McKee
Door Sales of Columbus, Inc.

Safety Manual

McKee Door Sales of Columbus, Inc.
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MCKEE DOOR SALES OF COLUMBUS, INC.
EMPLOYEE SAFETY POLICY

MCKEE DOOR SALES OF COLUMBUS, INC. is sincerely concerned with each employee's safety and health – and will strive to provide the safest working conditions possible.

We endeavor to maintain a workplace as free from recognized hazards as possible, by providing each employee with proper training and safe equipment and tools.

You can assist our efforts by following recognized safety practices – including federal, state and local safety regulations, and the safety rules of MCKEE DOOR SALES OF COLUMBUS, INC., which are outlined in the company safety program manual.

We believe most accidents can be avoided by using common sense and personal initiative, and we ask you to be a part of the MCKEE DOOR SALES OF COLUMBUS, INC. commitment to safety.

We look forward to your employment with us being accident-free and productive.

Jan Girard, President

SITE-SPECIFIC SAFETY STANDARDS

Although the company safety program addresses the general issues of the safety and health of employees, each construction site may have its own unique characteristics and hazards.

To respond to these hazards, MCKEE DOOR SALES OF COLUMBUS, INC. will strive to complete a site-specific safety plan for each jobsite.

A competent person will be designated as the safety representative for the site (job superintendent, foreman or safety director) and should make an initial inspection of the site in all areas where employees will be working.

After determining the unique hazards of the specific site, the safety representative shall either correct the hazards or report them to the appropriate contractor for correction. The safety representative also shall make employees aware of the hazards, and inform them of how they can protect themselves.

A general jobsite inspection checklist (found in this program in the inspection section) will be used to help determine hazards. In addition, the site-specific plan may address any or all of the following issues pertinent to the site that may not be a part of the overall company safety program. This list, however, is not all-inclusive, and the site-specific plan potentially could address many other areas.

- Unique activities known to be hazardous such as confined space entry, steel erection or demolition
- Other contractor or client specifications
- The nature and timing of each contractor's job – to avoid interference with and creation of hazards for other companies
- Specific training requirements
- Specific machinery or personal protective equipment
- Emergency response procedures
- Designated first aid givers
- Environmental conditions
- Surrounding conditions – power lines, road traffic, pedestrian traffic, etc.
- Material storage areas
- Access routes
- Weather conditions
- Other site-specific or contractor specific conditions

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Employee Accident/Injury	Notify McKee Door Sales immediately. Injured employee must complete the "Employee Incident Report" within 8 hours of the injury. Any witnesses must complete the "Witness Statement Report" within 8 hours of the injury. Injured employees should seek medical attention at Mt. Carmel Occupation Health located at 5969 East Broad Street. If that facility can't be utilized the injured employee must see a BWC – certified doctor. A list of doctors is available at www.ohiobwc.com or from McKee Door Sales. In an emergency situation go to the nearest medical facility. An injured employee should present their Care Works MCO ID card at the medical facility. The injured employee must notify McKee Door Sales about return-to-work status immediately following care.
Supervisor Responsibility	The supervisor should interview both the injured worker and any witnesses. The supervisor should ensure that both the "Employee Incident Report" and the "Witness Statement Report" are completed within 8 hours and turned into McKee Door Sales. The supervisor should complete both the "Industrial Injury Fact Sheet" and the "Accident Analysis Report" and turn into McKee Door Sales.
Vehicle Accident	Do not remove your vehicle until police arrive. The only exception is when police are not taking accident reports in bad weather. This eliminates your word against theirs. Take precautions necessary to protect the scene of the accident from further accidents. Call the police. If someone is injured, request medical assistance. If fire is involved, request the fire department. Have any witnesses stay and/or write downs their names and phone numbers. Call your supervisor. This allows us to give you support and help you with proper procedures. Be courteous and answer all police questions. Give identifying information to the other party involved, but make no comments about assuming responsibility. Complete both sides of the "Drivers Report of Accident". This information will be needed later for state and insurance reports.

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Manual Electrode Holders	Only manual electrode holders which are specifically designed for arc welding and cutting and are of a capacity capable of safely handling the maximum rated current required by the electrodes, shall be used. Any current-carrying parts passing through the portion of the holder that the arc welder or cutter grips in his/her hand, and the outer surfaces of the jaws of the holder, shall be fully insulated against the maximum voltage encountered to ground.
Welding Cables and Connectors	All arc welding and cutting cables shall be completely insulated and of the flexible type, capable of handling the maximum current requirements of the work in progress. Only cable free from repair or splices for a minimum distance of 10 feet from the cable end to which the electrode holder is connected shall be used. Cables in need of repair shall not be used.
Ground Returns and Machine Grounding	A ground return cable shall have a safe current carrying capacity equal to or exceeding the specified maximum output capacity of the arc welding or cutting unit that it services. Pipelines containing gases or flammable liquids, or conduits containing electrical circuits, shall not be used as a ground return. The frames of all arc welding and cutting machines shall be grounded either through a third wire in the cable containing the circuit conductor or through a separate wire which is grounded at the source of the current. All ground connections shall be inspected to ensure that they are mechanically strong and electrically adequate for the required current.
Operating	When electrode holders are to be left unattended, the electrodes shall be removed and the holders shall be placed or protected so they cannot make electrical contact with employees or conducting objects. Hot electrode holders shall not be dipped in water. When the arc welder or cutter has occasion to leave his/her work or to stop work for any appreciable length of time, or when the arc welding or cutting machine is to be moved, the power supply switch shall be turned off. Any faulty or defective equipment shall be reported to the supervisor.

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General Requirements

Only Authorized employees shall operate an aerial lift.

Lift controls shall be tested each day prior to use to determine that the controls are in safe working condition.

Belting off to an adjacent pole, structure, or equipment while working from an aerial lift is not permitted.

A full body harness must be worn and a lanyard attached to a tie off point when working from an aerial lift.

When the platform has been raised into the working position, be extremely cautious to prevent any object from striking or interfering with the operating controls. Secure all tools, equipment or other materials placed on the platform to keep them from shifting or falling. Keep ropes, electrical cords and hoses coiled and stowed away when not in use.

Keep the platform floor clear of debris and loose objects that might cause you to slip.

Never use ladders, planks, steps or other devices to provide additional reach or gain greater height.

Do not lean or sit or climb on the platform railing. Always keep both feet on the platform floor at all times.

Never allow anyone to tamper with, service, or operate a machine from the lower control station while personnel are in the platform, except in an emergency.

The structure of the aerial platform must not be used as a welding ground.

Aerial work platforms cannot be operated if wind conditions exceed 25 mph.

Boom and basket load limits specified by the manufacturer cannot be exceeded.

