



IIPP –High Hazard Construction Program



4HOLDERS LLC



INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) FOR 4HOLDERS CONSTRUCTION

The New York Public Employee Safety and Health (PESH)

Title 12 of the New York Code of Regulations, Section NYCRR Part 801

36 New Hyde Park Road

Franklin Square, NY

RESPONSIBILITY

4HOLDERS recognizes our employees as our number one asset and ensures safety is an essential element to our operations.

Management is dedicated to providing active leadership and the necessary support to develop and maintain an IIPP. Our IIPP administrator, Robert Vega, Project Manager, is responsible for implementing the program requirements.

All managers, foremen and supervisors are accountable for executing and sustaining the IIPP in their respective work areas and answering any employee questions.

The success of our IIPP also requires the full, earnest cooperation of each employee. We strive to provide and maintain a safe and healthy work environment for all employees. Our organization will ensure security, protection and well-being to the best of our ability by evaluating workplace exposures and implementing safety protocols. We will comply with all existing safety and health laws that apply to the workplace. Safety must be considered a vital part of every job in our company.

We welcome safety suggestions and feedback. Please discuss safety concerns at meetings, contact our program administrator, safety coordinator, a supervisor or submit an anonymous suggestion anytime via our safety suggestion box located in the main office at 36 New Hyde Park Road, Franklin Square, New York.

We want all of our employees to come to work, be a part of our community, experience success and return home safely every day. Our ultimate goal is zero incidents or injuries. Please be observant, use caution, follow safety rules, offer suggestions and help us foster a strong safety culture that eliminates unsafe conditions and behaviors.

IMPLEMENTATION DATE: 20 July 2021

Signature



President/CEO

COMPLIANCE

- The management team is responsible for ensuring that all employees effectively communicate and understand all policies and procedures.
- Managers, foremen and supervisors are expected to enforce safety rules fairly and uniformly.
- Each employee should follow safe work practices, follow all directives, adhere to the policies and procedures, and maintain a safe work environment.
- Compliance with the company IIPP is mandatory and shall be considered a condition of employment.
- Not adhering to the company's IIPP may negatively impact an employee's well-being and the well-being of their co-workers, families and the general public.

To ensure all employees comply with the IIPP standard, it is vital to do the following:

- Inform the team of the IIPP requirements.
- Provide the IIPP to new hires and at equipment-specific training.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe work practices.
- Providing additional training to those who require it.
- Correct employees who violate safe work practices with a verbal warning, retraining and/or formal written warning notification of violation.
- Failure to follow safety protocols and blatant disregard for trained instructions is cause for termination. Causing imminent danger to one's self or co-workers is cause for termination of employment.

COMMUNICATION

Effective two-way communication between management and employees regarding health and safety is paramount to the company's success. This includes:

- New hire employee training
- IIPP reviews
- Workplace safety and health training programs
- Routine safety meetings
- Equipment use training and certification
- Matters regarding safety and health concerns
- Distributed materials and postings
- Anonymous submission in red comment box located in the Main Office of 4Holders LLC.
- Inspections, employee meetings, investigation reviews, etc.

HAZARD ASSESSMENT

Initial safety inspections were completed upon implementation of the IIPP. Additional inspections will be conducted weekly. Unsafe conditions or practices should be communicated to a foreman or supervisor or via the safety suggestion box. Foreman and supervisors will document their hazard assessments during the following times:

- When there is a new process, procedure or equipment introduced.
- When there are newly identified hazards at the workplace.
- When employees are hired or reassigned and for high hazard processes, operations or tasks that we have not evaluated.
- When there is a workplace incident, illness, injury or accident.
- Whenever workplace conditions warrant an inspection.

Checklists and other effective methods to identify and evaluate workplace hazards are utilized and provided in the recordkeeping section of the IIPP.

ACCIDENT/EXPOSURE INVESTIGATIONS

When an incident occurs in the workplace, an accident investigation will be completed to determine the cause. An accident investigation form will be completed by a foreman or supervisor and returned to management as soon as possible. Corrective action will be implemented to prevent reoccurrence. The forms are kept in the recordkeeping section of this document and with the foreman and supervisors.

The assigned investigator will:

- Visit the accident site as soon as possible.
- Interview the injured worker and witnesses using open-ended questions.
- Take photos and review any surveillance records video to correctly comprehend the event.
- Observe the workplace for contributing factors linked with the accident/exposure.
- Control access to tools, equipment and the area.
- Conclude the cause of the accident/exposure.
- Detail any findings and corrective actions taken.
- Implement corrective action to avoid reoccurrence.

HAZARD CORRECTION

Hazardous work conditions, practices or procedures will be altered promptly in all instances, including:

- When observed or revealed.
- During routine hazard assessments/safety inspections.

- When a risk exists that cannot be immediately rectified, all exposed workers will be removed from the site.

Hazard assessment forms, which document actions taken, will be located in this program's recordkeeping section. Inspection records will be kept in a separate file.

Checklists to identify and evaluate workplace hazards and corrective measures will be utilized. Document examples are provided in the recordkeeping section of the IIPP.

