



ViewRenew
Professional Cleaning Services

Safety Manual



ViewRenew
Professional Cleaning Services



Safety Policy

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ViewRenew
Professional Cleaning Services

Company Safety Policy



Company Statement of Safety

The safety and overall wellbeing of our employees is of the highest priority in the operating of our business. In view of this statement we operate under the policy that it is every person's responsibility in the company to promote safety and report unsafe work environments and operations.

It is the intention of this Company to comply with all laws and specifically OSHA 1910 General Industry Standard as it applies to the Pressure Washing and Window Cleaning Industries.

The objective with our safety policy is to educate all employees about the hazards associated with the type of work the employees will be performing in an attempt to eliminate accidents and injuries that are common to operations such as ours.



Our safety program includes the following-

- Providing written instruction to all employees on how to eliminate or mitigate job hazards.
- Providing training on both equipment and hazards according to OSHA 1910 as it pertains to work of this employer with each employee having a certificate of completion on file and on person.
- Providing all Personal Protective Equipment (PPE) as is needed for the work to be done.
- Conducting Weekly Tool Box Safety Meetings
- Enforcement of Safety Policies as a requirement of employment.
- Investigation of all accidents promptly with the intent to determine cause and prevention of future accidents.
- Production is never to supersede safety requirements.

We understand the responsibilities of safety are everyone's responsibility however there are certain requirements by all parties and they are laid out herein. The employer accepts the responsibility laid upon it to-

- Provide a Job Hazard Analysis for each jobsite.
- Provide the right equipment.
- Train everyone to use equipment safely.
- Investigate and correct all safety concerns.
- Encourage employees to report unsafe practices.
- Supervise all practices to ensure safe work environment.



The employee accepts the responsibility as a condition of employment to-

- Follow all Job Hazard Analysis direction
- Full compliance of policy laid out within this manual
- Wearing and using all protective equipment issued.
- Report all accidents, incidents and near misses.
- Reporting all injuries
- Attending all safety meetings required by employer

Training

Training will occur according to OSHA 1910 General Industry Standard as it pertains to the work of this company. This plan will provide training-

- For new hires before any work begins.
- When specific tasks require new training.
- When new equipment has been issued.
- When a new job hazard has been introduced.
- If an accident occurs.



Drug and Alcohol Policy

ViewRenew Professional Cleaning Services recognizes that working while under the influence of any type of mind altering drug can be an extreme safety risk to employees and others around them.

Drugs and or Alcohol are not to be used while working including driving company vehicles to and from a work site. A violation of this policy results in an automatic termination of employment.

All Employees may be drug tested at hiring as a condition of employment. ViewRenew Professional Cleaning Services will also administer a drug test if an incident occurs or an unsafe work environment has been determined caused by an employee.

Random drug testing could be administered by the company at its discretion or if mandated by an outside customer.



Weekly Tool Box Meetings

ViewRenew Professional Cleaning Services believes that safety is a mindset and that continuing training is the best way to keep employees engaged in the safety process.

The company will conduct a weekly toolbox meeting with all employees on various safety topics that affect the employee and include the documentation of said training in the employee file.

Examples of Tool Box Meetings are-

Ladder Safety

Lock-Out/Tag-Out

Fall Protection

Chemical Hazards

Electrical Hazards

Lifting

PPE

Weather

Extreme Heat

Hearing Loss

Driver Safety

Job Hazard Assessment

First Aid



Medical Services and First Aid

It is the policy of ViewRenew Professional Cleaning Services to follow all guidelines and policy as set forth in OSHA 1910 General Industry Standard.

1910.151(b)

In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. Adequate first aid supplies shall be readily available.

Supervisor on the jobsite will be trained in first aid and have authority to call 911 should the need arise. All first aid training will be documented and placed in employee file.

First aid kit will be on all service trucks.

1910.151(c)

Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

All trucks will be equipped with eyewash bottles.



Appendix A to § 1910.151 -- First aid kits (Non-Mandatory)

First aid supplies are required to be readily available under paragraph § 1910.151(b). An example of the minimal contents of a generic first aid kit is described in American National Standard (ANSI) Z308.1-1998 "Minimum Requirements for Workplace First-aid Kits." The contents of the kit listed in the ANSI standard should be adequate for small worksites. When larger operations or multiple operations are being conducted at the same location, employers should determine the need for additional first aid kits at the worksite, additional types of first aid equipment and supplies and additional quantities and types of supplies and equipment in the first aid kits.

In a similar fashion, employers who have unique or changing first-aid needs in their workplace may need to enhance their first-aid kits. The employer can use the OSHA 300 log, OSHA 301 log, or other reports to identify these unique problems. Consultation from the local fire/rescue department, appropriate medical professional, or local emergency room may be helpful to employers in these circumstances. By assessing the specific needs of their workplace, employers can ensure that reasonably anticipated supplies are available. Employers should assess the specific needs of their worksite periodically and augment the first aid kit appropriately.



If it is reasonably anticipated that employees will be exposed to blood or other potentially infectious materials while using first aid supplies, employers are required to provide appropriate personal protective equipment (PPE) in compliance with the provisions of the Occupational Exposure to Blood borne Pathogens standard, § 1910.1030(d)(3) (56 FR 64175). This standard lists appropriate PPE for this type of exposure, such as gloves, gowns, face shields, masks, and eye protection.



Accident Investigation

ViewRenew Professional Cleaning Services will investigate all accidents and/or serious incidents. The policy governing such investigation is as follows-

Any accident or near miss that involves injury, property damage, chemical spill, or other accidents not mentioned here will be reported to management.

Fatalities - Will be reported to OSHA within 8 hours

Hospitalization - Reported to OSHA within 24 hours

Employees are encouraged to participate in the fact findings of the investigation. It is the position of ViewRenew Professional Cleaning Services that an accident exposes a greater problem than the accident itself. It exposes potential training and or education in the overall safety program of the company. The overall purpose of the investigation is to expose problems in the system and provide the necessary solutions, whether that be equipment or training, to remedy the problem and prevent future issues.

Accident Incident Report (attached) will be filled out and kept on file where company files are kept.





Accident Investigation

Attachment Page

(This page intentionally left blank.)

ViewRenew
Professional Cleaning Services



ACCIDENT/INCIDENT REPORT

PAGE 1

Date of Accident	Time	Day of Week ☐ S ☐ M ☐ T ☐ W ☐ T ☐ F ☐ S	Shift ☐ 1 ☐ 2 ☐ 3	Department
INJURED PERSON				
Name:		Address:		
Age:	Phone:			
Job Title:		Supervisor Name:		
Length of Employment at Company:		Length of Employment at Job:		
Employee Classification: ☐ Full Time ☐ Part Time ☐ Contract ☐ Temporary				
Nature of Injury	☐ Bruising	☐ Dislocation	☐ Other (specify)	Injured Body Part
☐ Strain/Sprain	☐ Scratch/Abrasion	☐ Internal		
☐ Fracture	☐ Amputation	☐ Foreign Body	Remarks:	
☐ Laceration/Cut	☐ Burn/Scald	☐ Chemical Reaction		
Treatment	Name and Address of Treating Physician or Facility:			
☐ First Aid				
☐ Emergency Room				
☐ Dr.'s Office				
☐ Hospitalization				
DAMAGED PROPERTY				
Property, Equipment, or Material Damaged		Describe Damage		
Object or Substance Inflicting Damage:				
INCIDENT DESCRIPTION				
Describe what happened (attach photographs or diagrams if necessary)				
ROOT CAUSE ANALYSIS (Check All that Apply)				
Unsafe Acts	Unsafe Conditions	Management Deficiencies		
☐ Improper work technique	☐ Poor workstation design/layout	☐ Lack of written policies & procedures		
☐ Safety rule violation	☐ Congested work area	☐ Safety rules not enforced		
☐ Improper PPE or PPE not used	☐ Hazardous substances	☐ Hazards not identified		
☐ Operating without authority	☐ Fire or explosion hazard	☐ PPE unavailable		
☐ Failure to warn or secure	☐ Inadequate ventilation	☐ Insufficient worker training		
☐ Operating at improper speeds	☐ Improper material storage	☐ Insufficient supervisor training		
☐ By-passing safety devices	☐ Improper tool or equipment	☐ Improper maintenance		
☐ Guards not used	☐ Insufficient knowledge of job	☐ Inadequate supervision		
☐ Improper loading or placement	☐ Slippery conditions	☐ Inadequate job planning		
☐ Improper lifting	☐ Poor housekeeping	☐ Inadequate hiring practices		
☐ Servicing machinery in motion	☐ Excessive noise	☐ Inadequate workplace inspection		
☐ Horseplay	☐ Inadequate hazards guarding	☐ Inadequate equipment		
☐ Drug or alcohol use	☐ Defective tools/equipment	☐ Unsafe design or construction		
☐ Unnecessary haste	☐ Insufficient lighting	☐ Unrealistic scheduling		
☐ Unsafe act of others	☐ Inadequate fall protection	☐ Poor process design		
☐ Other:	☐ Other:	☐ Other:		

ACCIDENT / INCIDENT REPORT-PAGE 2

ACCIDENT / INCIDENT ANALYSIS	
-------------------------------------	--

Using the root cause analysis list on the previous page, explain the cause(s) of the incident in as much detail as possible.

[illegible]

Make sketches or illustrations to help describe incident:



How bad could the accident have been?

☐ Very Serious ☐ Serious ☐ Minor

What is the chance of the accident happening

☐ Frequent ☐ Occasional ☐ Rare[illegible]

Describe actions that will be taken to prevent recurrence:

Deadline

By Whom

Complete

[illegible]

INVESTIGATION TEAM	
--------------------	--

Name _____

Signature _____

Position

Record Keeping

ViewRenew Professional Cleaning Services keeps on file as part of our safety program the following logs.

OSHA 300 Logs-Work-Related Injuries and Illnesses (attached)

OSHA 300A-Summary of Work Related Injuries and Illnesses (attached)

OSHA 301- Injury and Illness Incident Report (attached)

OSHA logs are kept if applicable by law.

Ladder Inspections-(Attached)

Fall Protection Systems-

Harness Inspection Sheet (attached)

Rope Inspection Sheet (attached)

Rope Grab Inspection Sheet (attached)

Lanyard Inspection Sheet (attached)

Chemical-

Log of all chemicals used in workplace and corresponding Safety Data Sheets.

Training-

All training certificates of said employees with concerns to job hazards will be kept in employee file and can be produced if desired.





Record Keeping
Attachment Page

(This page intentionally left blank.)

ViewRenew
Professional Cleaning Services



Log of Work-Related Injuries and Illnesses

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.12. *Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.*

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.