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General Requirements	Never weld, cut or attempt to repair compressed gas cylinders. Keep all cylinders away from extreme heat, sparks, open flames, hot metal etc. Do not use cylinders as rollers or supports under any circumstances. Always keep fittings, hoses and regulators clean and free of oil and grease. Oil mixed with oxygen creates a violent explosion. Only the supplier is permitted to mix gases, fill cylinders or perform maintenance on cylinders.
Storage of Compressed Gas Cylinders	All compressed gas cylinders must be stored upright. All cylinders must be secured to prevent them from falling. Oxygen cylinders must be stored at least 20 feet from all flammable liquid/gases and combustible materials, especially oil and grease. • A non-combustible barrier with a fire-resistant rating of at least one hour and at least five feet high can be used to separate oxygen cylinders from other flammable/combustible materials. Valve protection caps must be on all cylinders in storage. "NO SMOKING" signs must be posted where flammable gases are stored. Store cylinders in areas that are not subject to vehicle or equipment traffic. Propane cylinders cannot be stored inside buildings or near oxygen.
Proper Use of Compressed Gas Cylinders	Cylinders must be upright and secured to prevent them from moving while in use. Cylinders that are not in use must have the valves closed. Oxygen and acetylene torches must be equipped with flashback arrestors. Cylinders must have valve handles or special wrenches on the valves while in use. Keep the cylinders away from the actual work to prevent sparks, hot metal or flames from contacting the cylinders. Propane cylinder valves are to be attached directly to the cylinder in order to protect the valve from damage.
Transportation Of Compressed Gas Cylinders	Cylinders must be hoisted in a cradle, sling board or other approved method. Never hoist cylinders by the valve protection cap, magnets or choker slings.

Cylinders transported by powered vehicles must be upright and secured.

All cylinders that are transported must have the regulators removed and valve protection caps secured, except:

- Cylinders that are transported or moved in a special carrier (torch cart) can be done with the regulators attached, but bottles and carrier must be secured.

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Definitions	*Voltage* – the pressure of electrical current. *Amperage* – the current-carrying capacity of electric wires. *Ground Fault Circuit Interrupter (GFCI)* – measures how much current is flowing through the wire in both directions. If too much current is flowing out of the wire (leak), it will shut off the electricity. *Short* – electrical current that leaks from an electrical system wiring, hot wires or neutral wires. *Ground* – a ground wire will carry away excessive current if there is a short in the system. *Circuit Breaker* – there is a difference between a circuit breaker and a GFCI. A circuit breaker detects a short and a GFCI can detect a leak. A circuit breaker or fuse protects the equipment the equipment. The GFCI protects the worker.
Electric Current	An electrical charge in motion is called an electric current. The strength of a current is the amount of charge passing a given point (as on a wire) per second. The unit for measuring current is the ampere of amp. An amp is the power and the voltage is the pressure. An example is when water shoots out of a hose, the speed of the water is voltage and the power of the water hitting you is the amps. Most circuits on a construction site are 15 to 20 amps of power.
Equipment Requirements	All electric equipment must be used for its intended purpose. Outdoor receptacles must be sealed and manufactured for outdoor use. Temporary lighting must have light bulbs in all sockets and bulb protectors to prevent damage to the bulb. All energized electric panels must be completely covered to prevent contact with inner wires. Cardboard is not acceptable. Electric breakers must be marked to identify what they feed. All open breaker slots must be filled. All outdoor panels must be protected from weather.
Grounding	Electricity always seeks to return to its source and complete a continuous circuit. On the construction site, a neutral wire that returns current to the main service panel provides this return path. From the service panel, current returns along a neutral service wire to a power transformer. A grounding wire provides an additional return path for electrical current. The grounding wire is a safety feature. It is designed to give an alternative path for the

electricity to go back to the panel, a path other than the neutral wire is a condition known as a short circuit.

Generators 24K or bigger are to be grounded prior to use.

A short circuit is a potentially dangerous situation. If an electrical box, tool or appliance becomes short-circuited and is touched by a person, the electrical current may attempt to return to its source through that person's body. However, electrical current always seeks to move along the easiest path. A grounding wire provides a safe, easy path for current to follow back to its source. If a person touches an electrical box, tool or appliance that has a properly installed grounding wire, any chance of receiving a severe electrical shock is greatly reduced.

In addition, wiring systems on a construction site are required to be connected directly to the earth. In the event of a short circuit or overload, any excess electricity will find its way along the grounding wire to the earth. This additional grounding is completed by wiring the electrical system to a metal grounding rod that is buried underground.

Modern cable includes a bare or green insulated copper wire that serves as the grounding path. This grounding wire is connected to all receptacles and metal boxes to provide a continuous pathway for any short-circuited current. A cable with a grounding wire usually is attached to three-slot receptacles. By plugging a three-prong plug into a grounded three-slot receptacle, appliances and tools are better protected by short circuits.

Recognition and Prevention of Hazards

There are two categories of electricity. One is high voltage (600 volts and up) and the other is low voltage (less than 600 volts). Many accidents result from low voltage, due to the close proximity to work areas and the fact that most workers use low voltage on the jobsite. Most electrocutions and electric shocks happen for certain reasons. Here are some of the most common problems that happen on a construction site:

- Exposed wiring.
- No GFCI in the circuit.
- Tools and cords not being grounded.
- Wires and cords not being protected from damage.
- Worn out tools and equipment.
- Not using the proper equipment in wet locations.
- Unqualified workers working with electricity.
- Not testing GFCI to see if working properly.
- Scaffold and aerial lifts into power lines.
- Not respecting the dangers of electricity.

All extension cords, power tools, pumps, etc. that have the outer insulation missing, exposing the inner electrical wires, must be removed from service or repaired to its original condition before being put back in service. Tape is NOT acceptable for repair.

Extension cords are not to be exposed to vehicle traffic of any kind. This can cause damage to the extension cord's internal wiring causing shorts or loss of the grounding system.

Electric cords that have had the outer insulation pulled away from the male or female plugs, exposing the internal wires, shall be removed from service until repaired.

A ground fault circuit interrupter shall protect all electrical circuits that employees may become part of.

High voltage (600 volts and up) is also a major problem on a construction site. Here are some of the most common problems that happen on a construction site with high

voltage:

- Cranes and equipment coming in contact with overhead power lines.
- Not checking for utilities before starting to dig.
- Unloading material under overhead lines.
- Not calling the power company before working near overhead lines.
- Not planning the job prior to starting the work.

Ground Fault Circuit Interrupter (GFCI)

The ground-fault circuit interrupter (GFCI) is a fast-acting circuit breaker that senses small imbalances in the circuit caused by current leakage to ground and, in a fraction of a second, shuts off the electricity. The GFCI continually matches the amount of current going to an electrical device against the amount of current returning from the device along the electrical path. Whenever the amount "going" differs from the amount "returning" by approximately 5 milliamps, the GFCI interrupts the electric power within as little as 1/60th of a second.

If a receptacle or receptacles are installed as part of the permanent wiring of the building or structure, and they are used for temporary electric power, GFCI protection shall be provided.

GFCI's can be used successfully to reduce electrical hazards on construction sites. Tripping of GFCI's (interruption of current flow) is sometimes caused by wet connectors and tools. It is good practice to limit exposure of connectors and tools to excessive moisture by using watertight or sealable connectors. Providing more GFCI's or shorter circuits can prevent tripping caused by the cumulative leakage from several tools or by leakages from extremely long circuits.

