

# SAFETY MANUAL

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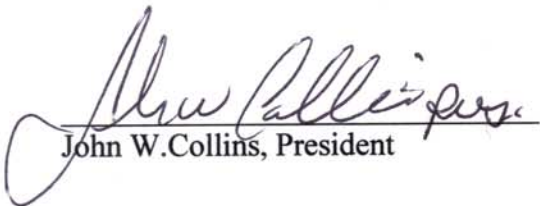
# U S T Environmental Services, Inc.

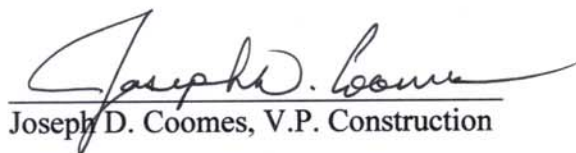
June 17, 2008

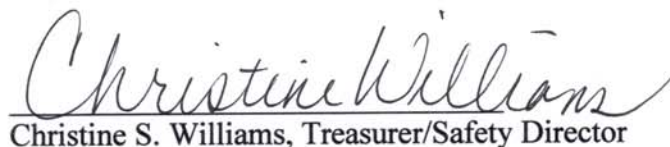
It is UST Environmental Services unequivocal belief that safety is to be the most important core value; no job or task is more important than worker health and safety. It is our mission to preserve and protect the safety and security of all persons, not just those who are employed by us, but **all persons** involved in our day to day activities whether in our facilities or on our job sites.

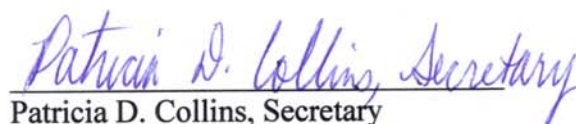
Everyone is obligated to know the safety standards for their area or job. Shortcuts in safety procedures by anyone will not be tolerated. Supervisors must instill a positive attitude and safety awareness in their workers through proper training, personal example and scheduled safety meetings. It is our goal to incorporate safety in the mindset of all our employees by developing and implementing a safety plan for all our project sites.

Providing a positive employee environment with open communication, employee involvement, participation and respect will help UST Environmental Services achieve high safety and health performance.

  
John W. Collins, President

  
Joseph D. Coomes, V.P. Construction

  
Christine S. Williams, Treasurer/Safety Director

  
Patricia D. Collins, Secretary

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# UST Environmental Services, Inc.

## **SAFETY AND HEALTH PROGRAM**

It is the policy and top priority of this company to provide an accident-free and comfortable work environment by eliminating recognized hazards for the workplace. Our health and safety program, and specific individual programs, have been developed to assure compliance with federal, state and local regulations with particular emphasis on the Occupational Health and Safety Rules and Regulations that apply to our operations.

In order to maintain the safety standards, it is necessary to actively pursue an accident prevention program through all levels of our company, from the president through all employees. Health and safety are functional responsibilities of each supervisor.

Every employee at UST Environmental Services is entitled to a safe and healthful workplace. All employees will follow safe and healthful work practices, obey safety and health rules and regulations, and work in a manner which maintains high safety and health standards. We will provide and maintain safe and healthful working conditions and we will establish and insist upon work methods and practices that promote a safe and healthful workplace at all times.

The management of UST Environmental Services is committed to the company's safety policy and to provide direction and motivation by:

- Appointing Christine Williams as our Safety Director.
- Establishing company safety goals and objectives.
- Developing and implementing a written Safety and Health program.
- Ensuring total commitment to the Safety and Health program.
- Facilitating employee's safety training.
- Establishing responsibilities for management and employees to follow.
- Ensuring that management and employees are held accountable for performance of their safety responsibilities.
- Establishing and enforcing disciplinary procedures for employees.
- Reviewing the Safety and Health program annually, and revising or updating as needed.

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## **SAFETY COMMITTEE and SAFETY MEETINGS**

The committee shall consist of representatives from management and non-management employees with Christine Williams as the chairman. The committee is a forum, created for the purpose of fostering safety and health through communication.

The responsibility of the Safety Committee Members will include:

- Discussing safety policies and procedures with management and making recommendations for improvements.
- Reviewing accident investigation reports on all accidents and “near misses”.
- Identifying unsafe conditions and work practices and making recommendations for corrections.

All employees of UST Environmental Services shall attend and participate in the weekly safety meetings. The weekly safety meeting shall be conducted by Christine Williams. Problems that have arisen or that are anticipated shall be discussed along with any other safety and health topics. The meetings shall be kept a valuable educational experience by:

- Keeping the meetings to a time limit.
- Starting and stopping on time.
- Using illustrated material and demonstrations to make the point.
- Discussing each topic thoroughly, providing handouts if possible.
- Reviewing and evaluating accidents, injuries, property losses and “near misses” for trends and similar causes to initiate corrective actions.

All safety meetings must be documented using the form in Appendix A.



## ASSIGNMENT OF RESPONSIBILITY

### SAFETY DIRECTOR

UST Environmental Services has designated Christine Williams as our Safety Director. She can be reached at (863) 688-0640.

It shall be the duty of the Safety Director to assist the Supervisor/Foreman and all other levels of management in the initiation, education and execution of an effective safety program including the following:

- Introducing the safety program to new employees.
- Follow up on recommendations, suggestions, etc., made at weekly safety meetings. All topics of safety concerns must be documented.
- Assisting the personnel in the execution of standard policies.
- Conducting safety inspections on a periodic basis.
- Addressing all hazards or potential hazards as needed.
- Preparing monthly accident reports and investigations.
- Maintaining first aid supplies and other safety equipment to insure their immediate availability.
- Becoming familiar with OSHA regulations and perform record keeping in accordance with OSHA rules and regulations.
- Defining the responsibilities for safety and health of all subordinates and holding each person accountable for their results through formal appraisal system and where necessary disciplinary procedures.
- Emphasizing to employees that accidents create unnecessary personal and financial losses.

### SUPERVISOR/FORMAN

The Supervisors and/or Foreman will establish an operating atmosphere that insures that safety and health is managed in the same manner and with the same emphasis as production, cost and quality control.