Year 20

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Establishment name

City State

Identify the person

(A) Case no. (B) Employee's name (C) Job title (e.g., Welder) (D) Date of injury or onset of illness (E) Where the event occurred (e.g., Loading dock north end) (F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)

Describe the case

Classify the case
CHECK ONLY ONE box for each case based on the most serious outcome for that case:

Remained at Work
Days away from work (H) Job transfer or restriction (I) Other recordable cases (J)

Check the "Injury" column or choose one type of illness:

(M) Injury (1) (2) (3) (4) (5) (6) All other illnesses

Enter the number of days the injured or ill worker was:

Away from work (K) On job transfer or restriction (L)

Page totals

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Page of

Summary of Work-Related Injuries and Illnesses



Year 20

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0076

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
(G) _____	(H) _____	(I) _____	(J) _____

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
(K) _____	(L) _____

Injury and Illness Types

Total number of . . .

(1) Injuries	(4) Poisonings
(2) Skin disorders	(5) Hearing loss
(3) Respiratory conditions	(6) All other illnesses

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment Information

Your establishment name _____

Street _____

City _____ State _____ ZIP _____

Industry description (e.g., *Manufacture of motor truck trailers*) _____

Standard Industrial Classification (SIC), if known (e.g., 3715) _____

OR _____

North American Industrial Classification (NAICS), if known (e.g., 336212) _____

Employment Information (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive _____ Title _____
() _____ / /
Phone _____ Date _____

OSHA's Form 301

Injury and Illness Incident Report

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by _____

Title _____

Phone (____) _____ Date ____/____/____

Information about the employee

- 1) Full name _____
- 2) Street _____
City _____ State _____ ZIP _____
- 3) Date of birth ____/____/____
- 4) Date hired ____/____/____
- 5) ☐ Male ☐ Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional _____
Facility _____
Street _____
City _____ State _____ ZIP _____
- 7) If treatment was given away from the worksite, where was it given?
☐ Yes ☐ No
- 8) Was employee treated in an emergency room?
☐ Yes ☐ No
- 9) Was employee hospitalized overnight as an in-patient?
☐ Yes ☐ No

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Information about the case

- 10) Case number from the Log _____ (Transfer the case number from the Log after you record the case.)
- 11) Date of injury or illness ____/____/____
- 12) Time employee began work ____ AM / PM
- 13) Time of event ____ AM / PM ☐ Check if time cannot be determined
- 14) **What was the employee doing just before the incident occurred?** Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. *Examples:* "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
- 15) **What happened?** Tell us how the injury occurred. *Examples:* "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
- 16) **What was the injury or illness?** Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." *Examples:* "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."
- 17) **What object or substance directly harmed the employee?** *Examples:* "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.
- 18) **If the employee died, when did death occur?** Date of death ____/____/____

Public reporting burden for this collection of information is estimated to average 22 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a current valid OMB control number. If you have any comments about this estimate or any other aspects of this data collection, including suggestions for reducing this burden, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.



INSPECTION FORM - Carabiner

User _____

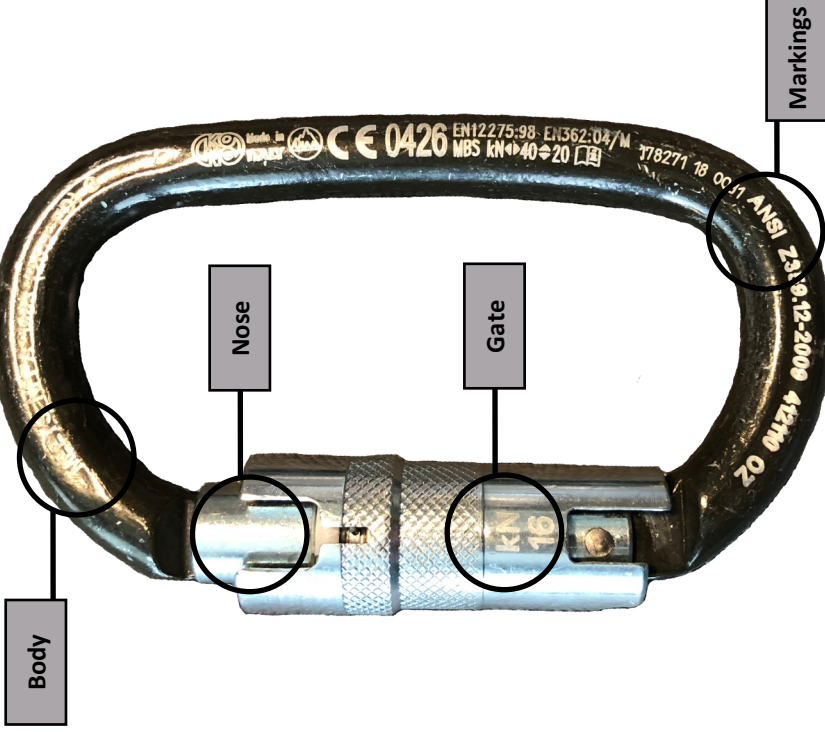
Model _____

Serial # _____

BODY	P	F	N#
Pitting			
Excessive Wear			
Deformation			
Nicks			
Corrosion			
Holes			

GATE		
Locking Function		
Smooth Operation		
Deformation		
Clean, Free of Dirt or Grit		
Lateral Movement		

LABELS & MARKINGS		
Legible Label		
Appropriate ANSI/CSA/OSHA Markings		



Manufacturer _____

Purchase Date _____

NOTES

1
2
3
4
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Inspector _____

Date _____

DEFINITION OF TERMS

Pitting: A small indentation in a surface

Deformation: An alteration of form for the worse

Nicks: A shallow notch, cut, or indentation on an edge or surface

Lateral Movement: Situated at or extending to the side (no more than 0.125")

P = Pass

F = Fail

N# = Notes Line Number





INSPECTION FORM - Rope Grabs

User _____

Model _____

Serial # _____

BODY & RIVETS	P	F	N#
Pitting			
Excessive Wear			
Deformation			
Nicks			
Corrosion			
Cracks			

LOCKING MECHANISM

Locking Function		
Smooth Operation		
Deformation		
Clean, Free of Dirt or Grit		
Lateral Movement		

LABELS & MARKINGS

Legible Label		
Appropriate ANSI/CSA/OSHA Markings		

**If any parts are found defective, remove them from service immediately per the requirements of OSHA 29 CFR 1910.66 and 1926.502.*

P = Pass

F = Fail

N# = Notes Line Number

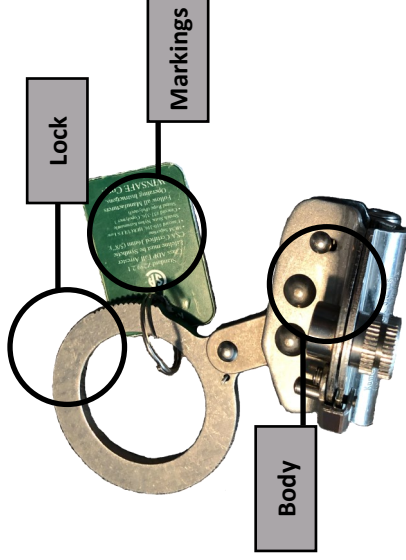
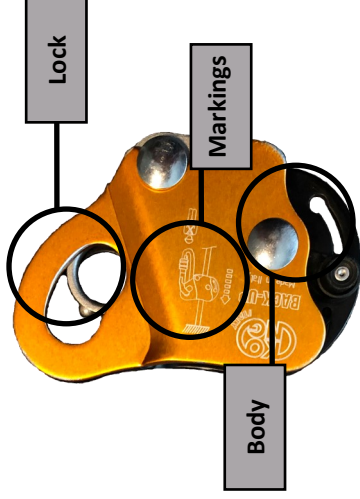
DEFINITION OF TERMS

Pitting: A small indentation in a surface

Deformation: An alteration of form for the worse

Nicks: A shallow notch, cut, or indentation on an edge or surface

Lateral Movement: Situated at or extending to the side (no more than 0.125")



Manufacturer _____

Purchase Date _____

NOTES

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Inspector _____

Date _____





INSPECTION FORM - Body Harness

User _____

Model _____

Serial # _____

WEBBING & STITCHING	P	F	N#
Shoulder, Chest, and Back Straps			
Waist and Leg Straps			
Cuts, Burns, or Holes			
Deterioration			
Paint Damage			

D-RINGS & BUCKLES		
Back D-Ring		
Waist and Sternum D-Ring (if applicable)		
Shoulder Adjustment		
Chest and Back Buckle Hardware		
Chest Carabiner		
Leg Straps		

LABELS & MARKINGS		
Legible Label		
Appropriate ANSI/CSA/OSHA Markings		

Date of First Use _____



Inspector _____

Date _____

P = Pass

F = Fail

N# = Notes Line Number

DEFINITION OF TERMS

Deterioration - Eaton or worn away by chemicals





INSPECTION FORM - Lanyard

User _____

Model _____

Serial # _____

WEBBING & STITCHING	P	F	N#
Broken, Missing, or Loose Stitching			
Webbing Length			
Cuts, Burns, Holes, or Paint Damage			
Cable Sepa Rating and/or Bird-Caging			
Termination (Stitch, Splice, or Swage)			

CONNECTORS

Connector (Self Closing & Locking)		
Hook Gate and Rivets		
Corrosion		
Pitting, Nicks, or Deformation		
Shock Pack - Cover and/or Shrink Tube		
Shock Pack - Impact Indicator		

LABELS & MARKINGS

Legible Label		
Appropriate ANSI/CSA/OSHA Markings		

Date of First Use _____

P = Pass
F = Fail
N# = Notes Line Number

DEFINITION OF TERMS

Pitting: A small indentation in a surface

Deformation: An alteration of form for the worse

Nicks: A shallow notch, cut, or indentation on an edge or surface



Manufacturer _____

Purchase Date _____

NOTES

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Inspector _____

Date _____





INSPECTION FORM - Synthetic Rope

User _____

Model _____

Serial # _____

DESCRIPTION & TYPE

Rope Usage		Ex: Descent, Fall Arrest, or Material Hoisting/Load
Rope Type		Ex: Double Braid, 12 Strand Braid, 8 Strand Plait
Rope Length		
Rope Diameter		
Rope Color		
Rope Load Rating		



ROPE

	P	F	N#
Broken, Missing, or Loose Stitching			
Lumps, Bumps, or Discoloration			
Cuts, Burns, Holes, or Paint Damage			
Abrasions			
Diameter Reduction or Flat Areas			

LABELS & MARKINGS

Legible Label		
Appropriate ANSI/CSA/OSHA Markings		

Date of First Use _____

Inspector _____

Date _____

P = Pass

F = Fail

N# = Notes Line Number

NOTES

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9
10

Manufacturer _____

Purchase Date _____





INSPECTION FORM - Ladders

User

Model

Serial #

Stapladder	P	F	N#
Steps and Rails			
Top and Pail Shelf			
Spreader			
General and Other			

LABELS & MARKINGS

Legible Label		
Appropriate ANSI/CSA/OSHA Markings		

Extension Ladder	P	F	N#
Rungs and Rails			
Rung Locks			
Hardware and Shoes			
Rope and Pulley			
General and Other			

LABELS & MARKINGS

Legible Label		
Appropriate ANSI/CSA/OSHA Markings		

Date of First Use

Inspector

Date



Manufacturer

Purchase Date

NOTES

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P = Pass

F = Fail

N# = Notes Line Number

Check for cracks, bends, spits, corrosion, loose rivets, missing pieces, etc.