There are many types and styles of GFCI's that can be used on the jobsite. The three main types are:

- GFCI circuit breaker.
- GFCI receptacle.
- GFCI that is designed to be attached to the end of the extension cord.

All these different styles have some common features, such as a test and reset button. Before using the circuit you should push the trip button that sends a short through the circuit. If the GFCI is working properly, it should trip out. After the test, use the reset button to turn the circuit back on. If the circuit doesn't trip out, then there is something wrong with the GFCI. Don't use it and bring this to the attention of your supervisor to get it fixed.

Extension Cords

A flexible cord may be damaged by activities on the job, by door or window edges, by staples or fastenings, by abrasion from adjacent materials or by aging. If the electrical conductors become exposed there is a danger of shocks, burns or fire.

GFCI are required at the power source of all extension cords.

Flat extension cords are not designed for construction sites and may not be used.

Check all extension cords for any defects before using them.

Extension cords used on a construction site shall be of three-wire type and designed for hard or extra-hard usage. Extension cords should be marked either S, SO, ST or STO.

Romex cannot be used as an extension cord.

Staples, nails or metal wire cannot hold up extension cords. Use non-conductive materials to tie up cords.

Overhead Powerlines

Crane booms shall never be operated within ten (10) feet of overhead electric power lines unless de-energized and visibly grounded.

All overhead power lines shall be marked with proper signs marking the lines. DO NOT operate cranes in the area if the signs are not up.

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Purpose

The purpose of this program is to implement fall protection and fall arrest systems to protect employees working six feet or move above lower levels.

Training

All employees exposed to fall hazards will be thoroughly trained before commencing work. Training must include, but is not limit to, the following items:

- Elevated fall hazard recognition.
- Means to correct hazards.
- Proper use of fall arrest devices and fall protection.
- Limitations of fall arrest devices and fall protection.
- Erection and use of fall arrest devices.
- Working procedures.
- Maintenance and inspection of equipment.

Employees who have not been trained in the proper use, erection, inspection and procedures for fall protection and fall arrest systems are not permitted to use these systems.

Any changes in the type of fall protection being used, or lack of understanding of the equipment use, will indicate that retraining of employee is necessary.

Guardrails

Guardrail systems and their use must comply with the following provisions:

- Top rails shall be 42 inches, plus or minus three inches, above the walking/working surface.
- Mid rails shall be installed between the top rail and the walking/working surface, at least 21 inches high.
- Guardrail systems shall be capable of withstanding, without failure, a force of at least 200 pounds in an outward and downward direction.
- 2" X 4" lumber or equivalent must be used for wood guardrail systems.
- Guardrail systems must be surfaced to prevent lacerations or punctures and to prevent clothing from snagging.
- If wire cable is used as a top rail, it must be flagged at least every six feet with high visibility materials.
- A toe board must be provided to protect co-workers from falling object from walking/working surfaces.

Personal Fall Arrest System

Personal fall arrest systems are designed to catch an employee once he/she has fallen. Fall arrest does not prevent the fall, but rather controls it by limiting it.

Anchorage points are where fall arrest devices are attached. Fall arrest anchorage points must be able to withstand 5,000 pounds per employee.

An employee is not permitted to free-fall more than six feet before a fall arrest system activates or contact a lower level. Therefore, anchorage points should be strategically placed at least at shoulder height to limit the actual free-fall distance.

Personal fall arrest systems and components that have been subjected to impact loading must be immediately tagged out of service.

	Personal fall arrest systems must not be attached to guardrail systems or attached to hoist systems, unless they are designed for that purpose. Snap hooks must be compatible with the member to which they are connected. All snap hooks must be of the double locking type.
Full Body Harness	Full body harnesses limit the arresting forces to 1,800 pounds or less. A full body harness offers superior protection to an employee from the arresting forces, by distributing these forces throughout the body. A full body harness also allows the co-worker to hang from the fall arrest system while waiting to be rescued. Full body harnesses must be used with all fall arrest systems. Full body harnesses must be inspected before and after each use.
Lanyards	Lanyards vary in length. Before using a lanyard, anchorage points must be placed so that total free fall distance before the fall arrest system engages, does not exceed six feet. Only lanyards with shock absorbers can be used for fall arrest. Lanyards cannot be wrapped around any structural member and then snapped back into itself. Lanyards must not be snapped together to make a longer lanyard. All lanyard snap hooks must be double locking. Lanyards must be inspected prior to each use.
Anchorage Point Requirements	Anchorage points used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms. Anchorage points must be capable of supporting at least 5,000 pounds per employee.
Covers	Covers shall be capable of supporting, without failure, at least twice the weight of employees, equipment and materials that may be imposed on the cover at any one time. All covers shall be secured when installed to prevent accidental displacement by the wind, equipment or employees. All covers shall be marked with the word "HOLE" or "COVER" to provide warning of the hazard.
Fall Protection Plan	The use of a fall protection plan option is available only where it is infeasible or creates a greater hazard to use conventional fall protection equipment. The fall protection plan must be prepared by a qualified person and specifically documented why conventional fall protection systems are infeasible.

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Training	Employees shall receive training on fire protection and prevention through weekly safety meetings. This training includes • Proper use of fire extinguishers. • Fire protection and prevention guidelines • Precautions when working with and near flammable/combustible liquids. Specific training for projects requiring fire watch or other specific training will be done on a site-specific basis.
Fire Extinguishers	A fire extinguisher rated not less than 20B shall be located not more than 75 feet, but no less than 25 feet from all fuel storage tanks and where 5 gallons of flammable or combustible liquids are stored. A fire extinguisher rated not less than 5 lbs. shall be on all large company equipment. Office trailers and storage trailers must have a minimum of one 10 lbs. fire extinguisher in them. Fire extinguishers shall be inspected monthly for: • Verification that the gauge reads charged. • Verification that fire extinguisher pin has not been removed. • Verification that fire extinguisher is in operating condition. • Tag on extinguisher is to be marked, verifying monthly check occurred. Fire extinguishers are classified to help select the appropriate fire extinguisher for the source of the fire. The classifications of fire extinguishers are as follows: • Class A: Ordinary combustibles such as wood, trash, etc. • Class B: Flammable liquids, grease, oil. • Class C: Electrical equipment or other sources of electricity. • Class D: Combustible metals.
Fire Prevention	NO SMOKING signs shall be posted and smoking prohibited in the areas where fire hazards exist. This includes all fuel storage tank areas. Weeds and trash are to be cut and cleaned up around storage tanks. Good housekeeping shall be maintained to reduce risk of a fire. Ordinary combustibles shall not be permitted to accumulate on the job.
Flammable and Combustible Liquids	Approved metal safety cans are to be used for flammable liquids. All cans must be labeled indicating the contents. Do not store these liquids in exits, stairways or other areas used for the safe passage of people. No more than 25 gallons of flammable or combustible liquid shall be stored in a room outside of an approved storage cabinet.