- Become thoroughly familiar with OSHA regulations and local and state safety codes.
- Regularly emphasizing that accident and health hazard exposure prevention are not only moral responsibilities but also a condition of employment.
- Identifying operational oversights that could contribute to accidents which often result in injuries and property damage.

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- Participating in safety and health related activities, including routinely attending safety meetings, review of the facility and correcting employee behavior that could result in accident or injury.
- Review the safety policies and hazards of all new hired employees in relation their work site.
- Making sure, that if necessary, a well trained person is present to oversee and instruct employees.
- Never short-cut safety for expediency nor allow others to do so.
- Enforcing safety rules consistently and following company's discipline and enforcement procedures.
- Conducting daily job-site safety inspection and correcting noted safety violations.
- Ensuring that the form Emergency Response Plan included in Appendix B is filled out for each work site and all employees are aware of its location.

## EMPLOYEES

It is the duty of each and every employee to know the safety rules and conduct his work/her work in compliance with these rules. Disregard of the safety and health rules shall be grounds for disciplinary action up to and including termination. It is also the duty of each employee to make full use of the safeguards provided for their protection. Every employee will receive an orientation when hired and receive a copy of the Company Safety and Health Program. Employee responsibilities include the following:

- Reading, understanding and following the safety and health rules and procedures.
- Signing the Policies and Procedures Acknowledgement included in Appendix C.
- Wearing Personal Protective Equipment at all times when working in areas where there is a possible danger of injury.
- Wearing suitable work clothes as determined by the company.
- Performing all tasks safely as directed by their supervisor/foreman.
- Reporting ALL injuries no matter how slight to their supervisor/foreman immediately or as time allows. Get medical attention first if necessary.
- Knowing the location of first aid , fire extinguishers and other safety devices.
- Attending all safety and health meetings.
- Not performing potentially hazardous tasks or using any hazardous material until properly trained and following all safety procedures when performing those tasks.
- Seek proper procedures when unsure of the safety of any operation.



## SUBCONTRACTORS

UST Environmental Services construction's team approach and commitment to safety and accountability also includes our team of subcontractors. All construction projects will operate in compliance with OSHA standards as well as UST Environmental Services work and safety rules. All subcontractors are required to supply UST Environmental Services with current insurance certificates and will receive a Subcontractor Safety Agreement included in Appendix D.

## SUPPLIERS AND VISITORS

UST Environmental Services believes that safety is everyone's responsibility therefore it is required that all persons involved on construction sites shall abide by applicable OSHA standards as well as UST Environmental Services work and safety rules.

- Inform construction site foreman before entering a construction site for proper personal protection equipment and instructions.

## DISCIPLINE/ENFORCEMENT

UST Environmental Services seeks to establish and maintain standards of employee conduct and supervisory practices which will support and promote safe and effective business operations. These supervisory practices include administering corrective action when employee safety performance or conduct jeopardizes this goal. This policy sets forth general guidelines for a corrective action process aimed to document and correct undesirable employee behavior. Major elements of this policy include:

- Constructive criticism/instruction by the employee's supervisor/foreman to educate and inform employees of appropriate safety performance and behavior.
- Correcting employee's negative behavior to the extent required.
- Informing the employee that continued violation of company safety policies may result in termination.
- Written documentation of disciplinary warnings and corrective action taken.

Depending on the facts and circumstances involved with each situation, the company may choose any corrective action including immediate termination. However, in most circumstances the following steps will be followed:

1. **VERBAL WARNING** informally documented by supervisor/foreman or safety director for minor infractions of company safety rules. Supervisory/foreman or safety coordinator must inform the employee what safety rule or policy was violated and how to correct the problem.
2. **WRITTEN WARNING** documented in employee's file. Repeated minor infractions or a more substantial safety infraction requires issuance of a written warning. Every attempt should be made to re-educate the employee on the desired performance. The employee should acknowledge the warning by signing the document before it is placed in their personnel file.
3. **SUSPENSION** for three (3) working days. If employee fails to appropriately respond or management determines the infraction is sufficiently serious.
4. **TERMINATION** for repeated or serious safety infractions.

## **SAFETY AND HEALTH TRAINING**

Training is an essential component of an effective safety and health program addressing the responsibilities of both management and employees. Safety and health training programs include determining the training needs, involving our employees in the program design and implementing the training. Our training should be designed for the type of work and potential hazards employees may be exposed to.

All of our employees at UST Environmental Services will be thoroughly trained to perform their jobs safely and productively. Our employees training will be documented and reviewed as necessary to ensure consistent safe and healthful work practices.

### **TRAINING SHALL BE CONDUCTED**

- For new and current employees.
- When required by specific standard, equipment or procedure.
- When new methods are developed or changed.
- When an employee's responsibility or designated job duties change.
- When an unsafe or unhealthy event takes place.
- When new hazards are identified.

### **TRAINING RECORDS**

- All training records are kept in the safety and health training files located at 407 E. Bridgers Avenue, Auburndale, Florida, 33823. The records will be maintained by Christine Williams, Safety Director.

### **NEW EMPLOYEE TRAINING**

- New employee training programs will be provided for all new employees and will be specific for the duties performed. New employee training will be conducted before the employee operates equipment or machinery or is exposed to hazards.
- Besides the standard training, employees will also be trained in the recognition of hazards, examples of training to be conducted:
  - Hazard Communication
  - Confined Space Entry
  - Lockout/Tagout
  - Personal Protective Equipment

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- HAZWOPER
- Respiratory Protection
- Hearing Protection
- Powered Industrial Trucks
- First Aid/CPR
- Bloodborne Infectious Diseases



## **HAZARD PREVENTION AND CONTROL**

UST Environmental Services management will develop systems to prevent and control hazards. Our written programs will be implemented to assure guards, housekeeping and personal protective equipment are provided and being used.

Our employees play a vital role in identifying, controlling and reporting hazards that may occur or already exist in the workplace. Employee reports of potential hazards can be an effective tool to trigger a closer look at a piece of equipment, operation, or how work is being performed. Report of potential hazards can also provide suggestions to eliminate a hazard.

