to production processes or a change to the building structure. A team is made up of maintenance, production, and safety committee representatives. It examines the changed conditions and makes recommendations to eliminate or control any hazards that were or may be created as a result of the change.

*Monthly Safety Inspection* – Each month, before the regularly scheduled safety committee meeting, safety committee representatives will inspect their areas for hazards using the standard safety inspection checklist. They will talk to co-workers about their safety concerns. Committee members will report any hazards or concerns to the whole committee for consideration. The results of the area inspection and any action taken will be posted in the affected area. Occasionally, committee representatives may agree to inspect each other's area rather than their own. This brings a fresh pair of eyes to look for hazards.

*Job Hazard Analysis* – As a part of our on-going safety program, we will use a "Job Hazard Analysis" form to look at each type of job task our employees do. This analysis will be done by the supervisor of that job task or a member of the safety committee. We will change how the job is done as needed to eliminate or control any hazards. We will also check to see if the employee needs to use personal protective equipment (PPE) while doing the job. Employees will be trained in the revised operation and to use any required PPE. The results will be reported to the safety committee. Each job task will be analyzed at least once every two years, whenever there is a change in how the task is done or if there is a serious injury while doing the task.

## **Hazard Prevention and Control**

### **Eliminating Workplace Hazards**

**(Singh Group Inc.)** is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible we will design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection etc.

### **Basic Safety Rules**

The following basic safety rules have been established to help make our company a safe and efficient place to work. These rules are

in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Those rules are listed elsewhere in this program. Failure to comply with these rules will result in disciplinary action.

Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.

Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.

Never operate a piece of equipment unless you have been trained and are authorized.

Use your personal protective equipment whenever it is required.

Obey all safety warning signs.

Working under the influence of alcohol or illegal drugs or using them at work is prohibited.

Do not bring firearms or explosives onto company property.

Smoking is only permitted outside the building away from any entry or ventilation intake.

Horseplay, running and fighting are prohibited

Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

Chippers must be fed from the side

No standing on Chippers

No arms or hands to be in Chip Drum

Chipper to be off when items are jammed

Chaps to be worn when using chain saw

Boom use must have 360 degree view when using

## **Job Related Safety Rules**

We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task listed below:

### **Work in or pass through any production area, for example: the Machine shop**

#### *Required PPE:*

Safety glasses. Check prior to use for broken or missing components (such as side shields) and for scratched lenses. Safety glasses must have a "Z87.1" marking on the frame. If they are prescription glasses, the initials of the lens manufacturer must be stamped into the corner of the lens to show that they are safety glass lenses.

#### *Work Rules:*

Walk within marked aisles.

Do not distract or talk with employees when they are using a machine.

### **Work with Bench Grinders: Machine shop**

#### *Required PPE:*

Eye protection (full-face shield with safety glasses under the shield).

#### *Work Rules:*

Check that there is a gap between the tool rest and the wheel of no more than 1/8".

Check that the upper wheel (tongue) guard has a gap of no more than 1/4".

Check that the wheel edge is not excessively grooved. Dress the wheel if necessary.

Do not grind on the face of the wheel.

### **Work with Ladders: All locations**

#### *Required PPE:*

Full body harness when working at greater than 25' and both hands must be used to do the job. See the fall protection plan instructions described elsewhere in this program

*Work Rules:*

Before you use a ladder check it for defects such as loose joints, grease on steps, or missing rubber feet.

Do not paint a ladder! You may hide a defect.

Do not use a ladder as a brace, workbench or for any other purpose than climbing.

Do not carry objects up or down a ladder if it will prevent you from using both hands to climb.

Always face the ladder when climbing up or down.

If you must place a ladder at a doorway, barricade the door to prevent its use and post a sign.

Only one person is allowed on a ladder at a time.

Always keep both feet on the ladder rungs except while climbing. Do not step sideways from an unsecured ladder onto another object.

If you use a ladder to get to a roof or platform, the ladder must extend at least 3' above the landing and be secured at the top and bottom.

Do not lean a step ladder against a wall and use it as a single ladder. Always unfold the ladder and lock the spreaders.

Do not stand on the top step of a step ladder.

Set a single or extension ladder with the base 1/4 of the working ladder length away from the support.

