

Proof of Training

Print name: _____ Signature: _____ Date: _____

Power Tools and Equipment

Purpose

To establish appropriate expectations and safe work practices when working with power tools and equipment.

Scope

This policy will apply to all work performed by employees and subcontractors including, but not limited to the following activities: construction, installation, demolition, remodeling, relocation, refurbishment, testing, and servicing or maintenance of equipment or machines and at other times when power tools are required.

Responsibilities

Management (Board of Directors and Project Managers)

Management is responsible for ensuring that the materials (e.g., tools, equipment, personal protective equipment) and other resources (i.e., worker training materials) required to fully implement and maintain this program are readily available where and when they are required. Additionally, management will monitor the effectiveness of the program, provide technical assistance as needed, and review the program bi-annually.

Program Manager

Dave Simpson is responsible for the development, documentation, training and administration of the program. This position carries the responsibility of insuring this program is adhered to and that proper reporting is executed.

Supervisors (Superintendents and Foreman)

Supervisors are responsible for ensuring that a task specific job hazard analysis (JHA), also known as a safe work plan, is developed. The JHA will select, implement and document the appropriate site-specific control measures as defined within this policy. Supervisors will direct the work in a manner that ensures the risk to workers is minimized, adequately controlled and that practices defined by this policy will be followed. Supervisors are responsible for ensuring Unger Construction employees and subcontractors are following expectations. Supervisors will be held accountable for enforcing the requirements of this program. Undesirable behavior will not resolve itself, therefore supervisors must be directly involved with modifying behaviors inconsistent with program expectations. Supervisors will be held accountable for enforcing Unger Construction's disciplinary program.

Workers (Employees and Subcontractors)

Unger Construction has high expectations and requires safety excellence for each employee, crew, project and for our entire company. Workers are required to follow the minimum procedures outlined in this program. Workers are responsible for knowing the hazards and the control measures established in the JHA. Workers are responsible for using the assigned PPE in an effective and safe manner. Workers are responsible for stopping unsafe acts and correcting unsafe conditions on the spot as soon as they are discovered. Any deviations from this program must be immediately brought to the attention of your supervisor. Workers that choose to conduct themselves in a manner that is inconsistent with these expectations will be held accountable for those decisions and may incur disciplinary actions.

Hazardous Material Survey

Unger Construction requires hazardous materials surveys before demolition or renovation work begins. The survey shall include all of the following: A visual inspection of a facility or a portion thereof for suspect materials, sampling and laboratory analysis of any suspect materials found for the presence of asbestos. The hazardous materials survey will also furnish a written report that includes: a description of the area(s) visually inspected, a detailed description of any suspect material sampled, the results of any laboratory analysis of suspect materials, the method of analysis, and the total amount of asbestos containing material. Typically a floor or roof plan is included with the report to reference the written information visually.

The person conducting the survey must be certified pursuant to OSHA and/or EPA regulations. The survey may be performed by a certified Site Surveillance Technician (SST) under the supervision of a licensed consultant. Note: The survey may be performed by a certified Site Surveillance Technician (SST) under the supervision of a licensed consultant. Note: The survey needs to be kept in a project file so that it can be accessed when working on future projects.

If lead or asbestos have been confirmed to be present employees and subcontractors must follow Unger Construction's Lead and/or Asbestos program. If hazards such as asbestos or lead will be disturbed during remediation, a properly licensed professional must perform the work and follow appropriate regulations.

Job Hazard Assessment (Safe Work Plan)

Unger Construction utilizes JHA's as our means of hazard assessment and establishing a safe work plan. JHA's are performed by supervisors and/or workers. Our library of hazard assessments is maintained on the "S" drive. Before beginning a new task refer to the JHA library, generally speaking all scopes of our work are covered. For situations that have not yet been covered select one that is substantially similar and use it as a baseline. JHA's on the "S" drive are organized by work area and job description. JHA's include strategies for elimination, substitution, engineering and administrative controls. After applying all appropriate reduction and elimination technique, the remaining hazards will be analyzed and the proper PPE to reduce the hazards will be selected. PPE will be identified for hazards that are in the process of being reduced or eliminated and/or when hazard-reduction efforts are not 100% effective in eliminating the hazards.

For complex or moderate to high hazard tasks, tasks where an additional level of safety planning is needed, the safety director will perform the JHA with the supervisor and workers.

Training

Before any employee is allowed to perform work in areas requiring power tools or equipment, they must first receive training. Each employee must demonstrate an understanding of the required training, and the ability to use power tools and equipment properly, before being allowed to perform work. Proof of training is available on the "S" drive. The training data base can be sorted by employee name or by subject. This ensures supervisors and employees are able to confirm they have the necessary training and if they don't which employees do. Employees that need training should contact their project manager or superintendent to make arrangements for them to be trained.

Retraining

The need for retraining will be indicated when: An employee's work habits or knowledge indicate a lack of necessary understanding, motivation or skills required to properly use power tools or equipment, New equipment is installed/purchased, Changes in the workplace make previous training obsolete, or Upon a supervisor request.

Discussion

Due to the nature of the hazards and the potential for serious injury specialized work techniques are required when operating power tools and equipment. Workers must understand, and be able to control the hazards associated with power tools and equipment. All tasks involving power tools and equipment require an extra level of work preparation, awareness, and attention during use to prevent injury or incidental damage.