UST environmental Services has implemented a procedure for conducting inspections of workplaces/jobsites for compliance with health and safety rules. Formal safety and health inspections will be conducted under the following timelines:

OSHA Worker's Safety: May conduct on-site inspections when requested.

Health and Safety Director: Monthly of all buildings on property.

Managers/Supervisors: Monthly of his/her area.

Construction Site Foreman: Weekly

## **HEALTH AND SAFETY RULES**

All UST Environmental Services employees must follow all health and safety rules. Failure to do so will result in disciplinary action being taken. There is zero tolerance for non-compliance.

### **General Workplace Safety Rules**

- Report unsafe conditions to your immediate supervisor.
- Promptly report all accidents/injuries/incidents to your immediate supervisor.
- Use eye, face and head protection where there is danger of flying objects or particles or from hazardous chemical splashes.
- Wear appropriate work clothing, such as gloves, and work boots.
- Operate machines or other equipment only when all guards and safety devices are in place and in proper operating condition.
- Keep all equipment in safe working condition. Never use defective tools or equipment. Report any defective tools or equipment to your immediate supervisor.
- Properly care for and be responsible for all personal protective equipment. Wear or use any such personal protective equipment when required.
- Lockout/Tagout or disconnect power on any equipment or machines before any maintenance, and adjustments are made.
- Do not leave materials in isles, walkways, work areas or other points of egress.
- Practice good housekeeping at all times.
- Training on equipment is required prior to unsupervised operation.
- Strict compliance with all governmental regulations/rules and all company safety rules in the following sections is required.
- No employee is expected to undertake a job until that person has received adequate training.

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- All employees shall be trained on every potential hazard that they could be exposed to and how to protect themselves.
- No employee is required to work under condition which are unsanitary, dangerous or hazardous to their health.
- Only trained personnel are permitted to operate machinery or equipment.
- Manufacturer's specifications / limitations / instructions shall be followed.
- Particular attention should be given to new employees and to employees moving to new positions or on non-routine duties.
- Emergency numbers shall be posted and reviewed with employees.
- All injuries must be reported immediately to supervisors/site foreman.
- Precautions are necessary to prevent sunburn and to protect against burns from hot materials.
- Never move an injured person unless it is absolutely necessary. Further injury may result. Keep the injured as comfortable as possible and utilize job site first-aid equipment until help arrives.
- Lift correctly – with legs not the back. If the load is too heavy ask for help.
- Use of illegal drugs or alcohol or being under the influence of the same on the project shall be cause for termination. Inform your supervisor/job foreman if taking prescription drugs that warn against driving or using machinery.
- Nobody but operator shall be allowed to ride on equipment unless proper seating is provided.
- Proper access to jobsites are required. Do not enter an area that is barricaded.

## **Housekeeping**

- Proper housekeeping is the foundation for a work environment. It helps to prevent accidents and fires as well as creating a professional appearance in the work area.

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- All work areas, floors, aisles and stairways will be kept clean, orderly and free of tripping and slipping hazards. Oils, greases and other liquids will be immediately cleaned up if spilled.
- Combustible scrap, debris and garbage shall be removed from the work area at frequent and regular intervals, as projects progress.
- Stairways, walkways, exit doors in front of electrical panels or access to fire fighting equipment will be kept clear of storage, materials, supplies, trash and other debris at all times.

## **Fire Prevention**

- All portables fire extinguishers will be conspicuously located, accessible and maintained in operating condition. Portable fire extinguishers will receive an annual service check and a monthly visual inspection. These will be documented on the tag on the extinguisher or other forms used to conduct monthly/weekly site inspections.
- All employees must know the location of the fire fighting equipment in the work area and have knowledge of its use and application.
- Exits will be marked as such by a readily visible sign. Other doors likely to be mistaken for an exit will be marked as to their character.
- Only approved safety cans shall be used for handling or storing flammable liquids in quantities greater than one gallon. For less than one gallon only the original container or safety can will be used.
- When heat producing equipment is being used the work area must be kept clear of all fire hazards and all sources of potential fires will be eliminated.
- Fire extinguishers will be available at all times when utilizing heat producing equipment.

## **Industrial Hygiene and Occupational Health**

- When no medical facility is reasonably accessible to the workplace a person who has a valid certificate of first aid training and first aid supplies will be available at the workplace/jobsite to render first aid.

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- Employees exposed to noise levels above the permissible noise level will be included into the hearing conservation program. Hazardous noise areas will be posted and hearing protection worn in those areas as required.
- Employees exposed to harmful gases, fumes, dust and similar airborne hazards will be furnished protection through proper ventilation or personal respiratory equipment.
- Any demolition, renovation or self help work will be assessed for lead exposure, particularly if drywall or any painted surface or abrasive blasting/grinding is involved and asbestos exposure.

## **Personal Protective and Related Equipment**

- Personal protective equipment must be worn as required for each job in all operations where there is an exposure to hazardous conditions. This exposure is determined by a personal protective equipment hazard assessment of the workplace by the supervisor/job foreman. Equipment selection and wearing requirements are determined from this assessment.
- Safety glasses, goggles or face shields will be worn in those areas where there is a reasonable probability of injury to the eye from flying particles, molten metal, chemicals/acids/caustics or light radiation or other eye hazards.
- Head protection, hard hats, will be worn for protection from falling objects or work near energized electrical contact.
- Foot protection will be worn where there is a danger to the foot from falling/rolling objects, objects piercing the sole or electrical hazards.
- Hand protection is required when hands are exposed to severe cuts/abrasions, chemical/thermal burns or chemical absorption.
- Appropriate gloves, aprons, goggles and boots will be used when necessary for protection against acids and other chemicals which could injure employees.
- Respiratory equipment in many cases is needed for protection against toxic and hazardous fumes/dusts. Supervisors/site foreman must verify which equipment meets the needs for breathing safety. Only OSHA approved equipment will be used.
- The use of safety harnesses and lanyards are required when working more than ten feet above the floor or ground level and there are no guardrails or other form

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of fall protection, and on certain suspended scaffolds. Each employee will be on a separate safety line and this line will be adjusted so that the employee cannot fall more than six feet.