**Work with Chippers:** All Locations

Required PPE

Work Rules

- Before using chipper at least one other worker in addition to the operator must be in close proximity
- Eye and hearing protection are to be worn
- No foreign objects are to be put in the chipper
- Brush chipper must be fed from the side of the centerline
- The brush chipper operator must immediately turn away from the chute when the brush is taken into the drum
- The chipper chute must never be raised or removed when the motor is running
- Loose clothing are not to be worn when feeding the chipper
- Hands and feet must not be placed in the chute for pushing brush or branches
- Always stop the brush chipper before removing any items that are stuck
- Never put your feet on the feed hopper or climb onto to the chipper when it is running

**Chipper and Dump Trucks:** All locations

Required PPE:

- Always use hand rail and steps when entering and exiting the cab
- Know the area and observe fences, power lines, obstacles etc.
- Beware of blind spots
- Adjust mirrors appropriately
- Always know where other employees are in the area
- Always engage the dump-box lock bars when performing maintenance
- Obey all traffic rules, speed limits etc.

**Chainsaws:** All locations

Required PPE:

- Wear PPE at all times including chaps
- Always start the engine on the ground and not on your knee or drop start
- Run saw at full throttle
- Do not use chainsaw when tired or using prescription medicine

- Maintain a secure grip with both hands
- Cut standing to the side and out of the plane of the chain and guide bar
- Keep legs and feet from under the chainsaw
- Cut only wood and wood free from nails
- Do not over reach and cut above shoulder height
- Do not cut near fences
- Prevent kickback by never letting the nose of the guide bar contact wood surfaces
- Before refueling allow the saw engine oil to cool
- Transport chainsaw with engine turned off and the chain and guide bar pointed backwards

### **On site ground worker training format**

#### **1. Initial Meeting**

A. Trainer will meet with crew supervisor to address their specific needs. Hispanic trainers or interpreters will be used as needed.

#### **2. Trainer will address hazards observed as he enters the jobsite.**

#### **3. Introduction to FISTA**

- A. Purpose of organization and services available
- B. Description of the items to be covered that day

4.

#### **OSHA Discussion**

- A. Regulations and Requirements
- B. Employer?s Responsibility
- C. Employee?s Responsibility

#### **5. Cover muscle stretching and proper body mechanics**

#### **6. Personal Protective Equipment**

- A. What is required and available
- B. PPE?s importance and function
- C. First Aid kit

#### **7. Tools necessary to aid in safely felling trees**

- A. Introduction to wedges
- B. Felling levers (when appropriate)
- C. Files, gauges, etc. to properly maintain saws

#### **8. Saws**

- A. Safety features
- B. Reactive forces
- C. Reduced down time maintenance
  - 1. Cutter ? how it works and why it is important
  - 2. Proper sharpening
  - 3. Carburetor adjustment
  - 4. How to maintain the saw, bar, and chain

#### **9. Tree Felling (demonstration)**

- A. Information before felling begins (plan)



1. Hazards
  2. Escape route
  3. Proper notch
  4. Hinge and back cut
- B. Executing the plan

**10. Limbing, bucking, and topping (demonstration)**

Technique for releasing limbs and spring poles under pressure

**11. Hands-on participation**

Participants will have the opportunity to practice demonstrated techniques

**12. Question and answer period**

An Arborists? Chainsaw Safety Training Guide and a certificate of participation will be distributed during the program.

**On site basic tree climbing safety**

**13. Initial Meeting**

A. Trainer will meet with crew supervisor to address their specific needs. Hispanic trainers or interpreters will be used as needed.

**14. Introduction to FISTA**

- A. Purpose of organization and services
- B. Description of items to be covered during the day.

15.

**OSHA/ANSI Discussion**

- A. Regulations and Requirements
- B. Employer?s Responsibility
- C. Employee?s Responsibility

**16. Cover muscle stretching and proper body mechanics**

**17. Personal Protective Equipment**

- A. What is required and available.
- B. PPE?s importance and function
- C. First aid kits

**18. Equipment necessary to ascend into a tree safely**

- A. Ropes and Saddles
- B. Knots
- C. Other Equipment

**19. Tree Climbing**

- A. Assessment of Tree Hazards
- B. Planning the Climb
- C. Safely ascending into the tree
- D. Working safely in the tree

**20. Equipment in Tree**

- A. Bringing your saw into the tree
- B. Using your saw while in the tree
- C. Rigging limbs, branches, and equipment

**21. Aerial Rescue**

**22. Hands-on participation**

- A. Participants will have the opportunity to practice different techniques.