TRAINING AND INSTRUCTION

All employees, including managers, foremen and supervisors, are trained on general and job-specific safety and health measures. Training and safety measures are according to the [OSHA Model Injury and Illness Prevention Program for High Hazard Employers](#).

Training and instruction should take place:

- At the time, the IIPP was developed and whenever there is an update.
- When new employees are hired (with an exception for any certified or qualified construction workers trained through an approved health and safety program).
- When employees are assigned new tasks.
- When there are new substances, processes, procedures or equipment introduced in workplace.
- When we become aware of a new or previously unrecognized hazard.
- To make supervisors aware of our industry health and safety hazards and required controls.
- In respect to hazard-specific employee job assignments.
- Per our industry exposures and requirements.
- When supervisors are required to provide "toolbox" or "tailgate" trainings every 10 working days on the job site.
- When management has developed codes of safe work practices for all employees.
- When management will explain the company's IIPP, emergency action plan and other required industry programs.
- To bring awareness to medical services, first aid and emergency procedures – see Emergency Action Plan for specific details.
- When supervisors and employees will discuss the use of required personal protection (clothing, gloves, footwear, hearing protection, hard hat).
- For chemical usage, storage, protection, first aid and hazards to employees.
- For availability of toilet, handwashing and drinking water facilities.
- Other:

A sample training sign-in document is located in the recordkeeping section of the IIPP.

4HOLDERS LLC TRAINS OUR EMPLOYEES ON THE FOLLOWING SUBJECTS

- Code of safe practices
- Good housekeeping
- Fire prevention and emergency action plan
- Infection Diseases: CPP - COVID-19
- Slips, trips and falls
- Back injury prevention, material handling, proper lifting techniques
- Ergonomic hazards – office and worksite
- Driver safety
- Safe practices for operating agricultural equipment
- Safe practices for operating construction equipment
- Crane operations
- Cleaning, repairing, servicing, adjusting equipment and machinery procedures
- Safe access to working areas
- Confined spaces
- Fall protection
- Trenching and excavation work
- Fall protection from raised positions
- Use of raised platforms
- Ladder safety
- Lock-out/tag-out procedures
- Machine and prime mover guarding
- Machine and parts
- Chainsaw and other power tool operation
- Proper use of powered tools
- Hazard communication – global harmonized system (GHS)

- Hazardous chemical use and exposures
- Review of safety data sheets (SDS)
- Personal protective equipment (PPE)
- Respiratory equipment
- Laboratory safety
- Bloodborne pathogens and other biological hazards
- Electrical hazards
- Tree falling and hazards
- Yard operations
- Landing and loading areas
- Physical hazards (temperature, noise, etc.)
- Other job-specific hazards

CODE OF SAFE WORK PRACTICES AND RULES FOR HIGH HAZARD AND CONSTRUCTION

Employees are provided with a copy of our company code of safe work practices at new hire orientation training. We also reference it during routine training for all existing employees whenever a safety hazard is observed and when employees require retraining and/or disciplinary action.

All employees will abide by these practices, operate in a safe manner and reports any issues.

Foremen/supervisors will ensure employees observe and obey company rules, required regulations and orders as necessary to maintain a safe worksite and protect employee health.

EVACUATIONS – All Areas

- In an emergency such as fire, earthquake, wind, explosion, flood, blackout and power outage, team members will follow evacuation instructions and ensure that personal safety takes precedence.
- Quickly leave the work area and report to the designated assembly area outside the building.
- Supervisors will power down any equipment and gas and secure the building if possible or necessary.
- Take personal valuables only if readily available.
- Assist any persons with disabilities when exiting the premises.

- CPR-trained employees should survey individuals once outside to determine if anyone needs first aid.
- Appropriate aid should be given and injured employees should be taken to a designated medical provider clinic or hospital emergency room.
- Supervisors will verify that all employees have vacated the building.
- Supervisors and designated safety program coordinators will communicate with the appropriate emergency personnel.
- Do not leave the premises without confirmation from a manager/supervisor.
- No one can return to the building until it is deemed safe to do so.

FIRES

- Immediately alert management and employees.
- Activate emergency warning signals and call 911.
- Follow instructions for evacuating the building and appropriate use of fire extinguishers.
- Attempts to put out small fires must be done by trained personnel only.
- Once outside the building, employees should follow the emergency evacuation procedures above and not re-enter until it is deemed safe to do so.

FIRE DRILLS

- An announcement will be made during fire drills and tests.
- If no announcement was made, assume there is an emergency and follow evacuation procedures.

EARTHQUAKES

If you are inside, follow these procedures:

- Remain calm.
- Find shelter under a desk or strong table or brace against an inside wall.
- Move to the center of the building away from windows.
- Stay clear of bookcases, file cabinets, heavy objects that can fall, windows and exterior doors.
- Shelter in place until directed by management.
- Follow fire department and/or management instructions.
- Check for injuries and call for first aid assistance if needed.
- Assist co-workers who are suffering from shock or emotional distress.
- Wait for instructions from management in the event of an extended power failure.
- Be prepared for after-shocks.
- Use stairs if directed to evacuate from a multi-story building.
- Do not evacuate until it is safe to do so.
- Management or assigned safety staff will manage building evacuation.
- Survey all areas of company premises to locate any injured employees.
- Do not use telephones except in an extreme emergency.