INSPECTION FORM - Specialty Ladders

User _____

Model _____

Serial # _____



Stepladder	P	F	N#
Steps/Rungs and Rails			
Top and Pail Shelf			
Spreader and Outriggers			
Hinges and Locks			
Bracing Front and Rear			
Hardware and Shoes			
Rope and Pulley			
Platform and Rail Shield			
Rivets and Shoulder Bolts			
Casters			
General and Other			

LABELS & MARKINGS

Legible Label		
Appropriate ANSI/CSA/OSHA Markings		

Date of First Use _____

P = Pass

F = Fail

N# = Notes Line Number

Manufacturer _____

Purchase Date _____

NOTES

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10	

Inspector _____

Date _____



Check for cracks, bends, spits, corrosion, loose rivets, missing pieces, etc.

Daily Equipment Checklist

CHECKLIST TO BE COMPLETED EACH DAY BEFORE STARTING WORK

Technician: _____

Date: _____

____ I Inspected my full body harness for excessive wear, tears, and broken stitches. Examined the buckles, clips, and rings thoroughly to ensure properly working condition and adjusted fit to my body.

____ I inspected my ropes today for excessive fraying, changes in the diameter, chemical damage, cuts or abrasions, and stiffness.

____ I inspected my rope grab today for worn, cracked, or bent components. I also rope tested the grab to ensure proper working condition.

____ I inspected my carabiners today and found no cracks, bends, or malfunctioning locks. All of my carabiners double lock at gate.

____ I inspected my lanyard today for rips, tears, cracks, or anything that may compromise the integrity of the lanyard. All hooks have been inspected and tested for proper working and locking condition.

All of my gear has been inspected and is in working order.

X

Job Hazard Analysis

ViewRenew Professional Cleaning Services performs inspection of potential jobsites in an attempt to identify potential job hazards and communicate those hazards to all affected employees before work begins. The Job Hazard Analysis (JHA) is a written working form that is on each individual jobsite each and every day.

The JHA process identifies three areas of hazards-

Task-

Seeks to find potential hazards that exist at the jobsite.

Equipment-

By identifying the hazard, the appropriate equipment can be utilized and issued to affected employees.

Training-

Once equipment is issued or potential hazard is established the JHA exposes training that is needed to effectively mitigate or eliminate the said hazard.



Hazards are determined by giving thoughtful consideration to the following-

What can go wrong?

What happens when something goes wrong?

Likelihood of a hazard?

Contributing Factors?

Once hazards are determined the following hierarchy of controls are used-

Is it possible to eliminate the hazard?

Is there equipment that will help mitigate the hazard?

Is there PPE that can be worn to provide personal safety?

After the JHA process a person is assigned the task to make sure that the appropriate mitigations or eliminations of hazards are followed.



Personal Protective Equipment

ViewRenew Professional Cleaning Services issues and mandates the use of PPE whenever the hazard dictates that the use of such is necessary to prevent accidental injury to a person. OSHA 1910 General Industry Standard is the governing document.

Head Protection-

1910.135(a)

General requirements.

1910.135(a)(1)

The employer shall ensure that each affected employee wears a protective helmet when working in areas where there is a potential for injury to the head from falling objects.

Eye/Face Protection-

1910.133(a)

General requirements.

1910.133(a)(1)

The employer shall ensure that each affected employee uses appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.



1910.133(a)(2)

The employer shall ensure that each affected employee uses eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors (e.g. clip-on or slide-on side shields) meeting the pertinent requirements of this section are acceptable.

1910.133(a)(3)

The employer shall ensure that each affected employee who wears prescription lenses while engaged in operations that involve eye hazards wears eye protection that incorporates the prescription in its design, or wears eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

1910.133(a)(4)

Eye and face PPE shall be distinctly marked to facilitate identification of the manufacturer.

1910.133(b)

Criteria for protective eye and face protection.

1910.133(b)(1)

Protective eye and face protection devices must comply with any of the following consensus standards:



1910.133(b)(1)(i)

ANSI/ISEA Z87.1-2010, Occupational and Educational Personal Eye and Face Protection Devices, incorporated by reference in § 1910.6;

1910.133(b)(1)(ii)

ANSI Z87.1-2003, Occupational and Educational Personal Eye and Face Protection Devices, incorporated by reference in § 1910.6; or

1910.133(b)(1)(iii)

ANSI Z87.1-1989 (R-1998), Practice for Occupational and Educational Eye and Face Protection, incorporated by reference in § 1910.6;

Hand Protection-

1910.138(a)

General requirements. Employers shall select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.



1910.138(b)

Selection. Employers shall base the selection of the appropriate hand protection on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified.

Foot Protection-

1910.136(a)

General requirements. The employer shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or when the use of protective footwear will protect the affected employee from an electrical hazard, such as a static-discharge or electric-shock hazard, that remains after the employer takes other necessary protective measures.

1910.136(b)

Criteria for protective footwear.

1910.136(b)(1)

Protective footwear must comply with any of the following consensus standards:



1910.136(b)(1)(i)

ASTM F-2412-2005, "Standard Test Methods for Foot Protection," and ASTM F-2413-2005, "Standard Specification for Performance Requirements for Protective Footwear," which are incorporated by reference in § 1910.6;

1910.136(b)(1)(ii)

ANSI Z41-1999, "American National Standard for Personal Protection -- Protective Footwear," which is incorporated by reference in § 1910.6; or

1910.136(b)(1)(iii)

ANSI Z41-1991, "American National Standard for Personal Protection -- Protective Footwear," which is incorporated by reference in § 1910.6.

Respiratory Protection-

1910.134(a)(1)

In the control of those occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors, the primary objective shall be to prevent atmospheric contamination. This shall be accomplished as far as feasible by accepted engineering control measures (for example, enclosure or confinement of the operation, general and local ventilation, and substitution of less toxic materials). When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used pursuant to this section.



1910.134(a)(2)

A respirator shall be provided to each employee when such equipment is necessary to protect the health of such employee. The employer shall provide the respirators which are applicable and suitable for the purpose intended. The employer shall be responsible for the establishment and maintenance of a respiratory protection program, which shall include the requirements outlined in paragraph (c) of this section. The program shall cover each employee required by this section to use a respirator.

1910.134(c)(1)(vii)

Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations;

1910.134(c)(1)(viii)

Training of employees in the proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance; and



Appendix A to § 1910.134: Fit Testing Procedures (Mandatory)

Part I. OSHA-Accepted Fit Test Protocols

A. Fit Testing Procedures -- General Requirements

The employer shall conduct fit testing using the following procedures. The requirements in this appendix apply to all OSHA-accepted fit test methods, both QLFT and QNFT.

1. The test subject shall be allowed to pick the most acceptable respirator from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits, the user.
2. Prior to the selection process, the test subject shall be shown how to put on a respirator, how it should be positioned on the face, how to set strap tension and how to determine an acceptable fit. A mirror shall be available to assist the subject in evaluating the fit and positioning of the respirator. This instruction may not constitute the subject's formal training on respirator use, because it is only a review.
3. The test subject shall be informed that he/she is being asked to select the respirator that provides the most acceptable fit. Each respirator represents a different size and shape, and if fitted and used properly, will provide adequate protection.



4. The test subject shall be instructed to hold each chosen face piece up to the face and eliminate those that obviously do not give an acceptable fit.

5. The more acceptable face pieces are noted in case the one selected proves unacceptable; the most comfortable mask is donned and worn at least five minutes to assess comfort. Assistance in assessing comfort can be given by discussing the points in the following item A.6. If the test subject is not familiar with using a particular respirator, the test subject shall be directed to don the mask several times and to adjust the straps each time to become adept at setting proper tension on the straps.

6. Assessment of comfort shall include a review of the following points with the test subject and allowing the test subject adequate time to determine the comfort of the respirator:

(a) Position of the mask on the nose

(b) Room for eye protection

(c) Room to talk

(d) Position of mask on face and cheeks

7. The following criteria shall be used to help determine the adequacy of the respirator fit:

(a) Chin properly placed;



- (b) Adequate strap tension, not overly tightened;
- (c) Fit across nose bridge;
- (d) Respirator of proper size to span distance from nose to chin;
- (e) Tendency of respirator to slip;
- (f) Self-observation in mirror to evaluate fit and respirator position.

8. The test subject shall conduct a user seal check, either the negative and positive pressure seal checks described in Appendix B-1 of this section or those recommended by the respirator manufacturer which provide equivalent protection to the procedures in Appendix B-1. Before conducting the negative and positive pressure checks, the subject shall be told to seat the mask on the face by moving the head from side-to-side and up and down slowly while taking in a few slow deep breaths. Another face piece shall be selected and retested if the test subject fails the user seal check tests.

9. The test shall not be conducted if there is any hair growth between the skin and the face piece sealing surface, such as stubble beard growth, beard, mustache or sideburns which cross the respirator sealing surface. Any type of apparel which interferes with a satisfactory fit shall be altered or removed.



10. If a test subject exhibits difficulty in breathing during the tests, she or he shall be referred to a physician or other licensed health care professional, as appropriate, to determine whether the test subject can wear a respirator while performing her or his duties.

11. If the employee finds the fit of the respirator unacceptable, the test subject shall be given the opportunity to select a different respirator and to be retested.

12. Exercise regimen. Prior to the commencement of the fit test, the test subject shall be given a description of the fit test and the test subject's responsibilities during the test procedure. The description of the process shall include a description of the test exercises that the subject will be performing. The respirator to be tested shall be worn for at least 5 minutes before the start of the fit test.

13. The fit test shall be performed while the test subject is wearing any applicable safety equipment that may be worn during actual respirator use which could interfere with respirator fit.