**23. Question and Answer Period**

**24. Hand out certificates of participation**

**Lifting Tasks:** All locations

*Required PPE:*

Leather gloves – for sharp objects or surfaces

Steel toe safety shoes in production and shipping areas (to be supplied by the employee) must be in good condition and be marked "ANSI Z41 C - 75"

*Work Rules:*

- Do not lift on slippery surfaces. Test the load before doing the lift.
- Get help if the load is too heavy or awkward to lift alone.
- Break the load down into smaller components if possible to provide a comfortable lift.
- Do not overexert!
- Make sure you have a good handhold on the load.
- Do not jerk the load or speed up. Lift the load in a smooth and controlled manner.
- Do not twist while lifting (especially with a heavy load). Turn and take a step.
- Keep the load close to the body. Walk as close as possible to the load. Pull the load towards you before lifting if necessary.
- Avoid long forward reaches to lift over an obstruction.
- Avoid bending your back backwards to loft or place items above your shoulder. Use a step stool or platform
- Do not lift while in an awkward position.
- Use a mechanical device such as a forklift, hoist, hand truck or elevatable table whenever possible to do the lift or to bring the load up between the knees and waist before you lift.
- Back injury claims are painful for the worker and expensive for the company. Lift safely!

The signatures below document that the employee received training on how to lift safely.

Employee: \_\_\_\_\_ Training Date: \_\_\_\_\_

Trainer: \_\_\_\_\_

**Disciplinary Policy**

Employees are expected to use good judgment when doing their work and to follow established safety rules. We have established a disciplinary policy to provide appropriate consequences for failure to follow safety rules. This policy is designed not so much to punish as to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections. The following consequences apply to the violation of the same rule or the same unacceptable behavior:

- First Instance – verbal warning, notation in employee file, and instruction on proper actions
- Second Instance – 1 day suspension, written reprimand, and instruction on proper actions
- Third Instance – 1 week suspension, written reprimand, and instruction on proper actions

Fourth Instance – Termination of employment.

An employee may be subject to immediate termination when a safety violation places the employee or co-workers at risk of permanent disability or death.

## Vehicle Equipment Maintenance

The following departments have machinery and equipment that must be inspected or serviced on a routine basis. A checklist/record to document the maintenance items will be maintained and kept on file for the life of the equipment.

### Machine shop

Vehicles	Interval	Location of record
Roll off truck	Monthly	Maintenance file cabinet
All boom trucks	Weekly	Folder attached to the press
All chipper trucks	Weekly	Folder attached to the press
Chippers	Daily	
Bob Cats	Weekly	
Masticators	Weekly	
Aerial Trucks	Weekly	

## Emergency Planning

### What will we do in an emergency?

#### In case of fire

An evacuation map for the building is available at the exits. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside, parking lot.

All employees will receive training on how to use of fire extinguishers as part of their initial orientation. A fire evacuation drill will be conducted once a year during the first week of April.

If you discover a fire: Tell another person immediately. Call or have them call 911 and a supervisor.

If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.

If the fire grows or there is thick smoke, do not continue to fight the fire.

Tell other employees in the area to evacuate.

Go to the designated assembly point outside the building. (north parking lot)

If you are a supervisor notified of a fire in your area: Tell your employees to evacuate to the designated assembly location.

Check that all employees have been evacuated from your area.

Verify that 911 has been called.

Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any employees trying to fight the fire.

Tell supervisors in other areas to evacuate the building.

Go to the designated assembly point and check that all your employees are accounted for. If an employee is missing, *do not* re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.

#### In case of earthquake

The west coast of the United States is subject to earthquakes. There will be no advance warning. The shock will be your only warning. Because there are power lines over the north parking lot, the south parking lot is the designated assembly location for earthquake evacuation. We have bolted tall narrow storage racks to the floors, walls or to each other to provide a wide base to help reduce the potential for collapse. A wrench is available at the rear entrance to turn off the gas shut-off outside the building. All supervisors will be trained in the gas shut off procedure. An earthquake drill will be conducted each year during the first week of September. In the event of an earthquake:

If you are inside a building:

Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass

dividers.

When the shaking stops, **supervisors** are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location (parking lot).

Evacuation should proceed as quickly as possible since there may be aftershocks.

Supervisors must account for each employee in their work group as quickly as possible.

First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.

If a gas odor is in the building, tell a supervisor to turn off the gas at the main. Open windows.

Supervisors and first aid employees must not re-enter the building once evacuation is complete.

Do not approach or touch downed power lines or objects touched by downed power lines.

Do not use the phone except for emergency use.

Turn on a radio and listen for public safety instructions.

If you are outside: Stand away from buildings, trees, telephone and electric lines.