- Do not react in a manner that may cause undue alarm or panic.
- Do not light matches, cigarettes or candles.
- Do not use an elevator.

If you are outside, follow these procedures:

- Move away from buildings, trees, walls, utility wires and overhead passes.
- Watch for falling glass, electrical wires, poles and other debris.

If in a car, follow these procedures:

- Pull over.
- Remain in the car until the earthquake is over.
- Stay away from buildings, trees, walls, power lines and other utilities.
- Tune to the emergency frequency on the radio for road reports.
- Do not:
 - Park under or near overpasses, power lines or other utilities.
 - Attempt to cross bridges or overpasses if the earthquake is severe.

WORKPLACE VIOLENCE PREVENTION

- Be alert of any situations, incidents, or other warning signs that point to potential threats of violence or other hazards that could affect our employees' and visitors' well-being.
- This includes all threats of (or actual) violence, either direct or indirect, to an employee or visitor by an employee or a non-employee, as well as threats by customers, vendors, solicitors, or others, whether it occurs at or away from work and whether or not it is work-related.
- Employees are requested to report all such situations or other suspicious activities to a member of management.
- Provide detailed information as soon as a situation comes to their attention.
- Management will assess and respond to the situation.
- Observe and listen.
- Do not ignore serious concerns.
- Report any direct or indirect threats or potential signs of violent behavior.
- Include threats from outside the workplace.
- If in a crisis, stand still, speak calmly, try to "defuse" the aggressive person, keep him/her talking and do not confront, argue or fight.

Take precautions when:

- Working alone in the office.
- Leaving work alone after dark.
- Dealing with irate customers or co-workers.
- Securing personal belongings and company property.
- Traveling on company business.

CODE OF SAFE WORK PRACTICES AND RULES FOR CONSTRUCTION JOB SITES

GENERAL SAFE WORK PRACTICES AND RULES

The [codes of OSHA safe practices](#) should be posted and made readily available.

CHEMICALS – GHS HAZCOM GENERAL SAFETY RULES

- Do not use any chemicals that you are not familiar with.
- Read and consult the SDS for the chemical in use.
- Follow all precautions of the SDS sheet.
- Wear required personal protection equipment (PPE).
- Alert a supervisor if there is not access to PPE.
- Follow storage requirements – flammable chemicals must be stored in a fireproof cabinet.
- Label all secondary containers with appropriate labels.
- Do not use gasoline for cleaning purposes.
- Do not mix chemicals.
- Wash hands after using any chemicals.
- Do not eat or drink while touching chemicals.
- Do not store food or drink in areas where chemicals are present.
- If exposed to any chemical by skin, eye or ingestion, seek medical attention immediately.

GENERAL DRIVING SAFETY RULES

- Only authorized use of company vehicles and personal vehicles for company use is allowed.
- Passengers are not permitted in company vehicles unless they are business-related.
- Immediately report all accidents to a supervisor.
- Employees with multiple accidents in a three-year time span that are deemed preventable or who acquire three points on their driving record may lose driving privileges or operate on a limited basis.
- Driving while impaired or intoxicated is strictly prohibited. Driving while impaired could result in immediate suspension.
- Wear seat belts while operating the vehicle.
- Do not exceed the speed limit.
- Keep eyes on the road and hands on the wheel.
- Never drive distracted – if one needs to use their phone, pull over and park in a safe location.
- Do not drive fatigued – pull over in a safe place and take a rest break if necessary.
- Always keep a safe following distance from other vehicles.
- Drive with caution and turn on lights or low beams when driving in the rain or when conditions present low visibility and slippery roads.
- Always signal when changing lanes or turning.

- Avoid passing on two-lane roads.
- Be cautious when passing any stopped vehicle.
- Be aware when approaching intersections.
 - Come to a complete stop at stop signs.
 - Slow down at train tracks.
 - Do not run red lights and be prepared to stop if the light changes to yellow.
- Be a defensive driver – scan the road ahead for hazards, use side mirror, review mirror, anticipate poor driving by others, drive under control and obey the rules of the road.
- If another driver is tailgating, change lanes and let them pass.
- Avoid verbal confrontations and personal interaction.
- Inspect the vehicle for mechanical defects before each trip.
 - Test brakes to ensure they are correctly operating.
 - Worn tires can make the vehicle difficult to control or stop.

TOOLS AND EQUIPMENT – GENERAL SAFETY RULES

- Use hearing protection when required.
- Restrain long hair with a rubber band, clip or cap.
- Remove all jewelry.
- Select the correct tool for the job.
- Electrical outlets should be Ground Fault Circuit Interrupters (GFCI).
- Ensure that tools are double-insulated or adequately grounded.
- Keep cutting edges sharp, clean and free from burrs or defects.
- Disconnect tools from the power source when making repairs or adjustments.
- Never operate a tool without the guards and interlocks in place.
- Be sure tools are in good operating condition.
- Use only extension cords that are grounded.
- If a tool seems slow or weak, check it out — never force the tool.