	Out door portable tanks shall be a minimum of 20 feet from the office, storage trailer or other buildings.
	When dispensing flammable liquids from one container to another, the containers should be electrically interconnected (bonded).
Liquefied Petroleum Gas (Propane)	Never weld on LP-Gas containers.
	LP-Gas appliances must be approved for such use.
	Storage of LP-Gas containers in buildings is prohibited. See Requirements for Compressed Gas Cylinders for more information on LP-gas.
Temporary Heating Devices	Under certain conditions, temporary heating devices may be used. All manufacturers' instructions should be followed.
	Natural or mechanical ventilation shall be used when needed.
	Portable electric heaters must have safety switches that shut off when knocked over.

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General Requirements	Tools must be in good condition regardless of owner.
	Use the right tool for the job.
	Operate according to manufacturers' instructions.
	Equipment with moving gears or parts must be guarded.
	Conduct daily and routine inspections.
	Use the right personal protective equipment.
Hand Tool Hazards	Wrenches when jaws are sprung.
	Tools with loose, cracked or splintered handles.
	Impact tools when heads have mushroomed.
	Using a screwdriver as a chisel.
	Tools with taped handles – tape may be hiding cracks.
Power Tools	Tools must be grounded or double insulated.
	Do not lift or lower tools by electric cords.
	Must use GFCI with extension cords.
	Use the right tool for the task and do not modify.
	Disconnect tools when not in use, before servicing and cleaning and when changing accessories.
	Don't hold the switch button while carrying a plugged-in tool.
	Keep tools sharp and clean.
	Loose clothing and jewelry can get caught in moving parts.
	Remove damaged electric tools and tag "Do Not Use."
Power Tools – Electric Cords	Do not carry portable tools by the cord.
	Do not use electric cords to hoist or lower tools.
	Do not yank cord to disconnect it.
	Keep cords away from heat, oil and sharp edges.

Abrasive Wheels	Inspect closely for damage. Perform ring test to ensure wheel is free from cracks and defects. • Tap wheel gently with a light not-metallic instrument. • If wheel sounds cracked or dead, do not use it because it could fly apart. Fit the wheel on the spindle freely. Tighten the spindle nut enough to hold the wheel in place without distorting the flange. Let the tool come up to speed prior to grinding or cutting. Don't stand in front of the wheel as it comes up to full speed. Use eye and/or face protection.
Guards	Guard exposed moving parts of power tools. Never remove a guard and then use the tool. Guards must protect the operator and others from: • Point of operation. • Rotating parts. • Flying chips and sparks.
Liquid Fuel Tools	Main hazard – fuel vapors. Use only approved flammable liquid containers. Before refilling a fuel powered tool tank, shut down the engine and allow it to cool.

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Introduction

This written program, along with an inventory of hazardous materials and material safety data sheets will be available from the jobsite supervisor and at the company office for review by employees, their representatives, OSHA and contractors or employees of other companies doing work in and around our work area.

Responsibilities

The supervisor has the responsibility to train employees on the health hazards that may be encountered on the jobsite. All new employees go through general awareness training when they are hired. Hazards specific to the job need to be addressed by the supervisor. Material safety data sheets must be available for all materials on each jobsite.

Material Safety Data Sheets (MSDS)

Material Safety Data Sheets for all hazardous materials to which McKee Door Sales employees may be exposed will be available at each jobsite and/or at the company office. The MSDS's will also be available to subcontractors and employees of other companies doing work in or around our work area.

Copies of MSDS's will be made available upon request to employees.

MSDS Information: How to Utilize It

The MSDS is an information sheet on a material indicating the hazards associated with the material. The MSDS is the primary means of providing detailed hazard information. The entire communication program is built around the MSDS's for the hazardous materials used in the workplace.

The MSDS not only identifies the chemicals in a material, it also gives information about the physical and chemical properties and the hazards that using the substance presents. Physical hazards, particularly relating to fire and explosion, are explained. There is a section dealing with health hazards associated with exposure to the chemical, what signs or symptoms to look for and ways in which the chemical can get into the body to cause problems. It must also list OSHA exposure limits, which employers are mandated by law to follow, or suggested exposure limits of other groups. Information must also be included if the chemical is a known or suspected carcinogen. The standard also requires that information concerning the safe handling of the material, hygienic practices needed, clean-up procedures and protective measures curing maintenance, be given. There are sections that detail means of working with the material in a safe manner. These include engineering or other control methods used to keep exposures low, work practices that can be used to limit exposure, and personal protective equipment that should be used.

Terms and Explanations of Sections for a Typical MSDS

Section I - Identification

Manufacturing Facility, Company or Subsidiary - Gives the applicable facility(s) or subsidiary or division in which the product is manufactured.

Address - For the location of product manufacturer.

Phone - A telephone number provided for non-emergency contact regarding the particular product.

Date Of Preparation - Self-explanatory.

Product Name or Number - The appropriate product name, product code number or identifier under which the product is marketed.

Section II- Hazardous Ingredients

Chemical Components - The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure & Applied Chemistry (IUPAC), or the Chemical Abstracts service (CAS) rules of nomenclature (except as provided for in trade secrets).

CAS Number - The identification number assigned by the Chemical Abstracts Service to a specific substance.

% Weight % Composition - The percentage, by weight, of each chemical component greater than 1% in the total product except those materials identified as carcinogens, in which case 0.1% in the total product is listed.

Section III - Physical Data

Boiling Point - The temperature at which a liquid changes to a vapor state at a given pressure. This is normally stated in degrees Fahrenheit at sea level pressure of 760 millimeters of mercury. The initial boiling point is generally considered for a mixture or the boiling range may be given.

Vapor Pressure - The pressure exerted by a saturated vapor above its own liquid in a closed container and is normally expressed in millimeters of mercury at 68 degrees Fahrenheit or 20 degrees Celsius.

Vapor Density - A value that expresses the ration of density of a vapor to the density of air. (The vapors of most flammable liquids are heavier than air.) Values should be given in the ambient temperature range of 60 - 90 degrees Fahrenheit, to facilitate usage.

Solubility In Water - The amount of material that can be dissolved in a given volume of water, expressed in terms of milligrams per liter, or the following general terms:

- Negligible - Less than 0.1%
- Moderate - 1% to 10%
- Complete - In all portions
- Slight - 0.1% to 1%
- Appreciable - More than 10%

Specific Gravity - The ratio of the weight of a volume of material to the weight of an equal volume of water of 39.2 degrees Fahrenheit. This determines whether the material floats or sinks in water.

Percent Volatile By Volume - The percentage of liquid or solid that will evaporate at an ambient temperature of 70 degrees Fahrenheit. This applies to solids, such as naphthalene.

Evaporation Rates - The rate at which particular material will vaporize when compared to the rate of vaporization of known material, usually butyl acetate or ethyl ether.

Ph Information - The Ph of the material or a saturated water solution.

Appearance and Odor - Brief descriptions of the substance at normal room temperature and at normal atmospheric conditions, e.g., colorless liquid with aromatic odor.

Section IV - Fire And Explosion Hazard Data

Flash Point - The lowest temperature in degrees Fahrenheit at which a liquid will give off enough flammable vapor to ignite.

Method Used - Tafliabue Closed Tester, Pensky-Martens Closed Tester, or Setaflash Closed Tester, are the more common methods in use.