If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

### **If an injury occurs**

A first aid kit is kept **in the office**. Also, each company vehicle is equipped with a first aid kit located in the glove box or under the driver's seat. These kits are checked monthly by members of the safety committee. An inventory of each kit is taped to the inside cover of the box. If you are injured, promptly report it to any supervisor.

All supervisors are required to have first aid cards. Other employees may have been certified. A list of current first aid and CPR certified supervisors and employees is posted on the safety bulletin board along with the expiration dates of their cards.

In case of serious injury, do not move the injured person unless absolutely necessary. Only provide assistance to the level of your training. Call for help. If there is no response, call 911.

Aids/HIV and Hepatitis B are the primary infectious diseases of concern in blood. *All blood should be assumed to be infectious.*

These diseases can both be deadly. Employees are *not* required to perform first aid as part of their job duties. In the event of a bleeding injury where first aid is needed, use gloves if possible to prevent exposure to blood or other potentially infectious materials. The injured person can often help by applying pressure to the wound. Gloves and a mouth barrier for rescue breathing are available in the first aid kits. If you are exposed to blood while giving first aid wash immediately with soap and water and report the incident to a supervisor. The appropriate follow-up procedures will be initiated, including medical evaluation, counseling, Hepatitis B vaccine and blood testing of the source person if possible. For further information, refer to WAC 296-62-08001(6).

## **Safety and Health Training and Education**

### **Safety Training**

Training is an essential part of our plan to provide a safe work place at **Singh Group Inc.** To insure that all employees are trained *before* they start a task that requires training, we have a training coordinator whose name is posted on the safety bulletin board. **Asher Singh, Operations Manager**. That person is responsible to verify that each employee has received an initial orientation by his or her supervisor, has received any training needed to do the job safely and that the employee file documents the training. The coordinator will make sure that an outline and materials list is available for each training course we provide:

<u>Course</u>	<u>Who must attend</u>
Basic Orientation	All employees (given by the employee's supervisor)
Safe Lifting	Any employee who lifts more than 20 pounds
Chemical Hazards (General)	All employees
Chemical Hazards (Specific)	An employee who uses or is exposed to a particular chemical

Fire extinguisher safety	All employees
Respirator Training	Employees who use a respirator
Chipper Training	Employees who operate the chipper
Lockout Training (Awareness)	All employees
Lockout Training (Advanced)	Employees who service equipment
Welding Safety	Employees who operate the arc welder

## **Personal protective equipment (PPE).**

Use proper safety clothing and personal protective equipment (PPE), that are appropriate for the tasks being performed, to reduce the risk of injury. Clothing should be well-fitting to prevent any entanglement with the chain saw. The following personal protective equipment and clothing are recommended when operating a chain saw.

The standards that are referenced below are the most recent editions. You should consult legislation or the local occupational health and safety agency in your jurisdiction to confirm which version is used or is referenced in legislation that applies to your workplaces.

### **Eye Protection PPE**

Safety glasses with side shields, safety goggles, and face shields approved by standards like CAN/CSA Standard Z94.3-99: Industrial Eye and Face Protector, or ANSI Standard Z87.1-1989(R1998): Practice for Occupational and Educational Eye and Face Protection.

- A face shield attached to the hard hat without safety glasses does not provide the adequate eye protection.

### **Gloves & Mitts**

Leather gloves with ballistic nylon reinforcement on the back.

- They offer a good grip on the saw and absorbs some vibration that provides some protection for the hands.
- Leather gloves can also prevent cuts when sharpening the saw.

### **Foot Protection PPE**

Heavy, well-fitted, safety work boots approved by standards like CAN/CSA Standard Z195-M92: Protective Footwear, or ANSI Standard Z41-1999: Personal Protection - Protective Footwear.

- In addition to the regular requirements for safety boots, chain saw operators should wear boots made from cut-resistant materials that offer protection from contact with running chain saws.
- Boots made of ballistic nylon offer the best cut protection.
- Rubber soles for wet weather and snow, and hobnail boots, grip soles or cork soles for rough terrain.

### **Head Protection PPE**

Hard hat, highly visible in colour, approved by standards like CSA Standard Z94.1-92: Industrial Protective Headwear (Reaffirmed: 1998-05-27), or ANSI Standard Z89.1-1997: Industrial Head Protection).

### **Hearing Protection PPE**

Hearing protection devices, approved by standards like CSA Standard Z94.2-94: Hearing Protectors. (Chain saws create high noise levels of up to 95 to 115 dBA.)