## **Lockout/Tagout Program**

- Before any work or maintenance is performed on any machine, equipment, tool or electrical system, they will be made totally safe before work starts by removing any source of energy or power to them, such as electrical, air/hydraulic pressure, spring/stored energy or thermal.
- The Lockout/Tagout Program provides for a safe method of working on, near, or in machinery or equipment that can cause serious injury. This program will be used by all employees to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury

## **Electrical**

- Live electrical parts shall be guarded against accidental contact by cabinets, enclosures, location, or guarding. Open circuit breaker openings or knock out holes, broken receptacles/switches, missing covering plates, etc., will be reported to supervisors for repair or replacement.
- Working and clear space around electric equipment and distribution boxes will be kept clear and assessable.
- Circuit breakers, switch boxes will be legibly marked to indicate its purpose.
- Use only extension cords of the three-prong type. Use ground fault circuit interrupters at all times and when using tools in wet atmosphere or with any temporary power supply. Check the electrical grounding system daily.
- Electric cords and their strain relief devices will be in good condition, with no splices.
- Electric wiring/cords entering/exiting any panel/control/junction box will be secured with clamps or other appropriate strain relief device.
- All lamps used for general illumination will have the bulbs protected by guards

## **Guarding**

- All flywheels, shafting, pulleys, belts, gears, sprockets, chains, and fan blades will be guarded/enclosed when located below seven feet above the floor or work platform.
- Guards installed on machinery and equipment such as air compressors, conveyors, drill presses, etc., will not be removed when operating. Guards removed for servicing or other work on the machine or equipment will be immediately replaced upon completion of the work. During this maintenance time these devices will be disconnected, lock out the source of power and tag it out.
- Equipment such as power saws, radial arm saws, or table saws nor portable abrasive grinders will not be operated unless all required guards are in place. Featherboards and pushboards will be used when necessary.

## **Compressed Air**

- Compressed air will not be used for cleaning purposes except when pressure is reduced to less than 30 psi by regulating or use of a safety nozzle and then only with effective chip guarding and proper personal protective equipment.
- Air compressor receivers will be drained frequently to prevent buildup of water in the tank.
- Exceptions to the 30 psi are allowed only for concrete form and similar cleaning.
- Do not use a compressor to blow dust or dirt from your clothes, hair or hands.

## **Compressed Gas Cylinders**

- All gas cylinders shall have their contents clearly marked on the outside of each cylinder
- Cylinders must be transported, stored and secured in an upright position. They will never be left laying on the ground or floor, nor used as rollers or supports.
- Cylinder valves must be protected with caps and closed when not in use.
- Oxygen cylinders and fittings will be kept away from oil or grease. Oxygen cylinders will be stored at least 20 feet from any fuel gas cylinder or separated by a fire barrier at least five feet high.

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- When cylinders are hoisted they will be secured in a cradle, sling-board or pallet. Valve protection caps will not be used for lifting cylinders from one vertical level to another.

## **Ladders**

- Ladders will be inspected frequently to identify any unsafe conditions. Those ladders which have developed defects will be removed from service and repaired or replaced. They will be tagged out.
- Portable ladders will be placed as to prevent slipping or if used on other than stable, level and dry surfaces will be tied off or held. A simple rule for setting up a ladder at the proper angle is to place the base from the vertical wall equal to one fourth the working length of the ladder.
- Portable ladders will extend at least three feet above the upper level to which the ladder is used to gain access.
- The top of the stepladder will not be used as a step.
- Only one person will be on a ladder at a time.

## **Flammable And Combustible Liquids.**

- Only approved safety cans, original containers or portable tanks will be used to store flammable or combustible liquids.
- Above ground storage tanks will be separated from each other by a minimum of three feet or 1/6 the sum of their diameters. Dikes or drainage to prevent accidental discharge from reaching adjoining property or waterways will be provided.
- No more than 25 gallons of Class IA and 120 gallons of Class IB, IC, II or III liquids may be stored outside a storage cabinet or an inside storage room.
- A fire extinguisher shall be located no closer than 20 feet.

## **Cranes/Hoists**

- All cranes/hoists will be inspected prior to each use/during use to make sure it is in safe operating condition.

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- A monthly inspection of hooks, running ropes and hoist chains will be made and a certification record to include date, inspector signature and hook/rope/chain identifier will be maintained.
- Inspections of frequent and periodic intervals depending on severity of use will be made of all cranes.
- The rated load of the crane/hoist will be plainly marked on each side of the crane. If the crane has more than one hoisting unit each rating will be marked on the unit or its load block.
- Loads will never be swung over the heads of workers in the area.
- Tag lines must be used to control loads and keeps workers away.
- Loads, booms and rigging will be at least 10 feet of energized electrical lines rated 50 KV or lower unless the lines are de-energized. For lines rated greater than 50 KV follow Safety Rules and Regulations, 1910.180(j).
- Job or shop hooks or other makeshift fasteners using bolts, wire etc., will not be used.
- All slings will be inspected each day before use. Damaged or defective slings will be immediately removed from service. In addition, alloy chain slings will receive a thorough inspection periodically.
- Alloy steel chain slings, metal mesh slings and synthetic web slings will have permanently affixed identification, markings or coding to show rated capacities.
- If you must work around cranes make sure the operator can see you. Barricades are required for cranes.

## **Welding and Brazing**

- Combustible material will be cleared for a radius of 35 feet from the area around cutting or welding operations. If the combustible material cannot be cleared or the work cannot be moved, then the welding/cutting will not be done.
- Welding helmets and goggles will be worn for eye protection and to prevent flash burns. Eye protection will be worn to guard against slag while shipping, grinding and dressing of welds.

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- Welding screens will be used and in proper position to protect nearby workers from welding rays.
- Cables, leads, hoses and connections will be placed so that there are no fire or tripping hazards. Cables will not be wrapped around the welder's body.
- Oxygen cylinders will be stored at least 20 feet from fuel gas cylinders or separated by a noncombustible fire wall with a one-half hour rating at least five feet high.
- Valve protection caps will be in place on cylinders not in use.
- Ventilation is a prerequisite for welding in any confined spaces.