14. Test Exercises.

(a) Employers must perform the following test exercises for all fit testing methods prescribed in this appendix, except for the CNP quantitative fit testing protocol and the CNP REDON quantitative fit testing protocol. For these two protocols, employers must ensure that the test subjects (i.e., employees)



perform the exercise procedure specified in Part I.C.4(b) of this appendix for the CNP quantitative fit testing protocol, or the exercise procedure described in Part I.C.5(b) of this appendix for the CNP REDON quantitative fit-testing protocol. For the remaining fit testing methods, employers must ensure that employees perform the test exercises in the appropriate test environment in the following manner:

(1) Normal breathing. In a normal standing position, without talking, the subject shall breathe normally.

(2) Deep breathing. In a normal standing position, the subject shall breathe slowly and deeply, taking caution so as not to hyperventilate.

(3) Turning head side to side. Standing in place, the subject shall slowly turn his/her head from side to side between the extreme positions on each side. The head shall be held at each extreme, momentarily so the subject can inhale at each side.

(4) Moving head up and down. Standing in place, the subject shall slowly move his/her head up and down. The subject shall be instructed to inhale in the up position (i.e., when looking toward the ceiling).

(5) Talking. The subject shall talk out loud slowly and loud enough so as to be heard clearly by the test conductor. The subject can read from a prepared text such as the Rainbow



Passage, count backward from 100, or recite a memorized poem or song.

Rainbow Passage

When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with its path high above, and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one ever finds it. When a man looks for something beyond reach, his friends say he is looking for the pot of gold at the end of the rainbow.

(6) Grimace. The test subject shall grimace by smiling or frowning. (This applies only to QNFT testing; it is not performed for QLFT)

(7) Bending over. The test subject shall bend at the waist as if he/she were to touch his/her toes. Jogging in place shall be substituted for this exercise in those test environments such as shroud type QNFT or QLFT units that do not permit bending over at the waist.

(8) Normal breathing. Same as exercise (1).

(b) Each test exercise shall be performed for one minute except for the grimace exercise which shall be performed for 15 seconds. The test subject shall be questioned by the test



conductor regarding the comfort of the respirator upon completion of the protocol. If it has become unacceptable, another model of respirator shall be tried. The respirator shall not be adjusted once the fit test exercises begin. Any adjustment voids the test, and the fit test must be repeated.

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn.

Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

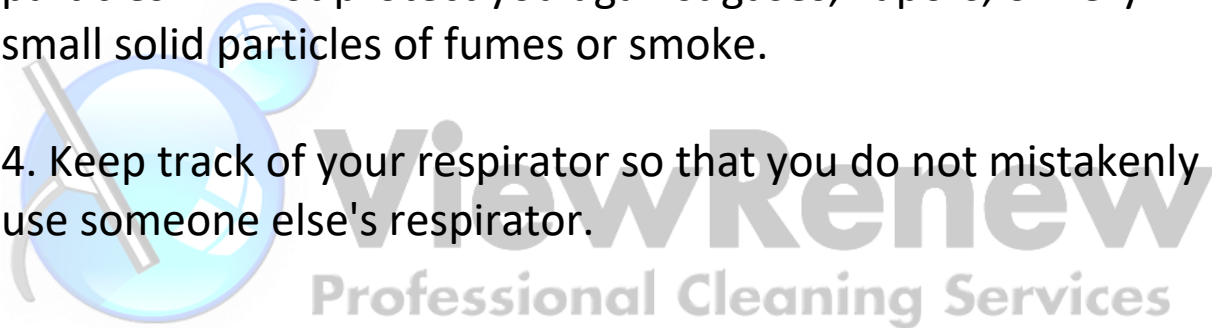
1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.



2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.



Noise Exposure

ViewRenew Professional Cleaning Services operates pressure washing equipment that operates at high decibels. As a protective measure ear protection is worn. OSHA 1910 General Industry Standard is the governing document.

1910.95(a)

Protection against the effects of noise exposure shall be provided when the sound levels exceed those shown in Table G-16 when measured on the A scale of a standard sound level meter at slow response. When noise levels are determined by octave band analysis, the equivalent A-weighted sound level may be determined as follows:

1910.95(b)(1)

When employees are subjected to sound exceeding those listed in Table G-16, feasible administrative or engineering controls shall be utilized. If such controls fail to reduce sound levels within the levels of Table G-16, personal protective equipment shall be provided and used to reduce sound levels within the levels of the table.



1910.95(b)(2)

If the variations in noise level involve maxima at intervals of 1 second or less, it is to be considered continuous.

TABLE G-16 - PERMISSIBLE NOISE EXPOSURES (1)

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

Footnote(1) When the daily noise exposure is composed of two or more periods of noise exposure of different levels, their combined effect should be considered, rather than the individual effect of each. If the sum of the following fractions: $C(1)/T(1) + C(2)/T(2) + C(n)/T(n)$ exceeds unity, then, the mixed exposure should be considered to exceed the limit value. C_n indicates the total time of exposure at a specified noise level, and T_n indicates the total time of exposure permitted at that level. Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.



1910.95(c)

"Hearing conservation program."

1910.95(c)(1)

The employer shall administer a continuing, effective hearing conservation program, as described in paragraphs (c) through (o) of this section, whenever employee noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels measured on the A scale (slow response) or, equivalently, a dose of fifty percent. For purposes of the hearing conservation program, employee noise exposures shall be computed in accordance with appendix A and Table G-16a, and without regard to any attenuation provided by the use of personal protective equipment.

1910.95(c)(2)

For purposes of paragraphs (c) through (n) of this section, an 8-hour time-weighted average of 85 decibels or a dose of fifty percent shall also be referred to as the action level.

1910.95(d)

"Monitoring."

1910.95(d)(1)

When information indicates that any employee's exposure may equal or exceed an 8-hour time-weighted average of 85 decibels, the employer shall develop and implement a monitoring program.



1910.95(d)(1)(i)

The sampling strategy shall be designed to identify employees for inclusion in the hearing conservation program and to enable the proper selection of hearing protectors.

1910.95(d)(1)(ii)

Where circumstances such as high worker mobility, significant variations in sound level, or a significant component of impulse noise make area monitoring generally inappropriate, the employer shall use representative personal sampling to comply with the monitoring requirements of this paragraph unless the employer can show that area sampling produces equivalent results.

1910.95(d)(2)(i)

All continuous, intermittent and impulsive sound levels from 80 decibels to 130 decibels shall be integrated into the noise measurements.

1910.95(d)(2)(ii)

Instruments used to measure employee noise exposure shall be calibrated to ensure measurement accuracy.

1910.95(d)(3)

Monitoring shall be repeated whenever a change in production, process, equipment or controls increases noise exposures to the extent that:



1910.95(d)(3)(i)

Additional employees may be exposed at or above the action level; or

1910.95(d)(3)(ii)

The attenuation provided by hearing protectors being used by employees may be rendered inadequate to meet the requirements of paragraph (j) of this section.

1910.95(e)

"Employee notification." The employer shall notify each employee exposed at or above an 8-hour time-weighted average of 85 decibels of the results of the monitoring.

1910.95(f)

"Observation of monitoring." The employer shall provide affected employees or their representatives with an opportunity to observe any noise measurements conducted pursuant to this section.

1910.95(g)

"Audiometric testing program."

1910.95(g)(1)

The employer shall establish and maintain an audiometric testing program as provided in this paragraph by making audiometric testing available to all employees whose exposures equal or exceed an 8-hour time-weighted average of 85 decibels.



1910.95(g)(2)

The program shall be provided at no cost to employees.



Ladder Safety

ViewRenew Professional Cleaning Services uses a variety of ladders in everyday use including extension ladders and as well as step ladders. Ladder hazards are among the leading cause of falls in the United States and training and education on ladder safety is of high priority.

OSHA 1910 General Industry Standard is the document that governs the training in this regard, specifically 1910.23

General Ladder Safety-

1910.23(b)(8)

Ladders are used only for the purposes for which they were designed;

1910.23(b)(9)

Ladders are inspected before initial use in each work shift, and more frequently as necessary, to identify any visible defects that could cause employee injury;

1910.23(b)(10)

Any ladder with structural or other defects is immediately tagged "Dangerous: Do Not Use" or with similar language in accordance with § 1910.145 and removed from service until repaired in accordance with § 1910.22(d), or replaced;



1910.23(b)(11)

Each employee faces the ladder when climbing up or down it;

1910.23(b)(12)

Each employee uses at least one hand to grasp the ladder when climbing up and down it; and

1910.23(b)(13)

No employee carries any object or load that could cause the employee to lose balance and fall while climbing up or down the ladder.

Portable Ladders-

1910.23(c)

Portable ladders. The employer must ensure:

1910.23(c)(1)

Rungs and steps of portable metal ladders are corrugated, knurled, dimpled, coated with skid-resistant material, or otherwise treated to minimize the possibility of slipping;

1910.23(c)(2)

Each stepladder or combination ladder used in a stepladder mode is equipped with a metal spreader or locking device that securely holds the front and back sections in an open position while the ladder is in use;



1910.23(c)(3)

Ladders are not loaded beyond the maximum intended load;

Note to paragraph (c)(3): The maximum intended load, as defined in § 1910.21(b), includes the total load (weight and force) of the employee and all tools, equipment, and materials being carried.

1910.23(c)(4)

Ladders are used only on stable and level surfaces unless they are secured or stabilized to prevent accidental displacement;

1910.23(c)(5)

No portable single rail ladders are used;

1910.23(c)(6)

No ladder is moved, shifted, or extended while an employee is on it;

1910.23(c)(7)

Ladders placed in locations such as passageways, doorways, or driveways where they can be displaced by other activities or traffic:

1910.23(c)(7)(i)

Are secured to prevent accidental displacement; or



1910.23(c)(7)(ii)

Are guarded by a temporary barricade, such as a row of traffic cones or caution tape, to keep the activities or traffic away from the ladder;

1910.23(c)(8)

The cap (if equipped) and top step of a stepladder are not used as steps;

1910.23(c)(9)

Portable ladders used on slippery surfaces are secured and stabilized;

1910.23(c)(10)

The top of a non-self-supporting ladder is placed so that both side rails are supported, unless the ladder is equipped with a single support attachment;

1910.23(c)(11)

Portable ladders used to gain access to an upper landing surface have side rails that extend at least 3 feet (0.9 m) above the upper landing surface (see Figure D-1 of this section);

1910.23(c)(12)

Ladders and ladder sections are not tied or fastened together to provide added length unless they are specifically designed for such use;



1910.23(c)(13)

Ladders are not placed on boxes, barrels, or other unstable bases to obtain additional height.