### **Leg Protection Clothing**

- Trousers or chaps with sewn-in ballistic nylon pads.
- Close fitting clothing without cuffs, made of close-woven fabrics.
- The American Society for Testing and Materials Standard has published "Standard Specification for Leg Protection for Chain Saw Users" (ASTM F1897-98). This standard specifies the "minimum requirements for the design, performance, testing, and certification of protective garments and protective devices designed to provide cut resistance protection to the legs of operators of power chain saws.

"The object of this specification is to prescribe fit, function, and performance criteria for protective garments and protective devices that, when worn by chain saw operators, that are intended to reduce leg injuries caused by contact with a running power saw chain." [<http://www.astm.org/>]

### **Safe Lifting Training Course Outline**

#### **Required Materials:**

Video *Back Your Back* L&I video number V0146. Reserve at least two weeks in advance. Call (360) 902-5444  
Safe Lifting rules from Accident Prevention Program

#### **Outline: 1-hour class**

Talk about injury statistics related to lifting and handling materials.

Talk about some injuries that have occurred in our work place.

Show Video

Answer questions from participants about video

Go over safe lifting rules in the Accident Prevention Program.

- Demonstrate techniques.

- Discuss mechanical lifting aids such as hoists and carts that are available in our workplace.

Have employees sign their names to the training roster.

### **EMPLOYEE TRAINING PLAN**

**All employees involved in tree work will be required to received the training plan outlined below.**

#### **Personal Protective Equipment.**

The general PPE is recommended for all response/recovery tasks/operations; only the additional PPE that may be needed for a specific hazard is noted below.

#### **General PPE includes:**

- ♣ Hard hat for overhead impact or electrical hazards
- ♣ Eye protection with side shields

- ♣ Gloves chosen for job hazards expected (e.g., heavy-duty leather work gloves for handling debris with sharp edges and/or chemical protective gloves appropriate for chemicals potentially contacted)
- ♣ ANSI-approved protective footwear
- ♣ Respiratory protection as necessary—N, R, or P95, filtering face pieces may be used for nuisance dusts (e.g., dried mud, dirt and silt) and mold (except mold remediation). Filters with a charcoal layer may be used for odors

## **FALLS FROM HEIGHTS**

### **Key Engineering Controls and Work Practices**



Limit access/set up controlled access zones

- ♣ Inspect trees and limbs for structural weakness before climbing or cutting
- ♣ Use safe climbing procedures such as breaking or cutting off dead limbs while climbing, placing hands and feet on separate limbs, and limiting shinning distance to 15 feet
- ♣ Use safe work procedures to prevent inadvertent cutting of climbing ropes, lanyards, and safety belts or straps

### **Additional Personal Protective Equipment**

- ♣ Personal fall arrest system including harnesses, lanyards, lifelines, connectors, anchorages, and anchor points (as needed)

## **USE OF AERIAL LIFTS AND OTHER HEAVY EQUIPMENT OPERATION**

### **USE OF AERIAL LIFTS**

#### **Key Engineering Controls and Work Practices**



Do not exceed the boom and basket load limits specified by the manufacturer

- ♣ Ensure that brakes are set and outriggers are used and secured before boom is raised
- ♣ Never move the vehicle until the ladder is safely stored and secured (for ladder and tower trucks only) and all people are out of the basket (unless the equipment has been specifically designed for this purpose)
- ♣ Never override hydraulic, mechanical, or electrical safety devices
- ♣ Never allow an aerial lift to be used as a crane or material-lifting device
- ♣ Do not make any modifications to the aerial lift without a written certification from the manufacturer

## **FALLS FROM HEIGHTS**

### **Key Engineering Controls and Work Practices**

- ♣ Ensure that users stand firmly on the floor and do not sit or climb on the edge or rails of the basket
- ♣ Ensure that no devices are used to elevate workers above the basket

### **Additional Personal Protective Equipment**

- ♣ When working from an aerial lift, use a body harness that is properly attached (or body belt for tethering or restraint use only) for fall protection

## **CONTACT WITH DOWNED LINES AND LIVE ELECTRICAL EQUIPMENT AND OTHER UTILITIES (E.G., GAS, WATER)**

### **Key Engineering Controls and Work Practices**



Assume that electrical lines are energized until proven otherwise. Lines and other conductors may become reenergized without warning as utilities are evaluated and restored after a disaster