## **Tools**

- Hand tools with broken/cracked handles, mushroomed heads or other defects will not be used. Files will have handles installed.
- Take special precautions when using power tools. Defective tools will be removed from service.
- Power tools will be turned off and motion stopped before setting tool down.
- Tools will be disconnected from power source before changing drills, blades or bits, or attempting repair or adjustment. Never leave a running tool unattended.
- Power saws, table saws and radial saws will have operational blade guards installed and used. Anti-kickback teeth and spreaders will be used when ripping.
- Portable abrasive side-winder grinders will have guards installed covering the upper and back portions of the abrasive wheel. Wheel speed rating will never be less than the grinder RPM speed.
- Pedestal grinders will be permanently mounted, tool rests installed and adjusted to within 1/8 inch of the wheel, tongue guards installed and adjusted to within 1/4 inch of the wheel and side spindle/nut guards installed.
- All employee furnished tools of any nature must meet all OSHA's Safety and ANSI requirements.

## **Safety Railings and Other Fall Protection**

- All open sided floors and platforms four feet or more above adjacent floor/ground level will be guarded by a standard railing. Top and mid rail, toeboard if required.
- All stairways of four or more risers will be guarded by a handrail or guardrail system on the open side. Handrails or guardrail systems will be provided on both sides if the stairs are more than 44 inches wide.
- When a hole or floor opening is created during a work activity a cover or a barricade must be install immediately.
- Safety harnesses, belts, lanyards, lines and lifelines may be used in lieu of other fall protection systems to provide the required fall protection.
- Adjustment of lanyards must provide for not more than a six foot fall and all tie off points must be a least waist high.

## **Scaffolds**

- All scaffolding shall be erected in accordance with the CFR 1926.451 subpart L. Standard guardrails for fall protection and ladders for safe access shall be used.
- Scaffold platforms more than ten feet above the ground, floor or lower level will have standard guardrails, consisting of top rail, midrail and toeboard installed on all open sides and ends of platforms.
- Planking will be laid tight, overlapping at least 12 inches and extending over end supports 6 to 12 inches.
- Mobile scaffolds will be erected no more than a maximum height of four times their minimum base dimension.
- Scaffolds will not be overloaded beyond their design loadings.

## **Forklifts**

- Only authorized and trained employees will operate forklifts and other industrial trucks.
- Safe speeds, load handling, turning and other driving practices will be followed at all times.

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- Operators will ensure loads are stable and/or secure before moving.
- Employees will not operate any forklift that is in need of repairs, defective or unsafe. Such forklifts will be removed from service for repair.

## **Aerial Lifts**

- Only trained employees will operate aerial lifts.
- A body belt or harness will be worn and a lanyard attached to the boom or basket when working from an aerial lift.
- Employees will stand firmly on the basket floor and not sit/stand/climb on the edge of the basket. Planks, ladders or other devices will not be used for additional elevation.
- Aerial lift trucks will not be moved with workers in an elevated basket.
- Lift controls will be tested each day prior to use.

## **Excavations and Trenches**

- Any excavation or trench five feet or more in depth or less than five feet and showing potential of cave in will be provided cave in protection through shoring, sloping, benching or the use of trench shields. Specific requirements of each system are dependent upon the soil classification as determined by a competent person.
- A competent person will inspect each excavation/trench daily prior to start of work, after every rainstorm or other hazard increasing occurrence and as needed throughout the shift.
- Means of egress will be provided in trenches four feet or more in depth so as to require no more than 25 feet of lateral travel for each employee in the trench.
- Soil piles and other equipment will be kept at least two feet from the edge of the trench or excavation.
- Each employee in an excavation/trench shall be protected from cave-ins by an adequate protective system.

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## **Storage**

- All materials stored in tiers shall be stacked, racked, blocked, interlocked or otherwise secured to prevent sliding, falling or collapse.

## **Horseplay**

- Keep your mind on your work at all times. No horseplay will be tolerated. Do not distract the attention of fellow workers. Do not engage in any act which would endanger another person.

## **Confined Space Entry**

- Never enter a manhole, well, shaft, tunnel or other confined space which could possibly have a nonrespirable atmosphere because of lack of oxygen or presence of toxic or flammable gas, or has a possibility of engulfment by solids or liquids. Make certain a qualified person tests the confined area with an appropriate detector before entry, that the necessary safety equipment is worn. Standby person may be required to be stationed at the entrance.

## **Hazard Communication**

Protection under OSHA's Hazard Communication Standard (HCS) includes all workers exposed to hazardous chemicals in all industrial sectors. This standard is based on a simple concept - that employees have both a need and a right to know the hazards and the identities of the chemicals they are exposed to when working. They also need to know what protective measures are available to prevent adverse effects from occurring.

- A copy of the company's program will be made available to all employee's, and subcontractor's upon request.
- Each sub-contractor shall be responsible for developing, implementing and maintaining a written hazard communications program for their companies and be available upon request.

## **Equipment**

- All equipment left unattended at night, adjacent to a highway in normal use, or adjacent to construction areas where work is in progress, shall have appropriate lights or reflectors or barricades equipped with appropriate lights or reflectors to identify the location of the equipment

**Flagging**

- Only employees trained in proper flagging techniques will be allowed to flag traffic.
- Flaggers shall wear orange or red vests, when working during nights these vests shall have reflectors around the entire vests.