For additional OSHA construction safety measures, please visit their construction safety order [page](#).

TORSION TOOLS GENERAL SAFETY RULES

- Any tool applying torque is potentially dangerous – the more torque involved, the more serious the potential injury.
- A “cheater” should not be used to increase the leverage of any wrench.
- A wrench opening should exactly fit the nut.
- If possible, adjust stance when pulling on a wrench to prevent a fall if something suddenly gives.
- Use a box or socket wrench and a straight (rather than offset) handle wherever possible.
- To free a “frozen” nut or bolt, apply penetrating oil and use a striking face box wrench or a heavy-duty box or socket wrench.

- Be sure the nut or bolt head is fully seated in the jaw of an open-end wrench and avoid tilting the wrench.
- On adjustable wrenches, the wrench should be adjusted tightly and pulled so that the force goes against the fixed jaw.
- A torque wrench should be used whenever possible.
- A wrench should never be exposed to excessive heat.
- Wrenches should not be ground to change their shape.
- Ordinary plastic dipped handles are designed for comfort, not electrical insulation.
- When using hand socket wrenches, always stay within safe torque limits when changing to smaller or larger sockets.
- Hand socket wrenches are never to be used on power or impact wrenches.
- A hammer (sledge type) must only be used on a striking face wrench.
- Any wrench with broken or battered points must be discarded.
- Never pull on a loosely adjusted adjustable wrench.
- Never use a pipe wrench to bend, raise or lift a pipe or use a pipe wrench as a hammer.

ELECTRIC TOOLS AND EQUIPMENT GENERAL SAFETY RULES

- Fatal injuries can occur involving electricity as low as 110 volts.
- Do not touch anyone who appears to be getting a 110V shock.
- Turn off the power, pull them away with a rope or push them away with a board.
- Remember that electrical shock typically stops the heart and the voluntary breathing reflex. Call for help and begin CPR.
- Before use, a power tool should be checked to see that the cord and plug are in good condition, all three prongs are intact (unless UL listed double insulated) and there are no exposed wires at the plug or cord end.
- The switch must work and shut off the motor when released.
- A GFCI plugged in line must always be used when using electrical tools.
- The power switch must be checked to ensure it is in the "OFF" position before plugging in or unplugging any tool.
- Hand tools are to be unplugged before changing parts or attempting to adjust them.
- Electrical power tools with frayed cords are not to be used. Electrical repairs are not to be attempted except by qualified personnel.
- Electrical tools must be grounded and comply with the assured grounding program.
- Use a tag line when carrying or lowering a tool.
- Keep walkways clear of telephone and electrical cords.
- Cords that temporarily cross walkways must be taken down or covered.
- Electrical outlets must not be overloaded.
- A cord or tool must never be plugged in with wet hands or feet or while standing in water.
- Non-current carrying metal parts of portable and plug-connected equipment must be grounded.
- Liquids must be kept away from electrical equipment.

- A drill is not to be used as a reamer; a larger bit should be used instead.
- A drill bit should not be changed without first unplugging the cord or disconnecting the air line.
- Extension cords should be elevated 7' above the ground to avoid tripping hazards and damage to the cord.
- Each means of electrical disconnect must be marked to indicate its purpose unless located and arranged so that the purpose is evident.
- Power tools shall not be altered or used in a way that creates a safety hazard.

RADIAL ARM SAWS GENERAL SAFETY RULES

- There should be the familiarity of radial arm saws before use.
- Training or advice is to be obtained from the superintendent, foreman or another qualified person.
- Wiring codes and recommended electrical connections must be followed and the machine must be properly grounded.
- Do not operate radial arm saws while under the influence of drugs, alcohol or medication.
- Always wear eye, ear and dust protection.
- Gloves, ties or loose clothing must not be worn while using radial arm saws.
- Remove rings, watches and other jewelry, and roll up sleeves before use.
- Guards should be in place and used all the time.
- Place the saw on a stable and sturdy surface.
- Saw blade must be kept sharp and free of all rust, pitch, dirt and grease.
- End plates must be securely fastened to the track arm before using the saw.
- All clamp handles must be appropriately tightened before operating the machine.
- Cutting operations are never to be "free hand."
- Ensure the material being cut is against the fence.
- Hands are to be kept out of the path of the saw blade.
- Never reach around the saw blade.
- When finished cross-cutting, always return the cutting head to the rear of the track arm.
- Know how to avoid "kickbacks."
- Follow warnings on the saw guard for instructions on ripping.
- Never feed into the anti-kickback end of the machine.
- Anti-kickback fingers are always to be used when ripping. The guard should be lowered on the in-feed end and the anti-kickback fingers adjusted accordingly.
- Use a "push stick" for narrow work when ripping.
- Before adjusting or changing the set-up, always turn off the power, disconnect the machine and wait until the saw blade stops turning.
- Disconnect a tool from the power source when making repairs.
- When saw work is finished, ensure that power is shut off, the blade has come to a complete stop and the work area is clean.
- Radial arm saws must not be used in a dangerous environment.
- Power tools are not to be used in damp or wet locations or exposed to rain.
- Take breaks when doing repetitive runs.

- Do not use tools when fatigued.