- ♣ Inspect the work area for downed conductors and do not go near, drive over, or otherwise come in contact with them
- ♣ Downed electrical conductors can energize other objects, including fences, water pipes, bushes, trees, and telephone/CATV/fiber optic cables
- ♣ Unless deenergized and visibly grounded, maintain proper distance from overhead electrical power lines (at least 10 feet) and/or provide insulating barriers
- ♣ Do not approach any gas leaks; if a gas leak is detected, secure spark-producing devices (e.g., engines, tools, electronic, and communications equipment) and evacuate the area until the leak is secured
- ♣ Contact utility company to assist in locating, marking, and shutting off/purging utility lines that may pose a hazard or may be impacted; ensure that lines have been purged as needed before beginning work

## **PROTECTING WORKERS FROM VEHICULAR TRAFFIC**

### **Key Engineering Controls and Work Practices**



Develop and use a site plan that provides traffic flow details (see [traffic flow diagrams](#); other [Manual on Uniform Traffic Control Devices \(MUTCD\)](#) model plans are available.

- ♣ Use flaggers, traffic cones, and/or highway channeling devices to steer traffic away from response and recovery workers along the roadway (see [flagger guidance](#))
- ♣ Use flaggers, standard road signs (e.g., "work zone ahead"), or message boards to warn approaching vehicles of work area
- ♣ Give motorists plenty of warning of upcoming work zones; place the first warning signs at a distance calculated as 4 to 8 times (in feet) the speed limit (in MPH)-use a higher multiplier for higher speed areas (e.g., a 15 MPH road should have its first warning sign at least 60 feet from the work zone, while a work zone needed in a 65 MPH zone should have its first sign approximately 520 feet away)
- ♣ Ensure that the work zone is well lit, but control glare to avoid temporarily blinding response and recovery workers or passing motorists



## Additional Personal Protective Equipment

- ♣ ANSI/ISEA 107-2004 compliant high visibility safety apparel and headwear:
  - ♣ ANSI/ISEA 107-2004 specifies four performance classes of apparel or headwear that have different amounts of reflective and background material to enhance pedestrian worker visibility under a variety of work and traffic conditions. Performance classes include Classes E, 1, 2, and 3, with Class 3 providing the greatest level of visibility to a pedestrian worker (e.g., flagger). All ANSI/ISEA 107 compliant garments have retroreflective or retroreflective/fluorescent materials that encircle the wearer's torso. Additionally, ANSI/ISEA 107 compliant garments with long pants or sleeves have retroreflective or retroreflective/fluorescent materials that encircle the legs or sleeves
  - ♣ Employers should perform a hazard analysis to decide which performance class is needed based on the work conditions anticipated (e.g., closeness of work area to traffic, time of day/night, weather, complexity of the background environment, pedestrian worker's task load (need to divert attention to complete other tasks), and traffic speed). This analysis is part of the PPE assessment required by [29 CFR 1910.132\(d\)](#).
  - ♣ Class 3 garments offer the greatest level of visibility in both complex work backgrounds and through a full range of body motion. Class 3 garments should be considered for activities where a pedestrian worker may be exposed to higher vehicle speeds and/or reduced sight distances, the pedestrian worker and vehicle operators have high task loads, or the wearer must be identifiable as a person at least one-quarter mile away
  - ♣ Class 2 garments are appropriate for most hurricane response and recovery work because of the complex work backgrounds, closeness of pedestrian worker to the traffic, the need for the pedestrian worker to divert his/her attention to complete other tasks, or vehicles/equipment are traveling at speeds of 25 miles per hour (mph) or more. Class 2 garments provide better visibility than Class 1 garments by providing additional coverage of the torso
  - ♣ Class 1 garments provide the minimum amount of required material needed to tell the pedestrian worker apart from the work environment. Class 1 garments are appropriate for activities where pedestrian workers can pay full attention to the approaching traffic, there is enough separation between the pedestrian worker and the vehicle traffic, the work background is not complex, and vehicles and equipment are traveling at speeds less than 25 mph
  - ♣ Class E garments are pants and shorts that have retroreflective and background materials but it may not meet minimum area or placement requirements outlined in the standard. Class E garments are not intended to be worn without a Class 2 or 3 garments
- ♣ Signaling, slow/stop signs, or wands/flashlights for flaggers providing traffic control outside the work zone

## TRAFFIC CONTROL WITHIN WORK AREA

### Key Engineering Controls and Work Practices

- ♣ Develop and use a site plan that provides traffic flow details
- ♣ Limit access, barricade, or set up controlled access zones where the equipment will be used; for equipment that rotates and/or carries/dumps loads, create an access zone that extends beyond the maximum rotation/swing radius of the equipment and/or beyond the area where loads will be carried/dumped
- ♣ Establish/follow traffic control patterns (e.g., cones, barrels, barricades) in work areas
- ♣ Use spotters where visibility is limited
- ♣ Do not drive in reverse gear with an obstructed rear view unless the vehicle has an audible alarm or a signaler is used
- ♣ Ensure that spotters and heavy equipment operators have communications equipment or agree on and use hand signals