Flammability Limits (% Vol) LEL and UEL - Indicates the rate of concentrations over which a vapor mixed with the proper proportions of air will flash or explode if an ignition source is present. The data are indicated from the lower explosive limit (LEL) to the upper explosion limit (UEL) and are expressed in percent by volume of fuel vapor in the air. These values are usually for normal ambient conditions of temperature and pressure.

Autoignition Temperature - The temperature at which a material will self-ignite and sustain combustion in the absence of a spark or flame.

Extinguisher Media - The fire fighting substance to be used to control the specific material, in the event of a fire. Generally named by its generic name, such as fog, foam, water, alcohol foam, carbon dioxide, dry chemical, etc.

Special Fire Fighting Procedures - Any specific handling procedures in fire fighting and personal protective equipment that should be used. Indicates when certain fire fighting substances have been found to be unsafe and/or ineffective to control a specific burning material.

Unusual Fire and Explosion Hazards - Hazards that might occur as a result of overheating or burning a specific material and includes chemical reactions or changes in chemical composition, or any special hazards involved in extinguishing the burning material.

Section V - Reactivity Data

Stability (Conditions to Avoid) - Indicates whether a material is stable or unstable under reasonable conditions of storage, handling, use or misuse. If unstable, also mentioned are the conditions that could result in a dangerous reaction or decomposition. Example: shock from dropping, temperature above 150 degrees Fahrenheit.
Incompatibility - List of common materials (including contaminants) with which the material could reasonably be expected to be in contact with and which may produce a reaction or decomposition that will release amounts of energy, flammable vapor or gas, or toxic vapor or gas. The conditions to avoid should include such items as extreme temperatures, jarring, etc.

Hazardous Decomposition Products - List any hazardous materials that may be produced in dangerous amounts by oxidation, by heating in welding or burning. Thermal decomposition products, such as CO, CO2 and hydrochloric acid from vinyl chloride plastics, are examples.

Hazardous Polymerization (Conditions to Avoid) - Polymerization is a chemical reaction in which two or more molecules of a substance combine to

form repeating structural units of the original molecule, which results in an energy level change. A hazardous polymerization, therefore, is a reaction with an extremely high or uncontrolled release of energy. Indicates where provided, whether a hazardous polymerization can occur and also notes the conditions that can be expected to start, such as polymerization, as well as the time period in which polymerization inhibitors in the material may be used up.

Section VI - Health Hazard Data

Primary Route(s) Of Entry - The most common routes that a material enters the body, such as inhalation, ingestion or skin absorption.

Effects Of Exposure - For each of the four most common routes of entry (inhalation, ingestion, eye contact, skin contact), the most common sensations or symptoms are listed that a person might expect to experience from exposure to a material or its ingredients.

Exposure Limits:

- OSHA, PEL and ACGIH TLV - Indicates the OSHA permissible exposure limit (often referred to as PEL), ACGIH Threshold Limit Value (TLV), or any other exposure limit used or recommended by the material manufacturer, importer or employer.
- TLV - Represents the threshold limit value that indicates the highest airborne concentration of a substance to which nearly all adults can be repeatedly exposed without experiencing adverse effects. Threshold Limit Value may be expressed in parts of material per million (PPM), part of air by volume for gasses and vapors, or as milligrams or material per cubic meter (Mg/M3) of air for dust and mist, as well as for gasses and vapors.
- PEL - Represents permissible exposure limit values for over 400 materials that are regulated by OSHA. Values are again generally expressed as PPM or mg/m3. These concentration values generally reflect an eight-hour time weighted average that employees may be exposed to. In some cases, acceptable ceiling concentrations or acceptable maximum peak concentrations above the acceptable ceiling concentration, is used.
- NTP Listed Or IARC Listed - Indicates any material listed as carcinogen by the National Toxicology Program (NTP) or the International Agency on the Research of Cancer (IARC).
- Emergency and First Aid Procedures - These are instructions for the treatment, in an emergency, of a victim of inhalation, ingestion, eye or skin contact (all primary routes of entry). The procedures are for emergency use only and a physician should treat the victim as soon after exposure as possible.

Section VII - Special Handling Information

This section includes any generally applicable control measures, such as appropriate ventilation controls and personal protective equipment. The type of personal protective equipment to be used, full-face piece respirator or PVC gloves is included.

If ventilation is required, the appropriate type of system is stated. Where respiratory protection is required, the class of device acceptable for use is listed, as well as special conditions or limitations. If gloves are needed, any

special glove designed or special material, which is impermeable to the material, is listed. Any eye protection other than normal safety glasses is also included.

Section VIII - Spill, Leak and Disposal Procedures

Action To Take For Spills (Use Of Appropriate Safety Equipment) - Included are the methods that must be used to control or clean up a release or spill, including data pertinent to precaution (avoid breathing gasses, remove ignition sources, etc.) or equipment necessary (plastic shovels, etc.).

Waste Disposal Method - Included are both the acceptable and prohibited manner of disposal of spilled solids or liquids.

Section IX Special Precautions/Additional Information

Precautions To Be Taken In Handling And Storage - Included are any additional or special data not otherwise noted in this form regarding handling, storage, special packaging requirements, etc. Any additional precautions necessary can be listed in "Additional Information".

DOT Hazardous Material Proper Shipping Name, DOT Hazard Class And DOT Identification Number - The designation which is appropriate under DOT Hazardous Material Rules set forth in 49 CFR 172.101.

EPA Hazardous Waste Number - The four-digit identification number for any commercial material product having the generic name listed in paragraphs (3) of (f) of Section 261.33 of the RCRA Regulations. Part III (Identification and Listing of Hazardous Waste).

Additional Information - For any additional appropriate information not included in other sections of the MSDS. Examples might include, "fibers are electrical conductive and should not be released in the vicinity of electrical transmission lines".

All hazardous products we use on a jobsite must be labeled. Products we receive and those we send away from a job must also be labeled. It is the responsibilities of all employees to be sure all hazardous products are labeled. All labels must be legible and in English.

The labeling requirements of hazardous products used in the workplace per 29 CFR 1926.59(f)(5) are:

- To identify the hazardous "product" contained therein.
- Provide appropriate hazard warnings (or alternatively use combinations of words, pictures, symbols) that generally inform the reader of the hazards of the materials. Affixed labels are not required on stationary containers, as long as an alternate method identifies the contents and its hazards.

The manufacturer, importer or distributor must ensure that each container of hazardous material(s) arriving at the workplace is labeled, tagged or marked with the following information:

- Identification of the hazardous material.
- Appropriate hazard warnings.
- Name and address of the manufacturer, importer or other responsible party.

The following guidelines must be followed to make sure containers are properly labeled:

- Incoming material must be labeled. If material comes in unlabeled, notify your supervisor immediately.
- Unless products are remarked, existing labels shall not be removed or defaced.
- If new and significant information regarding the hazards of a product comes to the attention of the manufacturer, importer, distributor or employer, then this information must immediately be communicated to the employee(s) potentially exposed to the material, as well as incorporated onto the existing label, within three months.