POWER MINTER SAWS GENERAL SAFETY RULES

- Guards must be kept in place and in working order.
- Saws are not to be operated with guards not in place.
- Work area is to be well-lit and kept clean.
- Saws must not be used in a dangerous environment.
- Power tools are not to be used in damp or wet locations or exposed to rain.
- Miter saws are not to be forced.
- The tool or attachment should not be forced to do a job the tool wasn't designed for.
- Employees must wear proper apparel.
- Protective hair covering must be worn to contain long hair.
- Safety glasses and masks are required if the cutting operation is dusty.
- Ear protection is required when operating equipment for extended periods.
- Secure work: clamps or a vise should be used to hold work when practical.
- Do not overreach or reach around the blade.
- Proper footing and balance are to be maintained at all times.
- Keep blades sharp and clean for the best and safest performance.
- Instructions are to be followed for lubricating and changing accessories.
- Disconnect before servicing or when changing saw blades.
- Check equipment for damage.
- If damaged, the tool must be repaired before use.
- Never operate while under the influence of drugs, alcohol medication or when fatigued.
- Take breaks from repetitive workloads.

TABLE SAWS GENERAL SAFETY RULES

- Be familiar with the operation of table saws before use.
- Employees must be trained and certified by their supervisor to operate this equipment.
- Always use saw blade guard, splitter and anti-kickback devices.
- Guards should be in place and used at all times.
- Inspect the equipment before use.
- If the guard is missing or broken, immediately report to management and do not use the equipment.
- Follow lock-out tag-out procedures if the equipment is missing parts or needs repair.
- Eye, ear and dust protection are required when operating the table saw.
- Remove rings, watches and other jewelry.
- Avoid wearing loose clothing, rollup sleeves, pull back and secure long hair.
- Keep hands clear of the saw blade path.
- Stand to one side and not in line with the saw cut.
- Use a "push stick" when ripping narrow work.
- Avoid "kickbacks."
- A supervisor or qualified person will provide training or advice.

- Never “freehand” – work must be held firmly against the miter gauge or fence.
- Never use the fence as a cut-off gauge when cross cutting.
- Never reach around the saw blade.
- Keep saw blades sharp and free of rust.
- The saw is to be disconnected from the power source when making adjustments and repairs.
- Shut off the power and clean the saw before leaving it.
- The correct saw blade must be used for the type of work being done.
- Never operate while under the influence of drugs, alcohol medication or when fatigued.
- Take breaks from repetitive workloads.
- Stay alert!

PNEUMATIC TOOLS/EQUIPMENT GENERAL SAFETY RULES

- When gas or diesel compressors supply the source, they should be kept outside or vented to the outside to prevent carbon monoxide poisoning.
- If a permanent source of air is being used, it must not be oxygen.
- Oxygen mixed with the oil in the air hose and tool will cause an instant explosion and fire.
- Air hoses and connections should be checked daily for defects.
- Extreme care shall be taken when working with compressed air.
- Never blow toward yourself, clothing or any part of the body.
- Never point equipment at anyone else.
- Pneumatic power-operated tools must be secured to hose with positive means.
- Protect air hoses from vehicle traffic, pedestrians and sharp objects.
- Secure, pin or change all connections to prevent whipping should disconnection occur.
- The source and “bleed” hose must be disconnected before breaking the connection on any air tool.
- Never crimp a hose to stop air.
- Manage hoses to prevent tripping hazards.
- Use ear and eye protection when operating air tools.
- Relieve compressed air from air hoses and lines before disconnecting or disjoining unless there is a quick automatic disconnect closing protection valve at the joint being separated.
- Air hoses should be rated to have a minimum working pressure of 200 psi or 150 percent of the maximum pressure produced in the system, whichever is higher.
- Air hoses should have an oil-resistant inner surface and an abrasion-resistant exterior surface.
- When difficult operating situations make the likelihood of cutting or damaging the hose probable, the hose shall be of extra-ply armored or other protective construction.
- Metatarsal guards must be worn for complete foot protection when using equipment such as ground tampers (that leave the ground like “pogo sticks”), pavement breakers or jackhammers.

LADDERS GENERAL SAFETY RULES

Storage and Inspection:

- Store ladders in a well-ventilated area, away from dampness in an upright and secured position.
- Inspect the ladder before usage and complete the inspection checklist.
- Conditions to look for include:
 - Loose or missing rungs, hinges, side rails, cleats or footings
 - Loose bolts or screws
 - Cracked, broken, dented or badly worn rungs, cleats, hooks, hinges or side rails
 - Wood splinters
 - Rust and corrosion of metal ladders or metal parts
- If in poor condition, do not use ladder.
- Report and tag ladder to be destroyed.
- Do not make repairs or modifications to ladders.