Operation, Alteration, Modification, Servicing, Repairing

All power tools and equipment shall be used in accordance to the manufacturers intended design and function and per their written instructions. Safety devices, covers, shields, interlocks and alarms shall be fully functional as the manufacturer intended for them. Power tools and equipment cannot be modified or altered in any way without written approval from the manufacturer or formal approval from a Professional Engineer registered in the State of California. Additionally, approval shall be received from Unger Constructions Director of Safety, Director of Risk Management and the Vice President of Operations.

Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, warnings and limitations. Power tools and equipment shall be only operated, serviced and repaired by qualified personnel. The operator is primarily responsible for the safe operation of equipment. They must have knowledge of the safety regulations applicable to the equipment and its operation.

Capacity

Unger Construction will not allow operation or loading of systems/equipment above 80 percent of the units documented capacity as specified by the manufacturer. Whenever the operation or load exceeds 70 percent of the units rated capacity Unger's Director of Safety shall be involved in approving the safe work plan or job hazard analysis.

Pre-task Plan

Pre-task plans must be developed for each power tool and piece of equipment. Operators and supporting cast members shall read and sign the Pre-task plan before beginning work. The pre-task plan shall list corresponding potential hazards for each task and the methods to eliminate or control hazards. Procedures must be developed by the worker to eliminate the potential for a safety incident (cutting the wrong line, too many lines, puncturing, penetrating, into an unexpected item) Personnel protective equipment (PPE) requirements for power tools and equipment are task specific, however, typical PPE includes (gloves, glasses, face shield, respirator)

The following is a list of examples where the work conditions can adversely affect the safety of working with power tools or equipment; they shall be addressed in the pre-task plan. Work done off the floor, Working in limited standing or movement areas, especially on ladders (use platforms or scaffolds), Work in cramped quarters, Line of sight problems (visual obstructions), Interfering pipes, racks, or conduits, Limited reach or maneuvering in cramped or isolated work spaces, Improper body positions requiring extended reach for lengthy periods of time, Poor leverage resulting the inability to position tools optimally, Poor lighting hazards - darkness, glare, Working on unstable surfaces, Work involving hazardous energies (chemicals, electrical, etc.)

Corded Tools and Extension Cords

Corded tools and extension cords shall be inspected before each use. The inspection shall look for defects or damage to the mechanical restraints, caps, connectors, damaged or missing conductors, insulation that is damaged, frayed stressed or nicked. Suspect tools or cords shall be taken out of service (red tagged) or immediately repaired by a qualified individual. Subcontractors shall submit their corded tools and extension cords to Unger Construction for inspection when they first mobilize on the job site. Extension cords shall be heavy-duty construction grade

Unger Construction does not utilize an assured grounding program preferring instead to follow a 100% ground fault circuit interruption (GFCI) program. All corded tools and extension cords must be connected to a GFCI. GFCI's themselves must be inspected and tested monthly. Units that fail the test shall be destroyed and discarded.

Extension cords which cross a normal travel path must be covered with rubber threshold cover plates or other non-conductive means of protection. Extension cords shall not be routed through doorways, panels or covers without some means of protecting the cord from damage.

Power Driven Equipment

Operators of power-driven equipment shall make a careful inspection of such equipment at the beginning and end of each shift. Any defects must be reported to your supervisor immediately. If the unit is provided with a seat belt the operator must wear it. Equipment cannot be used to transport workers or materials unless it was specifically designed to do so. All equipment shall be safely parked, and the brake set before leaving the equipment. Backup warning alarms shall be provided as required by OSHA standards. All warning alarms, if provided, shall be operational. Disabling alarms or warning devices will not be tolerated.

Before starting power tools or putting equipment in motion, always make certain there is no danger to other persons created by the operation of power tools or equipment.

Set up

The work location must be properly set up. To include proper body positions, work space, footing, clamping, visibility, lighting and clearance.

Inspection

All power tools and equipment must be inspected prior to use to confirm they are in good, safe working condition. Safety guards, shields and protective devices must be properly positioned and functional. Bits blades, wheel and other consumable accessories shall be in near new condition before starting the task. Worn or defective consumable accessories must be removed from service immediately.

Performing tasks with Power Tools and Equipment

Check clearances 360 degrees around the point of work. Place high visibility flags on nearby lines or items of concern so workers can clearly distinguish items in the proximity, which should be avoided.

Select the size of the blade or bit to reduce over-penetration or excessive blade exposure. Have 3-dimensional awareness of the point of work. Determine what is behind, within, or on the opposite side, of what you are about to drill or cut. Eliminate potential interference's prior to cutting or drilling.

Coordinate your activities with others working around you. Be aware of others working around you; don't let others work below you.

When not in use, power tools must be disconnected from their power source, and properly stowed.

It is unacceptable to leave power tools or equipment operating unattended.

Power tools cannot be used to cut lines (pipes, duct, conduits or other services) while they are within a pipe rack or other supporting structure. The lines to be cut must be removed (released from their clamps and positioned outside of the rack or support structure) such that the probability of an accidental or unintentional cut to neighboring lines is zero.

After cutting or drilling, sections may be awkward, unstable and/or heavy. Provide support straps, slings, and lifting devices, or jacks to control gravitational forces.

Torque due to binding of the blade or bit can cause an imbalance or momentum transfer causing the tool or object to move unexpectedly. Anti-torque handles must be installed when the potential for torque related injury exists.