Training

All employees, including temporary and new employees, will be appropriately informed of:

- The overall requirements of the standard.
- Any operations in the work area where hazardous materials are present.
- The location and availability of the written Hazard Communication Program, including the required inventory list(s) of hazardous materials and MSDS's.

Additionally each employee will be trained in the following:

- Various method and observations that may be used to detect the presence or release of a hazardous material in the work area (such as monitoring conducted, visual appearance or odor of hazardous materials when being released, etc.).
- The physical and health hazards of the materials in the work area.
- Measures the employees can take to protect themselves from these hazards, including special procedures McKee Door Sales has implemented to protect employees from exposure to hazardous materials, such as appropriate work practices and personal protective equipment to be used.

Initial training will encompass the standard itself, what it means to each employee and how each employee can use the information provided to protect himself/herself. Thereafter, periodic safety meetings will be used to train employees on the specific hazardous materials that are used on the jobsite.

New employees will be trained on the hazards with which they will be working or potentially exposed to, as well as the basics of the standards.

Employees working with or potentially exposed to any new or changed material, will be trained before working with the new material. The addition of new materials into the work place will be discussed during the weekly safety meeting or privately with those handling the new material.

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Definitions

Decibel (dB) - A unit for measuring sound levels.

Noise Reduction Rating (NRR) - Each type of hearing protection is given a NRR that reduces employee noise exposure. A larger NRR offers an employee more protection when worn properly.

Time Weighted Average (TWA) - An employee's TWA is their actual noise exposure calculated over an eight-hour period. The selection of hearing protection is determined by the time-weighted average.

Noise Exposure Monitoring Procedures

All noise exposure monitoring will be reviewed when the company deems necessary or when there is a change in processes or equipment that may render current controls ineffective.

When monitoring results do not adhere to the permissible noise exposures in the table below then feasible engineering and/or administrative controls will be implemented. If engineering and/or administrative controls are not feasible then employees will be provided with the proper hearing protection to reduce their exposure below the levels in the table below.

Permissible Noise Exposures

Duration per day, hours	*Sound level dBA, slow response*
16	85
8	90
6	92
4	95
3	97
2	100
1 ½	102
1	105
½	110
¼, or less	115

Employees cannot be exposed to noise levels above 115 dBA without hearing protection regardless of the duration.

Hearing Protection

Hearing protection is available to McKee Door Sale's employees regardless of their noise exposures. Employees that are required to wear hearing protection under this program will be issued with earplugs, earmuffs, or the combination of both in order to effectively reduce their noise exposure below 90 dBA. The type of protection that is selected will be based on the time weighted average (TWA), noise reduction rating (NRR) that is necessary, and the employee's job tasks. The following equation will be used to select the necessary NRR:

Employee noise exposure (TWA) -- [NRR - 7] = Actual noise exposure

Example:

A labor operates a jackhammer for an 8-hour work shift and the personal monitoring results indicate a TWA=110 dBA. He/she must wear hearing protection with a NRR of 28 or larger.

110 dBA - [28 - 7] = 89 dBA

Training

Employees will be informed of what types of equipment or tasks require the use of hearing protection. The training guidelines will be updated to ensure that they are consistent with the types of hearing protection and changes in work practices or equipment. The following topics will be included in the training:

- The effects that excessive noise has on hearing.
- The purpose of hearing protection and the advantages/disadvantages of various types.
- Instructions on the selection, fit, use, and care of hearing protectors.

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General Requirements	Never use metal ladders near electrical sources.
	Always inspect ladders before use.
	All ladders must be kept free of oil, grease or other slipping hazards.
	Do not paint or coat ladders with any opaque covering.
	Do not work off a ladder where the midpoint of the body must extend beyond the side rails.
	Always face the ladder when ascending and descending and have at least three points of contact (i.e., two feet - one hand).
	Do not carry tools or materials in hands when climbing ladders.
	All ladders must have slip-resistant feet and rungs.
	Never move or shift a ladder while in use.
	All ladders that are used to access an upper surface must extend at least three feet above the landing and be secured.
Extension Ladders	Extension ladders must extend three feet above platforms
	The ladder's base should be placed ¼ the distance away from the top. Come out one foot for every four feet of rise.
	Do not work off the top three rungs of the ladder.
	Extension ladders should not be taken apart and used separately. The top section does not have slip-resistant feet and the bottom section has hardware used to connect the ladder that could snag clothing.
	Job-made straight ladders have specific requirements for their construction. Consult requirements before building.
Step Ladders	The top or top step of a step ladder must not be used as a step or seat.
	Step ladders must not be used as a leaning ladder.
	Step ladders must be fully opened and spreaders locked before use.
	The rear section of a step ladder cannot be used for climbing or standing unless it was designed for that purpose.
Ladder Inspection	Ladders must be periodically inspected by a competent person for structural defects such as broken or missing rungs, broken or split rails, and/or corrosion.

Ensure that the ladder has slip resistant feet.

Inspect extension locks on extension ladders to ensure they are in good condition.

All damaged ladders must be removed from service immediately and marked "DO NOT USE" or other means to prevent the ladder from being used.

Training

The OSHA standard requires employees using ladders to be trained on recognizing hazards associated with ladders and how to minimize hazards.

Retraining must be provided, as necessary, to ensure that employees understand how to work safely with ladders.

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Purpose	This program establishes the minimum requirements for affixing appropriate lockout devices or tagout devices to energy isolating devices to disable machines or equipment to prevent unexpected energization, start-up or release of stored energy in order to prevent injury to employees.
Definitions	*Affected Employee* - an employee whose job requires him/her to operate, use, or be in the area of a machine or equipment on which servicing or maintenance is being performed under lockout or tagout. *Authorized Employee* - an employee who applies a lockout or tagout device to equipment or a machine to perform servicing or maintenance. *Energy Isolation Device* - a device that physically prevents the transmission or release or energy, including but not limited to the following: circuit breaker, disconnect switch, valve blocks, flange blinds, and other devices block or isolate the energy source. *Energy Source* - any source of electrical, mechanical hydraulic, pneumatic, chemical, thermal, or other energy. *Hasp* - a clamping device manufactured for the purpose of holding multiple locks on an energy isolation device. *Lockbox* - a lockable container used for holding individual keys of locks that are applied during group lockout procedures. *Lockout Device* - a device such as a lock, either key or combination type, or devices capable of accepting a lock to hold an energy isolation device in a safe position. *Tagout Device* – a warning device such as a tag indicating "DO NOT OPERATE" that is attached by a method that cannot be released or reused (i.e. plastic tie-wrap).
Basic Rules	All equipment must be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel or damage to equipment. Do not operate any switch where it is locked or tagged out. Do not remove any tag or lock unless authorized and it is your tag or lock.
Individual Lockout/Tagout Procedures	This procedure is utilized if only one employee is required to perform servicing or maintenance to equipment or machinery. If more than one employee is performing service or maintenance, use the group procedure. • The authorized employee must notify all affected employees that a lockout/tagout program is going to be utilized. The authorized employee must know the type and magnitude of energy that the machine or equipment utilizes and understand the hazards.