**APPENDICIES**





**EMERGENCY RESPONSE PLAN**

**THIS MUST BE FILLED OUT BEFORE WORK BEGINS FOR EACH JOB SITE**

CITY/LOCATION: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

FOREMAN PHONE CONTACT: \_\_\_\_\_

FIRST AID KITS ARE LOCATED: \_\_\_\_\_

**EMERGENCY PHONE CONTACT NUMBERS**

LOCAL FIRE DEPT/EMS \_\_\_\_\_

NEAREST HEALTH CARE FACILITY AND ADDRESS;

\_\_\_\_\_  
\_\_\_\_\_



**POLICIES AND PROCEDURES ACKNOWLEDGMENTS**

I have read and understand the attached company policies and procedures and agree to abide by them. I have also had the duties of the position which I have accepted explained to me and I understand the requirements of the position. I understand that any violation of the above policies is reason for disciplinary action up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



## **SUBCONTRACTORS SAFETY AGREEMENT**

Safety is everyone's responsibility. All subcontractors shall take reasonable safety precautions with respect to the performance of this contract, shall comply with safety measures initiated by UST Environmental Services, Inc., and shall comply with all OSHA regulations, all applicable laws, ordinances, rules, regulations and orders of public authorities for the safety of persons and property.

This agreement has been drafted to help prevent accidents and personal injuries. It is not intended to be all inclusive, but rather a guide for the subcontractor. It is the responsibility of the subcontractors' management personnel to enforce these and all other work and safety rules of UST Environmental Services, Inc.

- All materials supplied to or work performed on construction sites shall comply fully with the applicable provisions of federal and applicable state occupational safety and health acts, standards and regulations covering Lockout/Tagout, Hazard Communications, Confined Spaces, Hazardous Materials, Flammables and Combustibles and other applicable provisions, acts, standards and/or regulations. The subcontractor hereby certifies that all such materials and work performed will conform to and comply with such standards and regulations.
- All subcontractors employees must wear required personal protective equipment while on construction sites.
- Construction sites shall remain free of alcohol or drug use.
- Construction sites must be kept clean, orderly and safe. The subcontractor shall remove combustible materials and other debris from the property or store in a designated location at the end of each day.
- The subcontractor shall provide UST Environmental Services, Inc., with copies of Material Safety Data Sheets for any products used on site.
- All safety violations, hazards, near misses and injuries shall be reported to UST Environmental Services, construction site foreman immediately. All

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Auburndale, FL 33823  
863-688-0640  
Fax 863-582-9300



accidents shall be investigated within 24 hours with a written report supplied to UST Environmental Services.

- Subcontractors' employees must have a First-Aid kit and immediate access to a medical facility for use in an emergency. An effective emergency communication plan is the responsibility of the subcontractors.
- Subcontractors shall conduct their own safety meetings as required by law.
- Subcontractors shall be dressed in appropriate clothing when entering construction sites, including long pants, hard soled steel toed work boots, safety glasses and hardhats. Sleeveless shirts and open toed or tennis shoes will not be allowed.
- Equipment being operated on construction sites must be operated safely at all times and stored in authorized places as directed by site foreman.
- UST Environmental Services reserves the right to inspect all equipment used by the subcontractor and to prohibit the use of any equipment judged to be unsafe.
- UST Environmental Services reserves the right to stop any job being performed in a manner deemed unsafe by the site foreman.
- Proof of satisfactory insurance coverage – including liability insurance, workers' compensation insurance – must be furnished by the subcontractor and accepted by UST Environmental Services before work can be started.



**SUBCONTRACTOR SAFETY AGREEMENT ACKNOWLEDGEMENT**

The **SAFETY AGREEMENT** has been read and its conditions are hereby accepted by the undersigned on behalf of the subcontractor and its employees and agents.

The undersigned assumes full responsibility to inform its employees and agents about this **SAFETY AGREEMENT**, and agrees that it will conform and will have all employees and agents conform with this **SAFETY AGREEMENT** at all times while on the premises controlled by UST Environmental Services, Inc. It is further understood that any person not conforming with the **SAFETY AGREEMENT** shall not be permitted to perform services on such premises.

It is further understood by the undersigned that compliance with this **SAFETY AGREEMENT** is a continuing requirement and that in consideration of the undersigned accepting any contract to be performed on UST Environmental Services, Inc., controlled premises, the acceptance of and compliance with these conditions shall be automatically continued from job to job and year to year unless written notice revoking such acceptance is given by the undersigned to UST Environmental Services, Inc., to which this **SAFETY AGREEMENT** was originally submitted.

Subcontractor's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

UST Environmental Services, Inc. Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **POWER LOCKOUT/TAGOUT PROCEDURE**

### **PURPOSE**

The purpose of this procedure is to assure that employees are protected from unintended machine motion or unintended release of energy which could cause injury.

### **MANAGEMENT RESPONSIBILITIES**

Each supervisor shall train new employees and periodically instruct all of their employees regarding provisions and requirements of this lockout procedure.

Each supervisor shall effectively enforce compliance of this lockout procedure including the use of corrective disciplinary action where necessary.

Each supervisor shall assure that the locks and devices required for compliance with the lockout procedure are provided to their employees.

Prior to setting up, adjusting, repairing, servicing, installing or performing maintenance work on equipment, machinery, tools or processes the supervisor shall determine and instruct the employees of the steps to be taken to assure they are not exposed to injury due to unintended machine motion or release of energy.

### **EMPLOYEES RESPONSIBILITY**

Employees shall comply with the lockout procedure.

Employees shall consult with their supervisor or other appropriate knowledgeable management personnel whenever there are any questions regarding their protection.

Employees shall obtain and care for the locks and other devices to comply with the lockout procedure.

### **GENERAL**

The power source of any equipment, machine, tool or process to be set-up, adjusted, repaired, serviced, installed or where maintenance work is to be performed and unintended motion or release of energy could cause personal injury such a power source shall be locked out by each employee doing the work. Sources of energy, such as springs, air, hydraulic and steam shall be evaluated in advance to determine whether to retain or relieve the pressure prior to starting the work.



Safety locks are for the personal protection of the employees and are only to be used for locking out equipment.

Safety locks, adapters and “Danger Tags” can be obtained from a supervisor.

Equipment locks and adapter can be obtained form a supervisor. The sole purpose of the “Equipment” lock and adaptor is to protect the equipment during periods of time when work has been suspended or interrupted. The locks are not to be used as a substitute for the employee’s personal safety lock.

Personal locks shall contain a tag with the employees name on it.

One key for every lock issued shall be retained by the employee to whom it was issued and the only other key to the lock shall be retained by the supervisor.