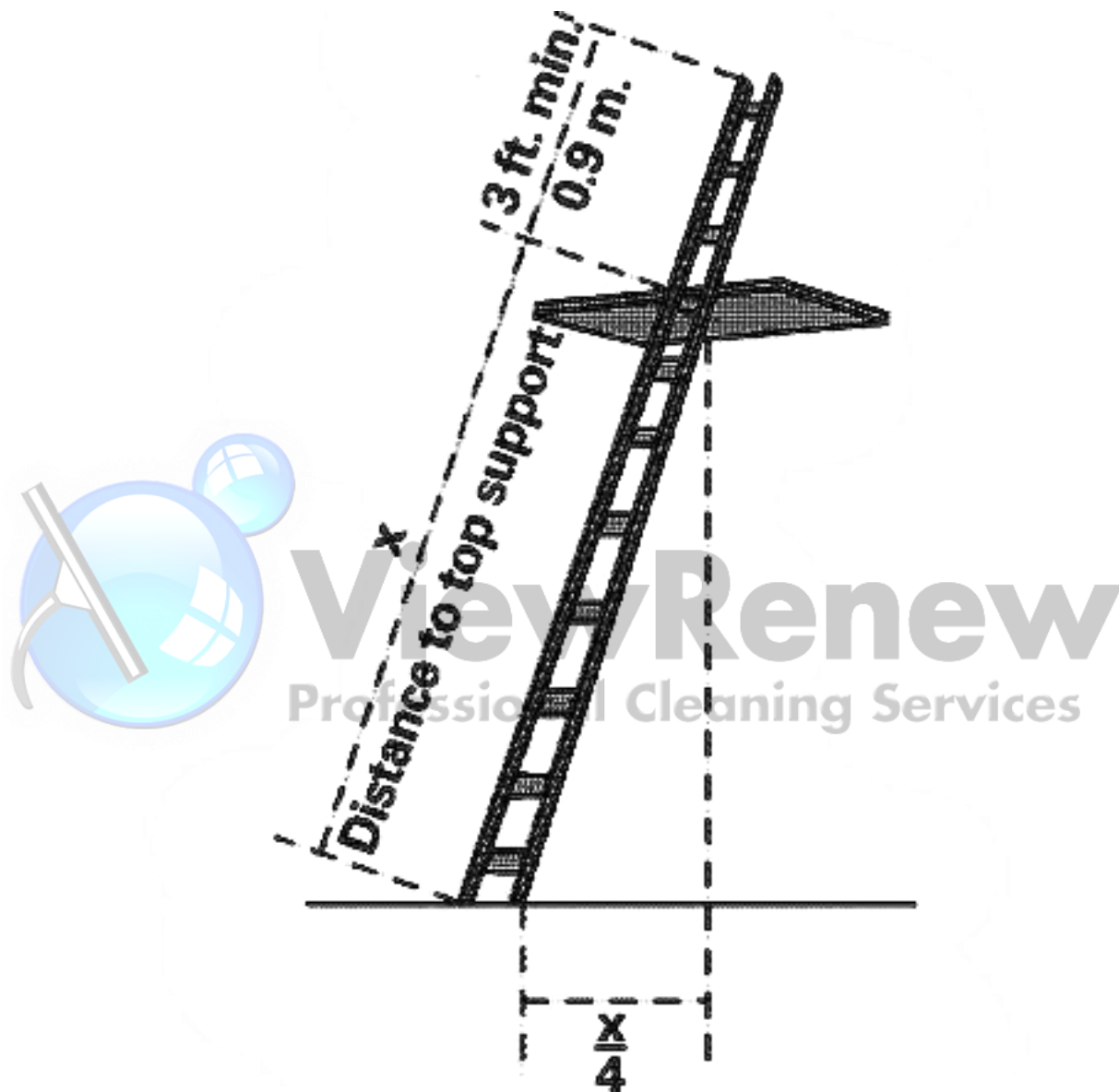


Figure D-1 -- Portable Ladder Set-up

Figure D-1 -- Portable Ladder Set-up





Ladder Safety
Attachment Page
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ViewRenew
Professional Cleaning Services



Reducing Falls in Construction: Safe Use of Extension Ladders

Workers who use extension ladders risk permanent injury or death from falls and electrocutions. These hazards can be eliminated or substantially reduced by following good safety practices. This fact sheet examines some of the hazards workers may encounter while working on **extension ladders** and explains what employers and workers can do to reduce injuries. OSHA's requirements for extension ladders are in Subpart X—Stairways and Ladders of OSHA's Construction standards.

What is an Extension Ladder?

Also known as "portable ladders," extension ladders usually have two sections that operate in brackets or guides allowing for adjustable lengths. (See Figure 1, below.) Because extension ladders are not self-supporting they require a stable structure that can withstand the intended load.

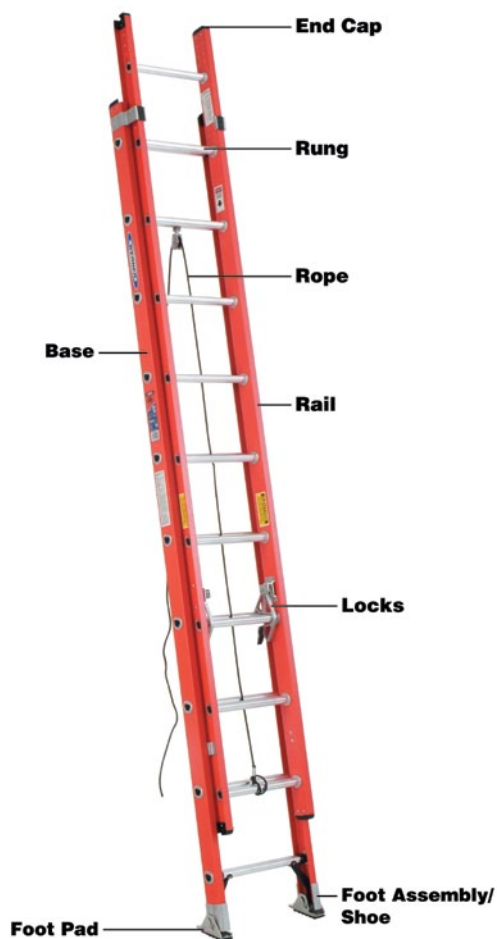


Figure 1: Extension Ladder

PLAN Ahead to Get the Job Done Safely.

- Use a ladder that can sustain at least four times the maximum intended load, except that each extra-heavy duty type 1A metal or plastic ladder shall sustain at least 3.3 times the maximum intended load. Also acceptable are ladders that meet the requirements set forth in Appendix A of Subpart X. Follow the manufacturer's instructions and labels on the ladder. To determine the correct ladder, consider your weight plus the weight of your load. Do not exceed the load rating and always include the weight of all tools, materials and equipment.
- A competent person must visually inspect all extension ladders before use for any defects such as: missing rungs, bolts, cleats, screws and loose components. Where a ladder has these or other defects, it must be immediately marked as defective or tagged with "Do Not Use" or similar language.
- Allow sufficient room to step off the ladder safely. Keep the area around the bottom and the top of the ladder clear of equipment, materials and tools. If access is obstructed, secure the top of the ladder to a rigid support that will not deflect, and add a grasping device to allow workers safe access.
- Set the ladder at the proper angle. When a ladder is leaned against a wall, the bottom of the ladder should be one-quarter of the ladder's working length away from the wall. For access to an elevated work surface, extend the top of the ladder three feet above that surface or secure the ladder at its top.
- Before starting work, survey the area for potential hazards, such as energized overhead power lines. Ladders shall have

OSHA standard: 29 CFR 1926 Subpart X—Stairways and Ladders

American National Standards Institute standard: ANSI A14.1, A14.2, A14.5—Ladder Safety Requirements
(Not an OSHA standard, included to be used as guidance to meet OSHA's requirements)

Employers using extension ladders must follow the ladder requirements set forth in 29 CFR 1926 Subpart X. Per Appendix A to Subpart X of Part 1926—Ladders, ladders designed in accordance with the following ANSI standards will be considered in accordance with 29 CFR 1926.1053(a)(1): ANSI A14.1-1982—American National Standard for Ladders—Portable Wood—Safety Requirements, ANSI A14.2-1982—American National Standard for Ladders—Portable Metal—Safety Requirements, and ANSI A14.5-1982—American National Standard for Ladders—Portable Reinforced Plastic—Safety Requirements.

State plan guidance: States with OSHA-approved state plans may have additional requirements for avoiding falls from ladders. For more information on these requirements, please visit: www.osha.gov/dcsp/osp/statesstandards.html.

Most OSHA offices have compliance assistance specialists to help employers and workers comply with OSHA standards. For details call 1-800-321-OSHA (6742) or visit: www.osha.gov/htm/RAmap.html.

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For assistance, contact us. We can help. It's confidential.



U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)

nonconductive side rails if they are used where the worker or the ladder could contact exposed energized electrical equipment. Keep all ladders and other tools at least 10 feet away from any power lines.

- Set the base of the ladder so that the bottom sits securely and so both side rails are evenly supported. The ladder rails should be square to the structure against which it is leaning with both footpads placed securely on a stable and level surface.
- Secure the ladder's dogs or pawls before climbing.
- When using a ladder in a high-activity area, secure it to prevent movement and use a barrier to redirect workers and equipment. If the ladder is placed in front of a door, always block off the door.



Figure 2: Ladder extending three feet above the landing area.

PROVIDE the Right Extension Ladder for the Job with the Proper Load Capacity.

Select a ladder based on the expected load capacity (duty rating), the type of work to be done and the correct height. There are five categories of ladder duty ratings.

Type	Duty Rating	Use	Load
IAA*	Special Duty	Rugged	375 lbs.
IA	Extra Duty	Industrial	300 lbs.
I	Heavy Duty	Industrial	250 lbs.
II	Medium Duty	Commercial	225 lbs.
III	Light Duty	Household	200 lbs.

Source for Types IA, I, II, III: Subpart X—Stairways and Ladders, Appendix A (American National Standards Institute (ANSI)) 14.1, 14.2, 14.5 (1982)) of OSHA's Construction standards. Source for Type IAA: ANSI 14.1, 14.2, 14.5 (2009), which are non-mandatory guidelines.

TRAIN Workers to Use Extension Ladders Safely.

Employers must train each worker to recognize and minimize ladder-related hazards.



Safe Ladder Use—DO:

- Maintain a 3-point contact (two hands and a foot, or two feet and a hand) when climbing/ descending a ladder.
- Face the ladder when climbing up or descending.
- Keep the body inside the side rails.
- Use extra care when getting on or off the ladder at the top or bottom. Avoid tipping the ladder over sideways or causing the ladder base to slide out.
- Carry tools in a tool belt or raise tools up using a hand line. Never carry tools in your hands while climbing up/down a ladder.
- Extend the top of the ladder three feet above the landing. (See Figure 2.)
- Keep ladders free of any slippery materials.