- If the machine or equipment is operating, shut it down by the normal stopping procedure.
- Operate the energy isolating device to ensure that the equipment is isolated from it energy source. Stored energy must be dissipated or restrained.
- Lockout/tagout the energy isolating devices with assigned individual locks or tags.
- After ensuring that no personnel are exposed operate the button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to "neutral" or "off" position after the test.

Individual Lockout/Tagout Removal

After the work activity is complete and the equipment is ready to be returned to normal operation, the authorized employee must:

- Advise all affected employees that the system will be returned to normal operation.
- Inspect the affected area to ensure that it is safe to return the equipment or process to its normal operation.
- Only the authorized employee can remove the lock and tag from the energy-isolating device. If the authorized employee has left the site, the person who supervises the lockout/tagout procedure may remove the lock and tag and only after the following has been performed:
    - He/she has made a reasonable effort to contact the person that placed the lock and tag.
    - He/she has inspected the work area to be sure the work activity is complete and no further work or repair is required.
    - He/she has inspected the equipment to assure safe operation is possible.
    - Advise all personnel in the area that the system will be returned to normal state.
- Notify all affected employees that the lockout/tagout devices have been removed.

Group Lockout/Tagout Procedure

This procedure is utilized if a group of employees are required to perform servicing or maintenance to equipment or machinery. A single authorized employee must assume the responsibility to oversee the lockout/tagout procedure.

- The single authorized employee must notify all affected employees that a lockout/tagout program is going to be utilized. The authorized employee must know the type and magnitude of energy that the machine or equipment utilizes and understand the hazards.
- If the machine or equipment is operating, shut it down by the normal stopping procedure.
- Operate the energy isolating device to ensure that the equipment is isolated from it energy source. Stored energy must be dissipated or restrained.
- When an energy-isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp or lockbox) must be used. A single lock may be used to lockout the machine or equipment with the key being placed in a lockbox or a hasp can be utilized; both methods allow the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the lockbox or hasp.
- After ensuring that no personnel are exposed operate the button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to "neutral" or "off" position after the test.

Group Lockout/Tagout Removal

As each employee no longer needs to maintain his or her lockout protection, that employee will remove his/her lock from the lockbox or hasp. After the work activity is complete and the equipment is ready to be returned to normal operation the single authorized employee must:

- Advise all affected employees that the system will be returned to normal operation.
- Inspect the affected area to ensure that it is safe to return the equipment or process to its normal operation.
- Only each authorized employee can remove the lock from the lockbox or hasp. If the authorized employee has left the site, the person who supervises the lockout/tagout procedure may remove the lock and tag and only after the following has been performed:
    - He/she has made a reasonable effort to contact the person that placed the lock and tag.
    - He/she has inspected the work area to be sure the work activity is complete and no further work or repair is required.
    - He/she has inspected the equipment to assure safe operation is possible.
    - Advise all personnel in the area that the system will be returned to normal state.
- Notify all affected employees that the lockout/tagout devices have been removed.

Tagout Restrictions

A tag may be used in place of a lock ONLY if the energy isolation device is not capable of being locked out. All tags must be standardized and have the name of the authorized employee, date and time. The same procedure is used as the individual or group lockout/tagout procedures without a lock being applied.

Training Requirements

Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace and the methods and means necessary for energy isolation and control.

Each affected employee must be instructed in the purpose and use of the lockout/tagout procedure.

All other employees whose work operations are or may be in an area where lockout/tagout procedures may be utilized, must be instructed about the procedure and about the prohibition relating to attempts to re-start or re-energize machines or equipment which are locked or tagged out.

Retraining will be provided for all authorized and affected employees whenever there is a change in the job assignments, a change in machines, equipment or process that present a new hazard, or when there is a change in the lockout/tagout procedures. Retraining will also be conducted whenever a periodic inspection reveals that there are deviations from, or inadequacies in the employee's knowledge or use of the lockout/tagout procedures.

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Responsibilities	*Project Supervision* They must ensure that protective equipment is available on their project and enforce its use when required. *Employee* Every employee has the responsibility to wear the proper protective equipment when necessary.
Training	It is McKee Door Sale's policy that proper training be given regarding PPE. Training shall include: • The proper selection, use, care, inspection and disposal of PPE. • Hard hats must be worn at all times. • Review of the correct type of eye protection to be worn when it is required. • Hearing protection when required (see Hearing Conservation Program). • Fall protection equipment when required (see Fall Protection Program).
Hard Hats	Employees are required to wear hard hats on all projects. Exceptions to this policy: • Lunch breaks or during meetings away from construction activity. • Inside the offices. • Or under other types of similar conditions. All hard hats must be ANSI approved and free of cracks and chips. Hard hats shall be issued prior to an employee starting work.
Hearing Protection	Employees working near noise levels above permissible exposure limits must wear hearing protection. Hearing protection is available at no cost. Plain cotton is not acceptable as ear protection. McKee Door Sale's Hearing Conservation Program covers hearing protection in detail.
Eye and Face Protection	It is the policy to provide the correct eye and face protection to all employees. When a project is designated a 100% eye protection job, all employees are required to wear safety glasses with side shields while on the job. Proper selection of eye and face protection is mandatory. Safety glasses do not provide eye and face protection for all scopes of work. Goggles, face shields or other special equipment may be required. OSHA regulations have guidelines for the proper selection of face and eye protection. All eye and face protection equipment must meet ANSI standards.
Fall Protection	See Fall Protection Program

Hand Protection	Properly selected gloves should be worn when working with chemicals, acids, or other hazardous materials that could irritate the skin. Refer to manufacturer's specifications when choosing the proper glove for working with chemicals.
Foot Protection	All employees that are exposed to construction activities must wear work boots. Sneakers, sandals, street shoes, etc., are not permitted. Steel-toed shoes will only be required on projects if required by the owner.
Working Near Traffic	Employees that are exposed to vehicular traffic (public or construction) must wear an orange safety vest. The vest must be reflective if work is performed at night. This includes shoulder work within 15 feet of the road berm.

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Definitions	*Birdcaging* - When wire rope strands separate away from the wire rope center. *Lay* - The length along the rope which one strand uses to make one complete spiral around the rope center. *Strands* - The strand is multiple round or shaped wire that are spiral laid around a center in one or more layers.
Responsibilities	Project Supervisors have the overall responsibility to ensure that safe rigging practices are followed on their project sites. Project Supervisors shall make sure safe rigging is supplied for material handling and that damaged or defective equipment is removed from service immediately.
General Requirements	Rigging equipment for material handling shall be inspected prior to each use and as necessary during its use to ensure that it is safe. Defective rigging equipment shall be removed from service immediately. Rigging equipment shall not be overloaded in excess of the recommended safe working load. Safe working loads can be determined by the use of rigging guides available or by use of the identification and capacity tag attached to the rigging equipment. If capacity tags are not legible or not intact, the rigging equipment shall be removed from service immediately. All rigging equipment that has been removed from service due to damage, shall be discarded immediately. If possible, cut the rigging into pieces to avoid future problems.
Alloy Steel Chains	Welded alloy steel chain slings shall have permanently affixed durable identification stating size, grade, rated capacity and sling manufacturer. Hooks, rings, oblong links, pear-shaped links, welded or mechanical coupling links or other attachments, when used with alloy steel chains, shall have a rated capacity at least equal to that of the chain. Job or shop hooks and links or makeshift fasteners formed from bolts, rods, etc., or other such attachments, shall not be used.
Alloy Steel Chain Inspections	A thorough periodic inspection of alloy steel chain slings in use shall be made on a regular basis to be determined on the basis of: • Frequency of sling use. • Severity of service conditions. • Nature of lifts being made. • Experience gained on the service life of slings used in similar circumstances. Such inspections shall in no event be at intervals greater than once every 12 months.