Ladder Safety Rules

- Only use approved stepstools or ladders for climbing or reaching.
- Never use a chair, climb onto a counter or create a makeshift ladder.
- Choose the right type and size ladder.
- Utilize stairways, ramps or runways to go from one level to another.
- Avoid setting up ladders in high traffic areas, walkways or outside doors
- If high traffic areas are unavoidable, create a protective barrier with cones, warning signs and enlist a co-worker's help to monitor the area.
- Keep the top and base of ladder clear of tools, cords, paint and materials that may fall or cause a trip hazard.
- Do not try to increase ladder height by standing it on boxes, barrels or other materials.
- Do not try to splice two ladders together.
- Set ladder on solid footing against sturdy support.
- Straight ladders must be long enough so that the side rails extend above the top support point by at least 36 inches.
- Place the base of a straight ladder out from the wall or edge (approximately one foot for every four feet of vertical height).
- Do not use ladders as a platform, runway or scaffold.
- Secure the top of straight ladders to prevent them from being displaced.
- Check footwear for oil, grease or mud – wipe or clean shoes to avoid slips and falls.
- Always face ladder and hold on with both hands when climbing up or down.
- Do not try to carry tools or materials when on a ladder.
- Maintain three points of contact with ladder at all times.
- Never lean out to the side when on a ladder.
- If something is out of reach, get down and move ladder over.
- Only one person on a ladder at a time.

- Face ladder and arrange work in front.
- Use a tool belt or store tools on a secure surface.
- Wear a hard hat and protective equipment as required.
- Any damage to scaffolds, falsework or other supporting structures should be immediately reported to the foreman and repaired before use.
- Do not use or work on any scaffolding or rolling platforms that are incorrectly installed, may not have the required safety rails, are damaged and in need of repair or have a slippery working surface.

FORKLIFT SAFETY GENERAL SAFETY RULES

- Only operate forklifts if trained, licensed and authorized to do so.
- Wear a seat belt.
- Make sure work paths are free of obstructions.
- Look around before moving.
- Keep hands and feet inside the cab.
- Watch for pedestrians.
- Sound the horn several times when approaching blind corners, exits and entrances.
- Avoid making jerky starts, quick turns or sudden stops.
- Apply the parking brake before leaving forklift.
- Make sure pallets are in good condition, well-stacked and secure.
- Make sure load does not obstruct the view.
- Make sure load does not exceed the capacity of forklift.
- Make extra trips instead of overloading.
- Ensure the vehicle being unloaded has been secured chocks ahead of wheels and/or trailer restraint systems. Trailer movement is a leading cause of loading accidents.
- Travel slowly when going down slopes.
- Ensure forks face uphill when traveling up or down a slope with a load.
- Ensure forks face downhill when traveling up or down a slope without a load.
- Adjust the tilt (when fitted) to suit the gradient and raise forks to clear the ground.
- Park forklift in a safe place on level ground, never on a slope.
- Leave forklift with the mast tilted forward and forks fully lowered with the tips on the floor.
- Apply the parking brake, select neutral, switch off the engine and remove the key.
- Return keys or other activating devices to their place of safe keeping.
- Report any malfunctions or defects to the supervisor immediately.
- Know the truck's capabilities.
- Be sure truck meets ANSI safety requirements.
- Keep the load no more than 6 to 10 inches off the floor.
- Use extreme caution when turning.
- Keep truck in good working order.

Loading

- Never overload a forklift.

- Forklift operators must handle only stable or safely arranged goods.
- When handling off-center loads, which cannot be centered, operate with caution.
- Material must be piled securely on the pallet at all times.
 - Round objects such as pipes or drums must be blocked or secured so they cannot roll.
 - A red flag must be placed on material that projects over the side of the pallet.
 - Before lifting, the load must be checked to see it is stable and adequately balanced.
- Forks are to be placed under the load as far as possible and the mast tilted backward carefully to stabilize.
- Caution should be used in tilting backward with high or segmented loads.
- Extreme care must be used when tilting a load forward or backward, mainly when there is high tiering.
- Operators must not tilt forward with forks elevated except to pick up a load.
- An elevated load should be tilted forward only when a load is in a deposit position over a rack or stack.
- When stacking or tiering, operators are to use only enough backward tilt to stabilize a load.

Unloading

- Always lower loads slowly; a sudden stop may cause forklift to tilt forward.
- Operators must ensure stacked materials are not top-heavy.
- Care must be taken when placing or picking up pallets, so the stack is not unbalanced.
- Employees other than the operator must stand clear of forklift while it is being used to stack or remove material.
- Operators are not to pile material too high for safe lifting and handling.

HEAT ILLNESS PRECAUTIONS AND RESPONSE

Heat illness and exhaustion can be life-threatening and should be taken very seriously. Employees should take precautions to avoid heat-related illnesses, which range from heat cramps to heat exhaustion to more serious heatstroke. Heatstroke can be severe and requires immediate medical attention. If you experience or notice other employees with the following symptoms, report to your supervisor immediately. Additional details and treatment can be found in [Heat Illness Prevention Plan](#).