Employees shall request assistance from their supervisor if they are unsure of where or how to lockout equipment.

Any questions concerning the lockout procedure should be directed to the employee’s supervisor.

## **LOCKING OUT AND ISOLATING THE POWER SOURCE**

Equipment, machines or processing main disconnect switches shall be turned off and locked in the off position only after the electrical power is shut off at the point of operator control. Failure to follow this procedure may cause arching and possibly an explosion.

Equipment/tools connected to over a 110 volt source of power by a plug-in cord shall have a locking device applied to the plug attached to the cord leading to the machine to be considered locked out.

Equipment/tools connected to a 110 volt source of power by a plug in cord shall be considered locked out if the plug is disconnected and tagged with a “do not start” tag.

After locking out power source the employee shall try the equipment, machine or process controls to ensure no unintended motion will occur or test the equipment, machine or process by use of appropriate test equipment to determine that the energy isolation has been effective.

When tow or more employees work on the same equipment, each is responsible for attaching his/her lock. Safety locks and adapters are to be fixed on levers, switches, valves etc. in the non-operative or off position.

An employee who is assigned to a job and upon arrival finds an “Equipment Lock,” “Adapter,” and “Danger Tag” affixed to the equipment shall take the following action:

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Auburndale, FL 33823  
863-688-0640  
Fax 863-582-9300



Affix his/her personal lock to the “Equipment Adaptor”

Determine who placed the equipment out of service and contact all parties who have locks on the equipment to determine if assignment to be performed would affect their safety. The assignment will proceed only if safe to do so with all parties involved.

Try the controls to ensure no unintended motion will occur before starting work or qualified personnel shall test the equipment, machine or process by use of appropriate test equipment to determine that the energy isolation has been effective.

## **PERFORMING TEST AND ADJUSTMENTS DURING LOCKOUT**

Power may be turned on when it is required to perform tests or adjustments. All of the rules pertaining to removing locks and restoring power shall be followed. The equipment or process shall again be locked out if it is necessary to continue work after completing the test or adjustment.

If the employee leaves the job before its completion, such as job reassignment the employee shall remove his/her personal lock and adaptor and replace it with an “Equipment” lock and adapter. In addition, the employee will prepare and attach a “Danger Tag” indicating the reason the equipment is locked out.

Upon completion of the work, each employee will remove his/her lock rendering the machine operable when the last lock is removed.

The employee responsible for removing the last lock, before doing so, shall assure that all guards have been replaced, the equipment, machine or process is cleared for operation and appropriate personnel notified that power is being restored. This employee is also responsible for removing the “Equipment” lock and returning it to the supervisor.

## **EMERGENCY SAFETY LOCK REMOVAL**

The supervisor or other designated management person will be authorized to remove an employee’s lock under the following conditions:

Receipt of a written request signed by the appropriate supervisor which shall state the reason the employee is not able to remove the lock.

The supervisor is responsible for making certain all the requirements for restoring power are followed.

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Fax 863-582-9300



## **CONFINED SPACE ENTRY**

No employee shall enter areas defined below without authorization:

A space that is not designed for continuous employee occupancy.

Is large enough and so configured that a person can bodily enter into and perform assigned work.

Has limited or restricted means for entry and exit.

May have a possible hazardous atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self rescue caused by:

Flammable gas

Airborne combustible dust

Atmospheric oxygen concentration below 19.5 or above 23.5%

A toxic atmosphere or substance

Danger of engulfment

**UNTIL AN AUTHORIZED PERSON EVALUATES THE AREA AND AUTHORIZES  
ENTRY**



**NEAR MISS ACCIDENT REPORT**

Name and Title of Person Involved:

\_\_\_\_\_  
Name and Title of Person Completing Form:

\_\_\_\_\_  
Contact Phone Numbers:

\_\_\_\_\_  
Date and Time of Incident:

\_\_\_\_\_  
Location of Incident:

\_\_\_\_\_  
Near Miss Description: (Describe fully use additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Severity: HIGH \_\_\_\_\_ MEDIUM \_\_\_\_\_ LOW \_\_\_\_\_

Corrective Actions: (What should be done or has been done to prevent recurrence of this incident?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Miscellaneous Information: (PPE used, provide any other information or recommendations)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Job Site Safety Checklist

**Job Location:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_

<u>Administration:</u>	Y	N	NA
a) Pre-construction meeting with subcontractors re: safe work practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) OSHA poster and other warning signs posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Emergency phone numbers posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Written Safety Program on site including HazCom Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Weekly safety meetings documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) MSDS from all subcontractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Hazardous chemical list updated for job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Competent Person assigned for site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Employee/Subcontractor/Additional:** \_\_\_\_\_

\_\_\_\_\_

<u>First Aid and Emergency:</u>	Y	N	NA
a) First aid kit fully stocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Employees aware of personnel trained in first aid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Employees aware of emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Employee/Subcontractor/Additional:** \_\_\_\_\_

\_\_\_\_\_

<u>Housekeeping:</u>	Y	N	NA
a) General neat appearance of all work areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Passageways and walkways clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) No projecting nails and screws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Regular site cleanup and trash disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Materials stored/stacked in orderly and safe manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Employee/Subcontractor/Additional:** \_\_\_\_\_

\_\_\_\_\_



# UST Environmental Services, Inc.

**Fire Prevention:**

	Y	N	NA
a) Proper number of Fire Extinguishers provided and charged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) "No Smoking" posted and enforced (no cigarette butts in posted areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Combustibles >10' from building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Approved safety cans for gasoline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Employee/Subcontractor/Additional:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Electrical:**

	Y	N	NA
a) Terminal boxes equipped with required covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) GFCI's in place (if "NO", see f.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) All extension cords are 3-wire with ground pin in place and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) All electric tools and machinery have ground pin in place on power cable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Exposed light bulbs equipped with protective cage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Competent person if assured equipment-grounding program used in lieu of GFCI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Employee/Subcontractor/Additional:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Tools, Hand and Power:**