Only alloy steel chains shall be used for material handling and lifting. Log chains and tie-down chains shall not be used for material handling and lifting.

All chains that have been removed from service due to damage, shall not be used for towing or dragging purposes.

Wire Rope

When used for eye splices, the U-bolt shall be applied so that the "U" section is in contact with the dead end of the rope. "Never saddle a dead horse".

Slings shall not be shortened with knots or bolts or other makeshift devices.

Sling legs shall not be kinked.

Slings used in a basket hitch shall have the loads balanced to prevent slippage.

Slings shall be padded or protected with softeners from the sharp edges of their loads.

Hands or fingers shall not be placed between the sling and its load while the sling is being tightened around the load.

Shock loading is prohibited.

A sling shall not be pulled from under a load when the load is resting on the sling.

Wire rope slings shall be removed from service when rope shows signs of bird caging, severe kinks, crushing or 10 randomly distributed wires in one rope lay or five broken wires in one strand in one rope lay.

Nylon, Polyester and Polypropylene Synthetic Web

Each synthetic (nylon, polyester and polypropylene) web sling must be marked to show:

- Name or trademark of manufacturer.
- Rated capacities for the type of hitch.
- Type of material.
- Rated capacity must not be exceeded.

Fittings must be of a minimum breaking strength equal to that of the sling and free of all sharp edges that could in any way damage the webbing.

Environmental conditions to consider when using synthetic web slings. The following precautions must be taken;

- Nylon web slings must not be used where fumes, vapors, sprays, mists or liquids of acids or phonemics are present.
- Polyester and polypropylene web slings must not be used where fumes, vapors, sprays, mists or liquids of caustics are present.
- Web slings with aluminum fittings must not be used where fumes, vapors, sprays, mists or liquids of caustics are present.

Nylon, polyester or polypropylene web slings must not be exposed to edges that will cut or damage the sling. These slings must be inspected for friction burns and abrasions.

Synthetic web slings must be immediately removed from service if any of the following conditions are present;

- Acid or caustic burns.
- Melting or charring of any part of the sling surface.
- Snags, punctures, tears or cuts.

- Broken or worn stitches.
- Distortion of fittings.

Internal red or green fibers indicate that damage has occurred to the sling. If the sling has been cut and the fibers are showing, remove the sling from service.

Shackles and Hooks

The manufacturer's recommendations shall be followed in determining the safe working loads of the various sizes and types of specific and identifiable hooks.

Stable Loads

It is always important in rigging practice to rig the load so that it is stable. A stable load is one in which the center of gravity of the load is directly below the main hook and below the lowest point of attachment of the slings. "Always balance the load".

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Purpose	The purpose of this policy is to implement effective safety procedures for the operation of vehicles and equipment on projects. OSHA has regulations under 1926, Subparts O and W, outlining requirements for construction sites.
Responsibilities	It is the supervisor's responsibility for following this policy and correcting all items that are not in compliance with the policy. Employees are responsible for the equipment or vehicles they operate. All maintenance that must be performed should be reported to the Supervisor.
Motor Vehicles	All motor vehicles must be maintained in operable condition. This includes all brakes, lights, back up alarms and horns. Non-operable items are to be corrected before vehicle is put in operation.
Back-Up Alarms	When the operator/driver has an obstructed view to the rear, the equipment or vehicle must have a reverse signal audible alarm that can be heard above the surrounding noise level. If the alarm breaks down, the equipment or vehicle must either be taken out of service or a spotter can signal the equipment or vehicle to safely back up. This applies to all equipment and vehicles including owned, leased, brokered, etc. It also applies to all earth moving equipment.
Authorized Operators	Only trained employees are permitted to operate forklifts. Employees with medical conditions such as dizziness or seizures shall not operate equipment unless approved by a medical physician.
Work Area	Be aware of operating clearances, heights and ground widths. Inspect travel area for holes, obstacles, etc. Maintain a safe distance from electrical power lines. Do not operate equipment within ten feet of electrical power lines unless they are de-energized and grounded and adequately protected by the utility owner. The utility owner must verify grounding and de-energizing. Additional requirements for power lines over 50 KV must be followed. Never operate aerial lifts in thunderstorms or winds in excess of 25 mph. Keep ground personnel clear of equipment while operating. Never work around ground personnel while between stationary objects. Be aware of your direction of travel.
Equipment Operations	Ensure all proper PPE and restraint devices are used properly. Never exceed the rated capacity. Do not use an aerial lift as a lifting device. Do not operate any equipment that is in need of service or repair.

Equipment Start-Up	Complete equipment inspections before each use.
	Make sure emergency switch(s) is working.
	Check all audible or visual alarms.
	Check all functions for proper operations.
	Do not override safety switches or safety alarms.
	Make sure all decals are on and legible.
	Check for excessive fluid leads: oil, fuel or coolant.
	Check for proper battery water level. When checking battery level, use caution. Batteries can explode or emit fumes from sulfuric acid that could injure eyes and skin on contact.
	Inspect equipment for wear, cracks, weld cracks, missing parts, bends or other signs of damage.
Shutting Down Equipment	Shut off all controls and remove the key to prevent unauthorized use of the equipment.
	Dismount the unit on ground level maintaining three points of contact.
Equipment Parking	Park equipment on firm and level surfaces when possible.
Rollover Protection	Equipment that does not have a rollover protection structure should not be operated on slopes.
Seatbelts	Employees operating vehicles and equipment that have rollover protection must wear the seatbelt. If the seat belt is broken or does not fit, notify your supervisor.
Material Handling	Forklifts must have the rated capacity posted in an area that can be easily seen by the operator. Load charts must be in the operator's cab.
	Overhead protection must be provided if loads are lifted over the cab.

MCKEE DOOR SALES OF COLUMBUS, INC. EMPLOYEE SAFETY AGREEMENT

I have read (or the rules have been read to me) and I understand the safety rules of MCKEE DOOR SALES OF COLUMBUS, INC..

I agree to take responsibility for my own safety and the safety of those around me by complying with all local, state and federal regulations, as well as the rules described in the MCKEE DOOR SALES OF COLUMBUS, INC. safety program.

I understand that these safety rules do not constitute any form of binding promise or contract for the company to continue to employ me for any specific period of time or under any specific circumstances.

I also understand that the company may change or disregard its rules, if it so chooses.

NAME (Please print.)_____

SIGNATURE_____

SOCIAL SECURITY NUMBER OR EMPLOYEE ID NUMBER_____

DATE_____