Safe Ladder Use—DO NOT:

- Place a ladder on boxes, barrels, or unstable bases.
- Use a ladder on soft ground or unstable footing.
- Exceed the ladder's maximum load rating.
- Tie two ladders together to make them longer.
- Ignore nearby overhead power lines.
- Move or shift a ladder with a person or equipment on the ladder.
- Lean out beyond the ladder's side rails.
- Use an extension ladder horizontally like a platform.

OSHA standard: 29 CFR 1926 Subpart X—Stairways and Ladders

American National Standards Institute standard: ANSI A14.1, A14.2, A14.5—Ladder Safety Requirements
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Reducing Falls in Construction: Safe Use of Stepladders

Workers who use ladders in construction risk permanent injury or death from falls and electrocutions. These hazards can be eliminated or substantially reduced by following good safety practices. This fact sheet examines some of the hazards workers may encounter while working on **stepladders** and explains what employers and workers can do to reduce injuries. OSHA's requirements for stepladders are in Subpart X—Stairways and Ladders of OSHA's Construction standards.

What is a Stepladder?

A **stepladder** is a portable, self-supporting, A-frame ladder. It has two front side rails and two rear side rails. Generally, there are steps mounted between the front side rails and bracing between the rear side rails. (See Figure 1, below.)

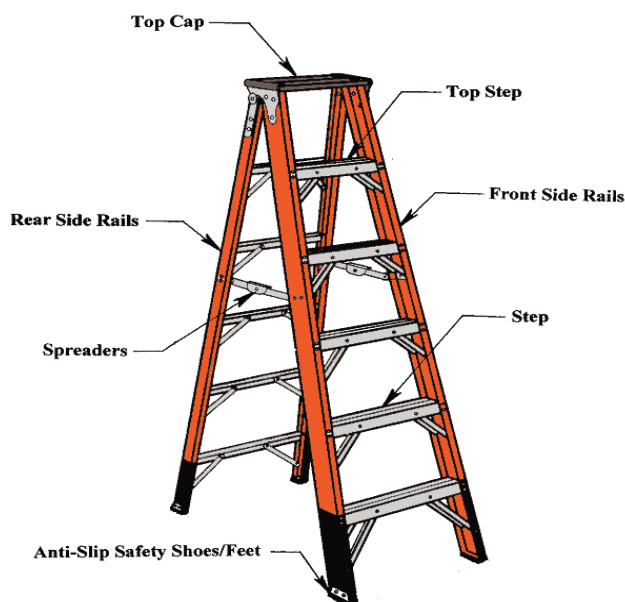


Figure 1: Stepladder

PLAN Ahead to Get the Job Done Safely.

A competent person must visually inspect stepladders for visible defects on a periodic basis and after any occurrence that could affect their safe use. Defects include, but are not limited to:

- Structural damage, split/bent side rails, broken or missing rungs/steps/cleats and missing or damaged safety devices.

- Grease, dirt or other contaminants that could cause slips or falls.
- Paint or stickers (except warning or safety labels) that could hide possible defects.

PROVIDE the Right Stepladder for the Job with the Proper Load Capacity.

- Use a ladder that can sustain at least four times the maximum intended load, except that each extra-heavy duty type 1A metal or plastic ladder shall sustain at least 3.3 times the maximum intended load. Also acceptable are ladders that meet the requirements set forth in Appendix A of Subpart X. Follow the manufacturer's instructions and labels on the ladder. To determine the correct ladder, consider your weight plus the weight of your load. Do not exceed the load rating and always include the weight of all tools, materials and equipment.

Type	Duty Rating	Use	Load
1AA	Special Duty	Rugged	375 lbs.
1A	Extra Heavy Duty	Industrial	300 lbs.
I	Heavy Duty	Industrial	250 lbs.
II	Medium Duty	Commercial	225 lbs.
III	Light Duty	Household	200 lbs.

Source for Types IA, I, II, III: Subpart X—Stairways and Ladders, Appendix A (American National Standards Institute (ANSI) 14.1, 14.2, 14.5 (1982)) of OSHA's Construction standards. Source for Type IAA: ANSI 14.1, 14.2, 14.5 (2009), which are non-mandatory guidelines.

TRAIN Workers to Use Stepladders Safely.

Employers must train each worker to recognize and minimize ladder-related hazards.



PLAN. PROVIDE. TRAIN.

Three simple steps to prevent falls.

Common Stepladder Hazards

- Damaged stepladder
- Ladders on slippery or unstable surface
- Unlocked ladder spreaders
- Standing on the top step or top cap
- Loading ladder beyond rated load
- Ladders in high-traffic location
- Reaching outside ladder side rails
- Ladders in close proximity to electrical wiring/equipment

Safe Stepladder Use—DO:

Read and follow all the manufacturer's instructions and labels on the ladder.

- Look for overhead power lines before handling or climbing a ladder.
- Maintain a 3-point contact (two hands and a

foot, or two feet and a hand) when climbing/descending a ladder.

- Stay near the middle of the ladder and face the ladder while climbing up/down.
- Use a barricade to keep traffic away from the ladder.
- Keep ladders free of any slippery materials.
- Only put ladders on a stable and level surface that is not slippery.

Safe Stepladder Use—DO NOT:

- Use ladders for a purpose other than that for which they were designed. For example, do not use a folded stepladder as a single ladder.
- Use a stepladder with spreaders unlocked.
- Use the top step or cap as a step.
- Place a ladder on boxes, barrels or other unstable bases.
- Move or shift a ladder with a person or equipment on the ladder.
- Use cross bracing on the rear of stepladders for climbing.
- Paint a ladder with opaque coatings.
- Use a damaged ladder.
- Leave tools/materials/equipment on stepladder.
- Use a stepladder horizontally like a platform.
- Use a metal stepladder near power lines or electrical equipment.

OSHA standard: 29 CFR 1926 Subpart X—Stairways and Ladders

American National Standards Institute standard: ANSI A14.1, A14.2, A14.5—Ladder Safety Requirements
(Not an OSHA standard, included to be used as guidance to meet OSHA's requirements)

Employers using stepladders must follow the ladder requirements set forth in 29 CFR 1926 Subpart X. Per Appendix A to Subpart X of Part 1926—Ladders, ladders designed in accordance with the following ANSI standards will be considered in accordance with 29 CFR 1926.1053(a)(1): ANSI A14.1-1982—American National Standard for Ladders-Portable Wood-Safety Requirements, ANSI A14.2-1982—American National Standard for Ladders—Portable Metal—Safety Requirements, and ANSI A14.5-1982—American National Standard for Ladders—Portable Reinforced Plastic—Safety Requirements.

State plan guidance: States with OSHA-approved state plans may have additional requirements for avoiding falls from ladders. For more information on these requirements, please visit: www.osha.gov/dcsp/osp/statesstandards.html.

Most OSHA offices have compliance assistance specialists to help employers and workers comply with OSHA standards. For details call 1-800-321-OSHA (6742) or visit: www.osha.gov/htm/RAmap.html.

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For assistance, contact us. We can help. It's confidential.



U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)

Fall Protection Systems

ViewRenew Professional Cleaning Services recognizes OSHA 1910 General Industry Standard when it comes to fall protection and the training required before an employee is subjected to a fall hazard.

1910.28(b)

Protection from fall hazards-

1910.28(b)(1)

Unprotected sides and edges.

1910.28(b)(1)(i)

Except as provided elsewhere in this section, the employer must ensure that each employee on a walking-working surface with an unprotected side or edge that is 4 feet (1.2 m) or more above a lower level is protected from falling by one or more of the following:

1910.28(b)(1)(i)(A)

Guardrail systems;

1910.28(b)(1)(i)(B)

Safety net systems; or



1910.28(b)(1)(i)(C)

Personal fall protection systems, such as personal fall arrest, travel restraint, or positioning systems.

1910.28(b)(1)(ii)

When the employer can demonstrate that it is not feasible or creates a greater hazard to use guardrail, safety net, or personal fall protection systems on residential roofs, the employer must develop and implement a fall protection plan that meets the requirements of 29 CFR 1926.502(k) and training that meets the requirements of 29 CFR 1926.503(a) and (c).

Note to paragraph (b)(1)(ii) of this section: There is a presumption that it is feasible and will not create a greater hazard to use at least one of the above-listed fall protection systems specified in paragraph (b)(1)(i) of this section.

Accordingly, the employer has the burden of establishing that it is not feasible or creates a greater hazard to provide the fall protection systems specified in paragraph (b)(1)(i) and that it is necessary to implement a fall protection plan that complies with § 1926.502(k) in the particular work operation, in lieu of implementing any of those systems.



Holes/Skylights-

1910.28(b)(3)

Holes. The employer must ensure:

1910.28(b)(3)(i)

Each employee is protected from falling through any hole (including skylights) that is 4 feet (1.2 m) or more above a lower level by one or more of the following:

1910.28(b)(3)(i)(A)

Covers;

1910.28(b)(3)(i)(B)

Guardrail systems;

1910.28(b)(3)(i)(C)

Travel restraint systems; or

1910.28(b)(3)(i)(D)

Personal fall arrest systems.

1910.28(b)(3)(ii)

Each employee is protected from tripping into or stepping into or through any hole that is less than 4 feet (1.2 m) above a lower level by covers or guardrail systems.



Low Sloped Roofs-

1910.28(b)(13)

Work on low-slope roofs.

1910.28(b)(13)(i)

When work is performed less than 6 feet (1.6 m) from the roof edge, the employer must ensure each employee is protected from falling by a guardrail system, safety net system, travel restraint system, or personal fall arrest system.

1910.28(b)(13)(ii)

When work is performed at least 6 feet (1.6 m) but less than 15 feet (4.6 m) from the roof edge, the employer must ensure each employee is protected from falling by using a guardrail system, safety net system, travel restraint system, or personal fall arrest system. The employer may use a designated area when performing work that is both infrequent and temporary.

1910.28(b)(13)(iii)

When work is performed 15 feet (4.6 m) or more from the roof edge, the employer must:

1910.28(b)(13)(iii)(A)

Protect each employee from falling by a guardrail system, safety net system, travel restraint system, or personal fall arrest system or a designated area. The employer is not required to provide any fall protection, provided the work is both infrequent and temporary; and



1910.28(b)(13)(iii)(B)

Implement and enforce a work rule prohibiting employees from going within 15 feet (4.6 m) of the roof edge without using fall protection in accordance with paragraphs (b)(13)(i) and (ii) of this section.

Training Requirements-

1910.28(b)(14)(ii)(C)

The authorized employees are trained in accordance with § 1910.30.

1910.30(a)

Fall hazards.

1910.30(a)(1)

Before any employee is exposed to a fall hazard, the employer must provide training for each employee who uses personal fall protection systems or who is required to be trained as specified elsewhere in this subpart. Employers must ensure employees are trained in the requirements of this paragraph on or before May 17, 2017.