- ♣ Response and recovery workers and other pedestrians should make eye contact with heavy equipment operators before proceeding near equipment or operating areas
- ♣ Train response and recovery workers not to position themselves between mechanical equipment and a fixed object
- ♣ Provide barricades around excavations and structures such as debris reduction observation towers

#### **Additional Personal Protective Equipment**

- ♣ ANSI/ISEA 107-2004 compliant high visibility safety apparel and headwear
- ♣ Signaling, slow/stop signs, or wands/flashlights for flaggers providing traffic control outside the work zone

### **DISCOVERY OF UNKNOWN CHEMICALS**

#### **Key Engineering Controls and Work Practices**

- ♣ Inspect area for hazardous chemical containers before beginning the cleaning phase
- ♣ If hazardous chemical containers are found or leaking materials are detected:
- ♣ Do not use spark-producing devices (e.g., engines, tools, electronic, and communications equipment) in the immediate area
- ♣ Take self-protective measures (i.e., move to a safe distance upwind) and contact hazardous material response personnel for evaluation/removal before continuing work in the area

#### **Additional Personal Protective Equipment**

- ♣ Evaluate the need to revise protective clothing, respirator, and glove selection

### **GENERAL HEAVY EQUIPMENT OPERATION (APPLICABLE TO ALL HEAVY EQUIPMENT)**

#### **Key Engineering Controls and Work Practices**



All vehicles must have:

- ♣ A service brake system, an emergency brake system, and a parking brake system
- ♣ Working headlights, tail lights, and brake lights
- ♣ An audible warning device (horn)
- ♣ Intact windshield with working windshield wipers
- ♣ Ensure that all operators have been trained on the equipment they will use
- ♣ Check vehicles at the beginning of each shift to ensure that the parts, equipment, and accessories are in safe operating condition. Repair or replace any defective parts or equipment prior to use
- ♣ Do not operate vehicle in reverse with an obstructed rear view unless it has a reverse signal alarm capable of being heard above ambient noise levels or a signal observer indicates that it is safe to move

- ♣ Vehicles loaded from the top (e.g., dump trucks) must have cab shields or canopies to protect the operator while loading
- ♣ Ensure that vehicles used to transport workers have seats, with operable seat belts, firmly secured and adequate for the number of workers to be carried
- ♣ Equipment should have roll-over protection and protection from falling debris hazards as needed
- ♣ Prior to permitting construction equipment or vehicles onto an access roadway or grade, verify that the roadway or grade is constructed and maintained to safely accommodate the equipment and vehicles involved
- ♣ Do not modify the equipment's capacity or safety features without the manufacturer's written approval
- ♣ Where possible, do not allow debris collection work or other operations involving heavy equipment under overhead lines

## OSHA REGULATIONS

<b>Tree Care Industry</b>	
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<b>Standards</b>	
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Tree care hazards are addressed in specific standards for recordkeeping and the general industry. This page highlights OSHA standards, Federal Registers (rules, proposed rules, and notices), directives (instructions for compliance officers), standard interpretations (official letters of interpretation of the standards), and national consensus standards related to the tree care industry.

## **OSHA**

[Section 5\(a\)\(1\)](#) of the OSH Act, often referred to as the General Duty Clause, requires employers to "furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees". [Section 5\(a\)\(2\)](#) requires employers to "comply with occupational safety and health standards promulgated under this Act".

**Note:** Twenty-four states, Puerto Rico and the Virgin Islands have [OSHA-approved State Plans](#) and have adopted their own standards and enforcement policies. For the most part, these States adopt standards that are identical to Federal OSHA. However, some States have adopted different standards applicable to this topic or may have different enforcement policies.

States may also develop compliance assistance programs and cooperative arrangements with employers and organizations similar to those offered by Federal OSHA. For more information, see [State Occupational Safety and Health Plans](#).

### *Frequently Cited Standards*

Tree care industries must comply with all the general industry standards ([29 CFR 1910](#)). The following standards, in order, were the most frequently cited by Federal OSHA from October 2006 through September 2007, in *Ornamental Shrub and Tree Services Industry Group* ([SIC Code 0783](#)).