- **Heatstroke** is the most serious health concern for employees working in hot environments. This is caused by the failure of the body's internal mechanism to regulate its core temperature. Body temperature can rapidly rise to 106 degrees Fahrenheit or higher within as little as 10 to 15 minutes. Sweating stops and the body can no longer rid itself of excess heat. Symptoms include:
 - Mental confusion or delusion
 - Dizziness and nausea
 - Loss of consciousness, convulsions or coma
 - Fever of body temperature above 103 F

- Skin - hot, dry, red or bluish
- **Heat exhaustion** results from loss of body fluid through sweating, not drinking enough fluids, lack of salt intake or both. Symptoms include:
 - Heavy sweating
 - Cold, pale and clammy skin
 - Fast, weak pulse
 - Nausea or vomiting
 - Muscle cramps
 - Tiredness or weakness
 - Dizziness
 - Headache

How to Avoid Heat Illnesses

- Stay hydrated – drinking water is a critical preventive measure.
- Drink 32 ounces (one quart) or more per hour while working outdoors.
- Sodas, coffee, tea and other caffeinated beverages can cause dehydration.
- Eat well and avoid excessive alcohol the night before work.
- Take breaks in provided shaded areas and drink cool water.
- Wear protective clothing and sunscreen.
-

Procedures for Responding to Heat Illness Symptoms

- Immediately notify supervisor, first aid coordinator and other employees for help.
- Encourage or safely move affected employees to shaded, open-air or ventilated recovery areas to rest for at least five minutes.
- Commence first aid treatment and contact emergency services if needed. Additional details and treatment can be found in [Heat Illness Prevention Plan](#).
- Notify office personnel in case the employee must be transported to the hospital so they can respond appropriately.

EMPLOYEE ACCESS TO IIPP

Our company will provide access to the IIPP in a reasonable time and manner. Our employees have the right to examine and receive a copy of our IIPP with five days of asking for access. To expedite this process and be fully transparent, we will accomplish this by the following methods:

- Employees will be provided a copy to read and acknowledge at the time of new hire.
- A copy of the IIPP will be provided to the employee for their records.
- A copy of the IIPP will be available with the foreman and/or at the job site.
- A copy of the IIPP is located at the office 36 New Hyde Park Road, Franklin Square, NY.

- A copy of the IIPP is located on the company intranet site, where the employees will have unobstructed access at all times of employment for review, print and email.

RECORDKEEPING

We recognize that our company is on a designated high-hazard industry list. All records will be kept at 36 New Hyde Park Road, Franklin Square, NY. We take the following steps to implement and maintain our IIPP:

- Hazard assessment and correction method records are maintained.
- Employee unsafe behaviors and acts are documented.
- Employees are trained and our efforts are formally documented, including employee name, signature, training dates and instruction types.
- Any records relating to worker training and certification provided by a Cal/OSHA-approved construction industry occupational safety and health program are saved.

Program records will be maintained for the following listed periods:

- | | |
|---|----------------------|
| • New employee safety orientation forms | Length of employment |
| • Code of safe practices receipt | Length of employment |
| • Disciplinary actions for safety | At least 1 year |
| • Hazard assessments/safety inspections | At least 1 year |
| • Training, tailgate or toolbox meeting reports | At least 2 years |
| • Accident investigations | 5 years |
| • OSHA Log 300 | 5 years |
| • Inventory of hazardous materials | Indefinitely |
| • Employee exposure or medical records | Indefinitely |

EXEMPTIONS FOR RECORDKEEPING

- Local governmental entities (county, city or district, and public or quasi-public corporation or public agency).
- Employers with less than 10 workers, including managers and supervisors.
- Inspection records only have to be maintained until the hazard is corrected.
- Safety training instruction documentation is only required concerning worker job assignments when they are first hired or assigned new duties.

EMPLOYER RECORD RESOURCES:

Hazard Assessment – Construction Site

Supervisor/jobsite observer:

Foremen/crew inspected:

Date/time:

Jobsite address:

		Yes	No	Corrective Action
PPE:	Hard hats, eye protection, ear protection, respirator, footwear, clothing, belts/lanyards			
Housekeeping:	Exits and stairs clear			
	Piling and stacking			
	Debris removal			
	Nails bent or removed			
Ladders:	Condition			
	Tied off			
	3" above landing			
Scaffolds:	Railings			
	Tied to structure			
	Planks and platforms			
Railings:	Perimeter			
	Floor openings			
	Walkways			
	Skylights/other openings			
Fall protection:	Full body harness/lanyard			
	Correctly worn			
	Anchorage points			
	Written program			



Electrical:	Lighting			
	Grounding			
	Cords, plugs, receptacles			
Tools:	Condition			
	Guarded			
	Power cords condition			
Fire prevention:	Extinguishers			
	Flammable material storage			
	Welding/cutting equipment and tanks			
First aid:	Trained personnel and safety kits			
Restroom				
Handwashing station				
Heat:	Water available			
	Shade			
Site and public protection: Fences/barricades				
Site and public safety:	Lighting			
	Signage			
	Rebar capped			
	Back up alarms on moving equipment			
Other:				

The advice presented in this document is intended as general information for employers.



Supported Scaffolds Daily Pre-Use Inspection Form

This form must be completed by a qualified person and submitted to management before each work shift and after any occurrence that could affect the structural integrity of a scaffold. Any deficiencies noted must be corrected prior to use.