1910.30(a)(2)

The employer must ensure that each employee is trained by a qualified person.



1910.30(a)(3)

The employer must train each employee in at least the following topics:

1910.30(a)(3)(i)

The nature of the fall hazards in the work area and how to recognize them;

1910.30(a)(3)(ii)

The procedures to be followed to minimize those hazards;

1910.30(a)(3)(iii)

The correct procedures for installing, inspecting, operating, maintaining, and disassembling the personal fall protection systems that the employee uses; and

1910.30(a)(3)(iv)

The correct use of personal fall protection systems and equipment specified in paragraph (a)(1) of this section, including, but not limited to, proper hook-up, anchoring, and tie-off techniques, and methods of equipment inspection and storage, as specified by the manufacturer.

1910.30(b)

Equipment hazards.



1910.30(b)(1)

The employer must train each employee on or before May 17, 2017 in the proper care, inspection, storage, and use of equipment covered by this subpart before an employee uses the equipment.

1910.30(b)(2)

The employer must train each employee who uses a dockboard to properly place and secure it to prevent unintentional movement.

1910.30(b)(3)

The employer must train each employee who uses a rope descent system in proper rigging and use of the equipment in accordance with § 1910.27.

1910.30(b)(4)

The employer must train each employee who uses a designated area in the proper set-up and use of the area.

1910.30(c)

Retraining. The employer must retrain an employee when the employer has reason to believe the employee does not have the understanding and skill required by paragraphs (a) and (b) of this section. Situations requiring retraining include, but are not limited to, the following:



1910.30(c)(1)

When changes in the workplace render previous training obsolete or inadequate;

1910.30(c)(2)

When changes in the types of fall protection systems or equipment to be used render previous training obsolete or inadequate; or

1910.30(c)(3)

When inadequacies in an affected employee's knowledge or use of fall protection systems or equipment indicate that the employee no longer has the requisite understanding or skill necessary to use equipment or perform the job safely.

1910.30(d)

Training must be understandable. The employer must provide information and training to each employee in a manner that the employee understands.



Vehicle Safety

ViewRenew Professional Cleaning Services considers employee safety with the utmost importance and employees that qualify to drive company owned vehicles will have to meet the following criteria-

- Valid Driver's License
- Clean Driving Record

All drivers driving company vehicles will be trained on this policy and it will include-

- Defensive Driving
- Backing up
- Trailer Towing
- Safe Breaking Distances
- Poor Weather Conditions

Pre-Operation

All vehicles and trailers being towed by vehicle will be inspected prior to use. It is understood that the operator of any vehicle is the responsible for safe operation. Any vehicle that is determined to be unsafe should not be driven and management should be notified.



Operating Vehicles-

All company vehicles and equipment are to be operated in a safe manner giving attention to laws of the State and manufacturer's guidelines for weight capacity.

Accidents-

All accidents regardless of fault are to be reported to management and a full safety investigation will be implemented as it is defined in Company Safety Policy of this manual.



Electrical Hazards

ViewRenew Professional Cleaning Services takes the safety of employees with concerns electrocution very serious and requires employees to be trained to recognize electrical hazards as they pertain to the specific work criteria carried out on a day to day basis.

Aerial Lift Safety-

Identify power lines and potential interference points.
Determine from building owner voltage coming into building.
Set minimum Approach distances for equipment.

Pressure Washing-

Avoid spraying chemicals and water directly into electrical outlets.
Use GFI switches when applicable for any equipment that requires extension cords.

Ladder Usage-

Careful Ladder doesn't come in contact with overhead lines.
Use two people to carry ladders.
Maintain safe distance based on voltage.

Christmas Lights-

Make sure all cords have no exposed wire.
Ensure no ladder contact with wires when checking lights.



Roof Access-

Maintain Appropriate Distance from weathervanes.

Water Fed Poles-

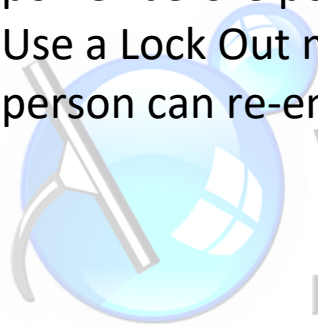
They will conduct electricity.

Maintain a safe approach distance based on voltage to the building.

Lock-Out/Tag-Out-

Whenever possible and for the safest operation de-energize power before performing work.

Use a Lock Out method and tag to ensure no unauthorized person can re-energize the source.



ViewRenew
Professional Cleaning Services



Fire Protection

ViewRenew Professional Cleaning Services operations primarily take place in a mobile environment, so each truck is equipped with a fire extinguisher that is applicable for the work that is being done. There are three potential class of fires that could present themselves. **1.) Class A 2.) Class B 3.) Class C.** OSHA 1910 General Industry Standard will be used as the document of authority.

Flammable Liquids-

All flammable liquids will be kept in approved containers and away from flames or enclosed areas that could cause combustion.

1910.157(c)

General requirements.

1910.157(c)(1)

The employer shall provide portable fire extinguishers and shall mount, locate and identify them so that they are readily accessible to employees without subjecting the employees to possible injury.



1910.157(c)(2)

Only approved portable fire extinguishers shall be used to meet the requirements of this section.

1910.157(c)(3)

The employer shall not provide or make available in the workplace portable fire extinguishers using carbon tetrachloride or chlorobromomethane extinguishing agents.

1910.157(c)(4)

The employer shall assure that portable fire extinguishers are maintained in a fully charged and operable condition and kept in their designated places at all times except during use.

1910.157(d)(1)

Portable fire extinguishers shall be provided for employee use and selected and distributed based on the classes of anticipated workplace fires and on the size and degree of hazard which would affect their use.

1910.155(c)(8)

"Class A fire" means a fire involving ordinary combustible materials such as paper, wood, cloth, and some rubber and plastic materials.

1910.155(c)(9)

"Class B fire" means a fire involving flammable or combustible liquids, flammable gases, greases and similar materials, and some rubber and plastic materials.



1910.155(c)(10)

"Class C fire" means a fire involving energized electrical equipment where safety to the employee requires the use of electrically nonconductive extinguishing media.

1910.155(c)(11)

"Class D fire" means a fire involving combustible metals such as magnesium, titanium, zirconium, sodium, lithium and potassium.

1910.157(e)

Inspection, maintenance and testing.

1910.157(e)(1)

The employer shall be responsible for the inspection, maintenance and testing of all portable fire extinguishers in the workplace.

1910.157(e)(2)

Portable extinguishers or hose used in lieu thereof under paragraph (d)(3) of this section shall be visually inspected monthly.



Chemical Safety

ViewRenew Professional Cleaning Services utilizes various chemicals in the day to day operations. These include but are not limited to soaps, surfactants, acids and bleach.

Safety Data Sheets- SDS Sheets are kept in a binder on each vehicle. In addition, the First Aid and the Personal Protective Equipment sections will be highlighted to ensure that each employee can find the areas quickly in case of an emergency and to locate what is equipment is necessary to prevent such.

Personal Protective Equipment- Employer shall furnish all PPE required to use chemicals assigned to employee as referenced by the SDS of the chemical being used.

First Aid- Each vehicle is equipped with a First Aid Box that also contains eye wash bottles in case a chemical comes in contact with an employee's eye. The First Aid kit is equipped to handle general first aid. If more severe first aid is required, 911 should be called.



Water Fed Pole Systems

ViewRenew Professional Cleaning Services uses water fed pole systems to clean exterior surfaces such as windows and other substrates.

Fall Hazards- While the water fed pole is designed to keep a person on the ground while cleaning the pole itself can be a hazard if a person was to lose control and it drop to the ground possibly striking another person or property such as cars.

Drop Zone- Careful consideration will be given to the area around the work area. Drop zones should be considered in every direction the pole could fall including backwards away from the building.

Repetitive Motion- Employees should trade off with each other periodically to avoid needless back strain and tension on the neck. Belay glasses may also be worn so that the employee is not looking up for long periods of time.

Pinch Hazards- Water Fed Poles because of design of clamps on the poles have pinch points. Though not severe, careful attention should be given to placement of hands when lowering and extending the pole and never allowing hand to be in between two clamps. Gloves should be worn to protect hands from minor pinches that may occur.



Electrocution- Some water fed systems utilize an electric pump to deliver water. Any system that utilizes a 110v pump either internal or external should have a GFI plug being utilized between the pump and the building. Never assume a GFI on the building to be working properly.

Carbon Fiber Poles **WILL** conduct electricity and contact has resulted in several deaths. All water fed work should be carefully monitored when overhead power lines exist. A safety monitor should be used to ensure a safe minimum approach distance.



Aerial Lift Safety

ViewRenew Professional Cleaning Services rents aerial lifts that being both scissor and boom lifts for high access work and recognizes this work poses serious safety concerns. OSHA 1926 Construction Standard will be the document of authority.

Training-

All operators of lifts will be trained by a third party in the use of the lift being operated with emphasis in the following-

- Can operate work platform safely.
- Is familiar with the operations manual.
- Can follow all warning and instructions on the work platform and control console.
- Is familiar with operational requirements of OSHA and ANSI.
- Is familiar with ground hazards and how to assess them.
- Is familiar with the fall protection requirements of each lift operated.
- Understands minimum approach distances as they pertain to electrical hazards.



Electrical Hazards-

Electrical hazards are extremely dangerous around lift operations as voltage can jump the lift surface and cause injury or even death to the operator. ViewRenew Professional Cleaning Services has established these minimum approach distance for all employees.

Voltage Range	Minimum Approach Distance
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0 to 50 KV	10FT
50 to 200 KV	15FT
200 to 350 KV	20FT
350 to 500 KV	25FT
500 to 750 KV	35FT
750 to 1000 KV	45FT

OSHA-

1926.453(b)(2)

Extensible and articulating boom platforms.

1926.453(b)(2)(i)

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

1926.453(b)(2)(ii)

Only authorized persons shall operate an aerial lift.



1926.453(b)(2)(iii)

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

1926.453(b)(2)(iv)

Employees shall always stand firmly on the floor of the basket, and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.

1926.453(b)(2)(v)

A body belt shall be worn and a lanyard attached to the boom or basket when working from an aerial lift.

Note to paragraph (b)(2)(v): As of January 1, 1998, subpart M of this part (1926.502(d)) provides that body belts are not acceptable as part of a personal fall arrest system. The use of a body belt in a tethering system or in a restraint system is acceptable and is regulated under 1926.502(e).

1926.453(b)(2)(vi)

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

1926.453(b)(2)(vii)

The brakes shall be set and when outriggers are used, they shall be positioned on pads or a solid surface. Wheel chocks shall be installed before using an aerial lift on an incline, provided they can be safely installed.