	Y	N	NA
a) GFCI or grounded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) All guards in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Tools and cords in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Inspected and maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Employee/Subcontractor/Additional:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Stairways and Ladders:**

	Y	N	NA
a) Inspected and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Properly secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Siderails extend 36" above top of landing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Ladder available for access to scaffolding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Guardrails provided for stairway landings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Handrails provided for stairways with four or more risers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Competent person periodically inspect ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Competent person conducts ladder safety training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Employee/Subcontractor/Additional:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



# UST Environmental Services, Inc.

**Scaffolding:**

	Y	N	NA
a) Properly erected and supervised by competent person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Scaffolding tied to structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Scaffolding plumb, with cross bracing in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Fully planked with toe boards in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Base plates used ( no cinder blocks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Ladder access provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Employees tied-off while working on elevated motorized scaffolding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) No riding on rolling scaffolding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Employee/Subcontractor/Additional:** \_\_\_\_\_

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**Hoists, Cranes and Derricks:**

	Y	N	NA
a) Inspections of cables, slings, chains, hooks, eyes by Competent Person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Inspection logs maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Power lines deactivated, removed, protected or safe distance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Swing radius protected (360 degrees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Load capacity chart on machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Proper hand signals used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Employees/Subcontractors/Additional:** \_\_\_\_\_

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**Motor Vehicles & Heavy Equipment:**

	Y	N	NA
a) Service brakes and trailer brake connections inspected daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Parking brake and service brake operable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Tires, horn, backup alarms, seat belts inspected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Lights, windshield wipers, defroster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Fire Extinguisher in place and fully charged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Weights and loads controlled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Personnel carried safely - seat belts provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Employees/Subcontractors/Additional:** \_\_\_\_\_

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**Excavations:**

	Y	N	NA
a) Shoring adequate for soil and depth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Support system in place for adjacent structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Spoil bank and equipment sufficient distance from excavation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Ladders provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Competent person on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Underground utilities located prior to excavation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Air samples taken prior to entry in underground tunnels/openings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Employees/Subcontractors/Additional:** \_\_\_\_\_

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# UST Environmental Services, Inc.

**Welding and Cutting:**

	Y	N	NA
a) Personnel qualified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Screens, shields, goggles, gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Gas cylinder secured in upright position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Electrical equipment grounded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Valve protection caps in place when gas not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Fire watch provided 30 min. subsequent to welding near flammable/combustibles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Employees/Subcontractors/Additional:** \_\_\_\_\_

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**Concrete and Masonry:**

	Y	N	NA
a) Proper scaffolding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Safe hoisting equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Masonry walls over 8 ft. braced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Limited Access Zone established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Fall protection used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Guard rails on all open floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) All protruded rebar guarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Hard hats and safety shoes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Employees/Subcontractors/Additional:** \_\_\_\_\_

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**Highway/Work Zone:**

	Y	N	NA
a) Competent Flagmen reflective garments, instructed, posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Adequate warning signs and markers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Traffic control through construction area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Dust control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Work Zone of Heavy Equipment protected from pedestrians and other traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Equipment inspected daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Back up alarms and horns operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Proper lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Employees/Subcontractors/Additional:** \_\_\_\_\_

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**Fall Protection:**

	Y	N	NA
a) Floor openings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Guardrails in place/replaced after each load received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Safety harnesses provided and used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Double-locking snap hooks on all Personal Fall Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Floor holes protected/secured/marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Wall openings guarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Employees/Subcontractors/Additional:** \_\_\_\_\_

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# U S T Environmental Services, Inc.

**General:**

	Y	N	NA
a) Hard Hats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Proper footwear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Ear Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Eye Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Potable water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Unusual exposures identified and controlled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional for this inspection:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



SUPERVISOR'S REPORT OF ACCIDENT INVESTIGATION  
FOR NON-VEHICLE ACCIDENTS

Company \_\_\_\_\_ Address \_\_\_\_\_

Injured Employee \_\_\_\_\_ Date of this report \_\_\_\_\_

Occupation \_\_\_\_\_ Dept \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Length of Employment \_\_\_\_\_ Date and Time of Accident \_\_\_\_\_

Exact Location (Address) \_\_\_\_\_

Description of Accident (Detail what employee was doing and what tools, equipment, structures, or fixtures were involved) \_\_\_\_\_

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Nature of Injuries \_\_\_\_\_

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Report to Supervisor or First Aid – Date First Received \_\_\_\_\_ Delayed? \_\_\_ Yes \_\_\_ No

If “Yes” – Why? \_\_\_\_\_

Check accident causes on attached sheet and comment fully here \_\_\_\_\_

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What should be done, and by Whom to Prevent Recurrence of this Type of Accident? \_\_\_\_\_

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What Action Are You Taking to See That This is Done? \_\_\_\_\_

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Supervisor's Signature \_\_\_\_\_

Comments by Department Head \_\_\_\_\_

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PLEASE COMPLETE ALL SECTIONS OF THIS REPORT

**ACCIDENT CAUSE ANALYSIS**

**Environmental**

1. Inadequate Safeguards ( )  
Lack of handling or safety devices:  
Unsafe design; intoxication, unguarded machinery
2. Improper or Defective Equipment ( )  
Poorly maintained equipment: worn, cracked, broken, rough, slippery agencies
3. Hazards of Location ( )  
Poor layout, congestion, insufficient space for unauthorized storage, poor lighting, etc.
4. Poor Housekeeping ( )  
Improper piling or placing clutter, spillage, or breakage
5. Not Otherwise Classified ( )

**Personal**

1. Bodily Conditions ( )  
Overweight, emotional upset, fatigue, illness, age, poor eyesight, lack of strength, other physical handicaps, etc.
2. Lack of Skill or Knowledge ( )  
Improperly trained, inexperienced, uninformed, unaware, etc.
3. Attitude ( )  
Chance taking; insufficient interest, or unnecessary use of equipment or tools; failure to use or deliberately making safety or control devices ineffective
4. Improper Apparel ( )  
Rundown shoes; lack of personal protective equipment; loose sleeves; torn clothing
5. Not Otherwise Classified ( )