General Requirements for Supported Scaffolds	Yes	No
The scaffold is the correct type for the load, materials, employees and weather conditions.		
Scaffold components can support at least four times their maximum intended load.		
Scaffold is fully planked – no more than 1-inch gap between planks.		
Platform is at least 18 inches wide.		
Scaffold is 14 inches or less from face work if workers remove front guardrails (18 inches for plasterers).		
Planks do not extend past the ends of the scaffold frames more than 12 inches.		
Scaffolds have greater than a 4:1 height-to-base width and are restrained from tipping and are secured to a building or structure as required.		
The scaffold is plumb and braced to prevent swaying or displacement.		
The legs, posts, frames and uprights are on baseplates and mudsills.		
Footings are level, sound and rigid and no settling has occurred.		
There are no bends, cracks, holes, rust, welding splatter, pits, broken welds and non-compatible parts on metal components.		
Unstable objects like blocks, bricks, buckets etc., are not used as work platforms or to support scaffold.		
There are slip-resistant treads on all steps and landings.		
Fall Protection	Yes	No
Guardrails (top and mid) are used on all scaffolds.		
Guardrails are installed at 38 to 45 inches in height; midrail at halfway point.		
Guardrails will withstand 200 pounds of force in a downward or outward direction.		
Toe boards have been installed where workers pass or work under and are at least 4 inches high. Screening is erected if materials on planks are stacked higher.		
If employees work under the platform, hardhats are worn, the area is barricaded and falling object protection is provided.		
Use	Yes	No
Maximum load capacity of the scaffold is known, not exceeded and communicated to all employees.		
Cross-braces are not used as a ladder for access or exit.		
All working platforms are fully planked.		
Minimum power line clearance is 10 feet.		
Work platform is free of clutter, mud, snow, oil or any tripping hazards.		
Scaffold erection has been under supervision of a competent person.		
Ladders are prohibited on scaffolds.		

- Scaffolding is complete and compliant per Cal/OSHA standards and safe to use.
- Scaffolding is incomplete. DO NOT USE!

Signature of Qualified Person: _____ Date: _____



Hazard Index Risk Analysis

Company: _____ Job Task: _____ Date: _____ Performed by: _____

	Y/N	Hazard Source	Hazard Severity	Hazard Probability	Hazard Duration	Hazard Index	Appropriate PPE	Comments (Identify Hazards and Controls)
Eye & Face Protection								
Exposed to particles, potential to injuries such as punctures, contusions or burns.								
Exposed to liquid chemicals, acids/caustic liquids, chemical gases or vapors or potentially harmful light radiation								
<i>Note: In addition to wearing a face shield, the use of safety glasses/goggles is required.</i>								
Head Protection								
Potential for injury from a falling object or overhead hazards.								
Hazardous chemicals are present								
Exposure to electric shock, burns or electrical conductors								
Potential to get caught in objects or equipment								
Foot Protection								
Potential for foot injury due to an object piercing the sole of the shoe								
Potential for falling or rolling objects to impact the foot								
Floor surfaces are slippery								
Hand Protection								
Hands are exposed to hazardous substances, chemical burns or harmful temperature extremes								
Potential for hand injuries from cuts, lacerations or punctures								
Body Protection								
Exposed to harmful materials, chemicals, extreme temperatures or a source of cuts, lacerations or punctures								

Refer to the next page Hazard Index Risk Model Criteria for checklist completion

PPE Hazard Assessment certified by (Signature): _____

Risk Model Criteria

Assessing basic hazards, exposure sources, and then calculating the Hazard Probability, Duration and Severity and if there is a need for Personal Protective Equipment.

Example: Hazard Index Calculation: Severity(4) + Probability(4) + Duration(3) = 11*

***PPE is required. Engineering modifications are strongly recommended where feasible.**

Hazard Severity	
Critical May cause debilitating injury, illness or fatality <i>E.g.: amputations, broken bones, fractures, concussions</i>	4
Significant May cause severe injury or illness <i>E.g.: stitches, sutures, lacerations, severe rashes, second-degree burns and eye injuries</i>	3
Marginal May cause minor injury or illness <i>E.g.: general first aid, abrasions</i>	2
Negligible Probably would not affect personnel or may cause minor first aid visit	1

Hazard Index Classification	
PPE is required.	9 to 12
PPE is strongly recommended.	6 to 8
PPE may not be necessary.	3 to 5

Hazard Probability	
Likely to Occur	4
Probably Will Occur	3
May Occur	2
Unlikely to Occur	1

Hazard Duration	
Continuous Throughout entire shift	4
Routine Several times throughout a shift	3
Periodic Intermittent exposure	2
Sporadic Less than intermittent	1

Hazard Sources Examples

- Motion
- Extreme Temperatures
- Acids, Caustics, Oils
- Solvents, Reactants
- Dust and Fibers
- Flying Objects
- Light Radiation
- Falling Objects
- Sharp Objects
- Rolling Hazards
- Pinching Hazards
- Electricity



Accident Investigation

Injured employee: _____

Occupation: _____

Location: _____

Date of accident: _____

Time of accident: _____

Nature of accident: _____

Witnesses: _____

Please provide a detailed description of how the accident/injury occurred:

Please list any unsafe acts or conditions that may have contributed to the accident:

Action taken to prevent recurrence:

Supervisor signature

Date