1926.453(b)(2)(viii)

An aerial lift truck shall not be moved when the boom is elevated in a working position with men in the basket, except for equipment which is specifically designed for this type of operation in accordance with the provisions of paragraphs (a)(1) and (2) of this section.

1926.453(b)(2)(ix)

Articulating boom and extensible boom platforms, primarily designed as personnel carriers, shall have both platform (upper) and lower controls. Upper controls shall be in or beside the platform within easy reach of the operator. Lower controls shall provide for overriding the upper controls. Controls shall be plainly marked as to their function. Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in case of emergency.

1926.453(b)(2)(x)

Climbers shall not be worn while performing work from an aerial lift.

1926.453(b)(2)(xi)

The insulated portion of an aerial lift shall not be altered in any manner that might reduce its insulating value.



Air Compressors

ViewRenew Professional Cleaning Services recognizes that air compressors can be a dangerous piece of equipment and proper training to all employees is needed to ensure a safe operation.

Training-

All employees are trained on the operations of such equipment from the operations manual.

All employees are taught how to read the gauges and how to set gauges to allow proper air flow.

OSHA-

1910.169(a)

General requirements –

1910.169(a)(1)

Application. This section applies to compressed air receivers, and other equipment used in providing and utilizing compressed air for performing operations such as cleaning, drilling, hoisting, and chipping. On the other hand, however, this section does not deal with the special problems created by using compressed air to convey materials nor the problems created when men work in compressed air as in tunnels and



caissons. This section is not intended to apply to compressed air machinery and equipment used on transportation vehicles such as steam railroad cars, electric railway cars, and automotive equipment.

1910.169(a)(2)

New and existing equipment.

1910.169(a)(2)(i)

All new air receivers installed after the effective date of these regulations shall be constructed in accordance with the 1968 edition of the A.S.M.E. Boiler and Pressure Vessel Code Section VIII, which is incorporated by reference as specified in Sec. 1910.6.

1910.169(a)(2)(ii)

All safety valves used shall be constructed, installed, and maintained in accordance with the A.S.M.E. Boiler and Pressure Vessel Code, Section VIII Edition 1968.

1910.169(b)

Installation and equipment requirements –

1910.169(b)(1)

Installation. Air receivers shall be so installed that all drains, handholes, and manholes therein are easily accessible. Under no circumstances shall an air receiver be buried underground or located in an inaccessible place.



1910.169(b)(2)

Drains and traps. A drain pipe and valve shall be installed at the lowest point of every air receiver to provide for the removal of accumulated oil and water. Adequate automatic traps may be installed in addition to drain valves. The drain valve on the air receiver shall be opened and the receiver completely drained frequently and at such intervals as to prevent the accumulation of excessive amounts of liquid in the receiver.

1910.169(b)(3)

Gauges and valves.

1910.169(b)(3)(i)

Every air receiver shall be equipped with an indicating pressure gauge (so located as to be readily visible) and with one or more spring-loaded safety valves. The total relieving capacity of such safety valves shall be such as to prevent pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent.

1910.169(b)(3)(ii)

No valve of any type shall be placed between the air receiver and its safety valve or valves.



1910.169(b)(3)(iii)

Safety appliances, such as safety valves, indicating devices and controlling devices, shall be constructed, located, and installed so that they cannot be readily rendered inoperative by any means, including the elements.

1910.169(b)(3)(iv)

All safety valves shall be tested frequently and at regular intervals to determine whether they are in good operating condition.



First Aid

Employee Sign Off Sheet

Employee has been shown where the First Aid kit is located on each service vehicle.

Employees have been trained on the proper use of all items contained in the first aid kit.

Employees have been trained when to dial 911.

Employee has been trained on basic first aid and when to administer.

Employee has been trained to identify the first aid section of a SDS sheet.

Employee can demonstrate the use of an eye wash station or bottle

Employee training received was understandable.

Employee

Date



Personal Protective Equipment

Employee Sign Off Sheet

It is the Employer responsibility to provide PPE as is designated by both the SDS of chemicals being used and also the hazards of a task.

The employee acknowledges that training has been provided by a qualified person.

The employee has been trained in the proper fit and use of a **Hard Hat**.

The employee has been trained when and why to use **Eye and Face Protection**.

The employee understands that **Hand Protection** must be worn when hands are exposed to hazards.

The employee understands that open toed shoes are prohibited such as sandals/flipflops.

The employee has been trained to identify **Noise Exposure** and how to protect themselves from potential hearing loss.

The employee has been trained on proper fitting and use of a **Respirator** and has been fit tested by reciting Rainbow Passage.

The training provided by employer was understandable.

Employee

Date



Ladder Safety

Employee Sign Off Sheet

The employee has been shown the proper set up and function of the ladders used.

The employee can demonstrate the proper set up angle of an extension or stack ladder.

The employee understands that they always face the ladder and that no tools are to be in hands while ascending or descending the ladder.

The employee understands that ladders should be secured at the top and 3' above the gutter line when transferring to a roof.

The employee only will use the ladder safely and has been taught how to minimize fall hazards when it comes to unstable top and unstable bottom.

Employee understands that step ladders must be open and the top step nor the cap of a ladder are to be used.

Employee will protect the ladder in high traffic areas with caution tape or cones.

The training provided by employer was understandable.

Employee

Date



Fall Protection

Employee Sign Off Sheet

It is the Employer responsibility to provide training with regards to fall protection in line with OSHA General Industry Standard 1910.

The employee acknowledges that training has been provided by a qualified person.

The employee has been trained in the nature of fall hazards and how to recognize them.

The employee has been trained in the correct procedures for inspecting, operating, anchoring and tie-off techniques as they pertain to a fall protection system.

The employee understands that a fall protection system is to be worn any time that there is a fall hazard that could create a potential fall to a lower level of 4 feet.

The training provided by employer was understandable.

Employee

Date



Vehicle Safety

Employee Sign Off Sheet

Employee understands and has been trained in the following topics-

Defensive Driving

Backing Up

Trailer Towing

Safe Breaking Distances

Poor Weather Conditions

Employee understands that all vehicles should be inspected prior to use and has been trained to do so.

Employee has been trained that all vehicle accidents will be reported to management regardless of fault or severity.

The training provided by employer was understandable.

Employee

Date



Electrical Safety

Employee Sign Off Sheet

Aerial Lift Safety-

Employee has been trained on minimum approach distances for equipment.

Pressure Washing-

Employee has been trained not to spray chemicals and water directly into electrical outlets.

Employee has been trained to utilize GFI switches when applicable for any equipment that requires extension cords.

Ladder Usage-

Employee understands that ladders could conduct electricity

Employee has been trained that two people carry ladders at waist level.

Employee has been trained to maintain safe distance based on voltage.



Electrical Safety

Employee Sign Off Sheet

Roof Access-

Employee has been trained to maintain appropriate distance from weathervanes.

Water Fed Poles-

Employee understands WFP's will conduct electricity.

Employee has been trained to maintain a safe approach distance based on voltage to the building.

Lock-Out/Tag-Out-

Employee understands whenever possible and for the safest operation de-energize power before performing work.

Employee has been trained to use a Lock Out method and tag to ensure no unauthorized person can re-energize the source.

Employee

Date



Fire Protection

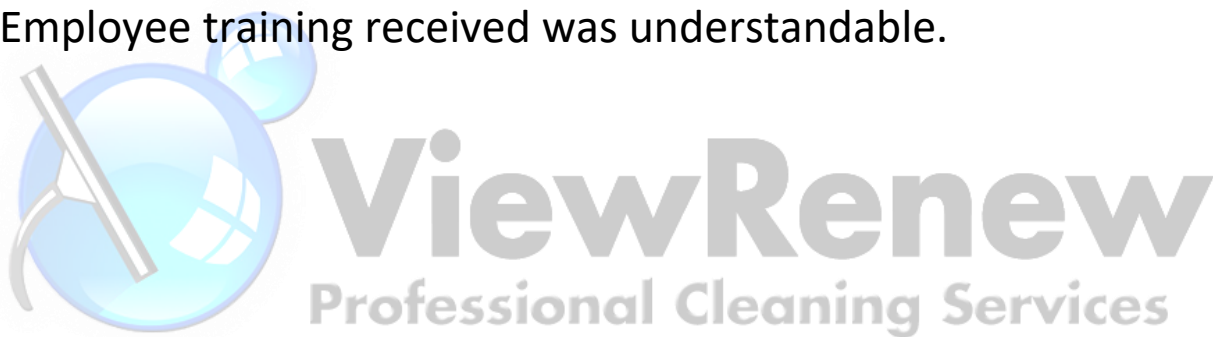
Employee Sign Off Sheet

Employee has been trained on the location of all fire extinguishers on the work trucks and work areas.

Employee has demonstrated that he/she understands how to pull the pin of the fire extinguisher and extinguish the fire.

Employee has been trained on the potential fires that may occur in the work place.

Employee training received was understandable.



Employee

Date



Chemical Safety

Employee Sign Off Sheet

Employee has been shown where the SDS logs are located on each service vehicle and how to locate both the First Aid and PPE sections of the SDS sheet.

Employees have been trained on the proper use of all chemicals used in operation including bleach, acid, soap etc.

Employee has been trained on the hazards of each of the chemicals above and how to properly use the mandated PPE when using such chemicals.

Employee can demonstrate the use of an eye wash station or bottle

Employee understands that they are never to mix chemicals together and that any larger portions poured into smaller containers must be labeled.

Employee training received was understandable.

Employee

Date



Water Fed Pole Safety

Employee Sign Off Sheet

Employee has been trained how to set up equipment and the nature of the hazards associated with water fed pole work.

Employee has been trained on the potential pinch points of a WFP and the possible back stains associated with this type work.

Employee has been trained to recognize electrical hazards and understands that WFP will conduct electricity.

Employee has been trained not to use WFP in inclement weather.

Employee understands that a dropped tool hazard exists and will utilize cones or other barriers to protect people from such a drop.

Employee understands that any electrical pumps must have a GFI somewhere between machine and the house.

Employee training received was understandable.

Employee

Date



Aerial Lifts

Employee Sign Off Sheet

The employee understands that no one is allowed to operate a lift without first being trained on its use by a third party.

The employee has been trained and fully understands the following-

- Operation of the work platform and ground controls

- Can locate the Owner's Manual

- Can follow all warning and instruction lights on the control panels

- Is familiar with ground hazards and how to assess them

Understand Minimum Approach Distances pertaining to electrical hazards

Employee understands that a harness with a 3-4' lanyard will be worn at all times

Employee understands that feet will remain on the floor of the basket at all times.

The training provided by employer was understandable.

Employee

Date





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