[1910.67](#), Vehicle-mounted elevating and rotating work platforms

[1910.266](#), Logging operations [[related topic page](#)]

[1910.135](#), Head protection

[1910.132](#), General requirements (Personal protective equipment) [[related topic page](#)]

[1910.133](#), Eye and face protection [[related topic page](#)]

[Section 5\(a\)\(1\)](#) of the OSH Act, often referred to as the General Duty Clause, requires employers to "furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees". This section may be used to cite hazards for which there are no specific standards, such as ergonomics. [[related topic page](#)]

[1910.1200](#), Hazard communication [[related topics page](#)]

[1910.269](#), Electric power generation, transmission, and distribution [[related topic page](#)]

[1926.550](#), Cranes and derricks [[related topic page](#)]

[1910.333](#), Selection and use of work practices

### *Other Highlighted Standards*

[1904](#), Recording and reporting occupational injuries and illness

- ♣ [1904.39](#), Reporting fatalities and multiple hospitalization incidents to OSHA

### General Industry ([29 CFR 1910](#))

[1910 Subpart D](#), Walking-working surfaces

- ♣ [1910.21](#), Definitions
- ♣ [1910.22](#), General requirements [[related topics page](#)]
- ♣ [1910.23](#), Guarding floor and wall openings and holes
- ♣ [1910.25](#), Portable wood ladders
- ♣ [1910.26](#), Portable metal ladders
- ♣ [1910.29](#), Manually propelled mobile ladder stands and scaffolds (towers)
- ♣ [1910.30](#), Other working surfaces

[1910 Subpart H](#), Hazardous materials

- ♣ [1910.106](#), Flammable and combustible liquids

[1910 Subpart I](#), Personal protective equipment [[related topics page](#)]

<b>Tree Care Industry</b>			
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<b>Safety and Health Program</b>			
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In tree care, just as in other professions, effective management of worker safety and health protection is a decisive factor in reducing the extent and the severity of work-related injuries and illnesses. Effective management addresses all work-related hazards, including those potential hazards that could result from a change in worksite conditions or practices. It addresses hazards whether or not they are regulated by government standards. For more information, see OSHA's [Safety and Health Programs Safety and Health Topics Page](#).

A tree care company's safety and health program should address the specific safety/compliance concerns applicable to its activities in the field, shop, and office such as the following:

[Personal Protective Equipment \(PPE\)](#)

[HAZCOM/Right to Know](#)

[Lockout/Tagout Knowledge and Training](#)

[Illness/Injury Recordkeeping and Posting](#)

[OSHA Poster Review](#)

[Reporting Serious Accidents](#)

[Training](#)

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

The [OSHA PPE standard](#) requires the employer to assess the hazards of the worksite and ensure that employees use appropriate PPE. The employer must also complete a written certification of hazard assessment. Documented policies, training, and enforcement should ensure that PPE is used by all employees whenever it is required by virtue of hazards in the workplace.

[\[More Information\]](#)

### **HAZCOM/Right to Know**

The [Hazard Communication Standard \(HCS\)](#) addresses the issues of evaluating and communicating hazards to workers. Employees have both a need and a right to know the hazards and identities of the hazardous substances they are exposed to when working. They also need to know what protective measures are available to prevent adverse effects. However, evaluation is the responsibility of the producers and importers of the materials, who are required to provide the hazard information to employers that purchase their products. If you are operating in an OSHA-approved [State Plan State](#), you must comply with the State's requirements, which may be more stringent than the Federal rule. Contact the [State OSHA Office](#) for more information regarding applicable requirements.

[\[More Information\]](#)

### **Lockout/Tagout Knowledge and Training**

[OSHA's Lockout/Tagout standard](#) requires that employees be safeguarded from the unexpected startup of machinery or equipment, or the release of hazardous energy during service or maintenance activities. If employees are involved in the maintenance and servicing of equipment, the employer must develop a lockout/tagout program. A lockout/tagout program must address employee training, equipment-specific energy control procedures, and periodic inspections to ensure that equipment is properly de-energized prior to servicing or maintenance.

[\[More Information\]](#)

### **Illness/Injury Recordkeeping and Posting [[1904.2](#), [1904.4](#)]**

OSHA requires businesses to log (keep track of) and, once a year, post a summary of their occupational illnesses and injuries. The OSHA website provides forms for this purpose. If your company had 10 or fewer employees at all times during the last calendar year, you need not keep OSHA injury and illness records unless OSHA or the BLS informs you in writing that you must keep records under [29 CFR](#)