

Chapter 8

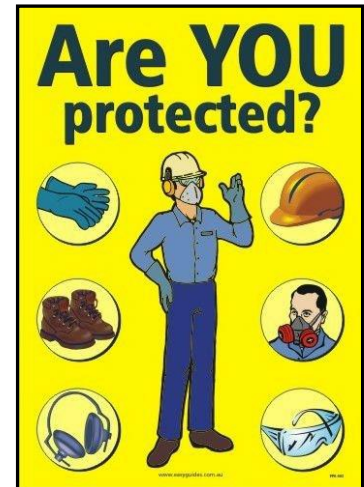
## Personal Protective Equipment & Work Attire

*‘All workers and visitors to Hight Construction jobsites must wear approved hard hats and may be required to sign indemnity waivers before coming on site.’*

In addition to wearing personal clothing suitable for performing the work to which they are engaged, all Hight Construction workers are required to wear personal protective equipment (PPE) whenever and wherever it is appropriate or called upon by the task being performed. Rules and policies governing proper work attire and personal protective equipment include:

### **General Rules & Attire:**

- ☐ Compliance with PPE (personal protective equipment) site/task requirements is mandatory (e.g., hardhat, safety boots, safety glasses, etc.).
- ☐ Keep shirts, pants, and other work clothing in good condition. Legs should be completely covered. No shorts are allowed on jobsites.
- ☐ Loose or frayed clothing, rings, watches, dangling ties, etc. must not be worn around moving machinery or other sources of entanglement or possible electrocution.
- ☐ All personal protective equipment used on site **MUST** at a minimum comply with the Occupational Safety & Health Administration (OSHA) standard [1910.132](#) (General Requirements) and [1910.136](#) (foot protection).



### **Hard Hats & Head Injury Protection:**

- ☐ Approved hard hats will be worn by employees when necessary to avoid head injury.
- ☐ All workers and visitors to Hight Construction jobsites must wear approved hard hats (where there is a risk of overhead or side impact) and may be required to sign indemnity waivers before coming on site. Consult your supervisor for specific rules governing your project.
- ☐ Hard hats must be worn in areas where there is a potential for injury to the head from falling objects.
- ☐ Hard hats shall fit snugly, and shall be adjustable.
- ☐ There shall be sufficient clearance between the shell of the hard hat and the suspension.
- ☐ The hard hat shell shall be kept clean and shall be inspected for any defects such as cracks, dents, or worn spots.
- ☐ Hard hats shall not be left sitting in direct sunlight or in extreme heat areas as damage may occur to the shell.
- ☐ Hard hats shall not be altered in any way.
- ☐ Hard hat suspension systems shall be maintained and replaced as needed.

### **Hearing Protection:**

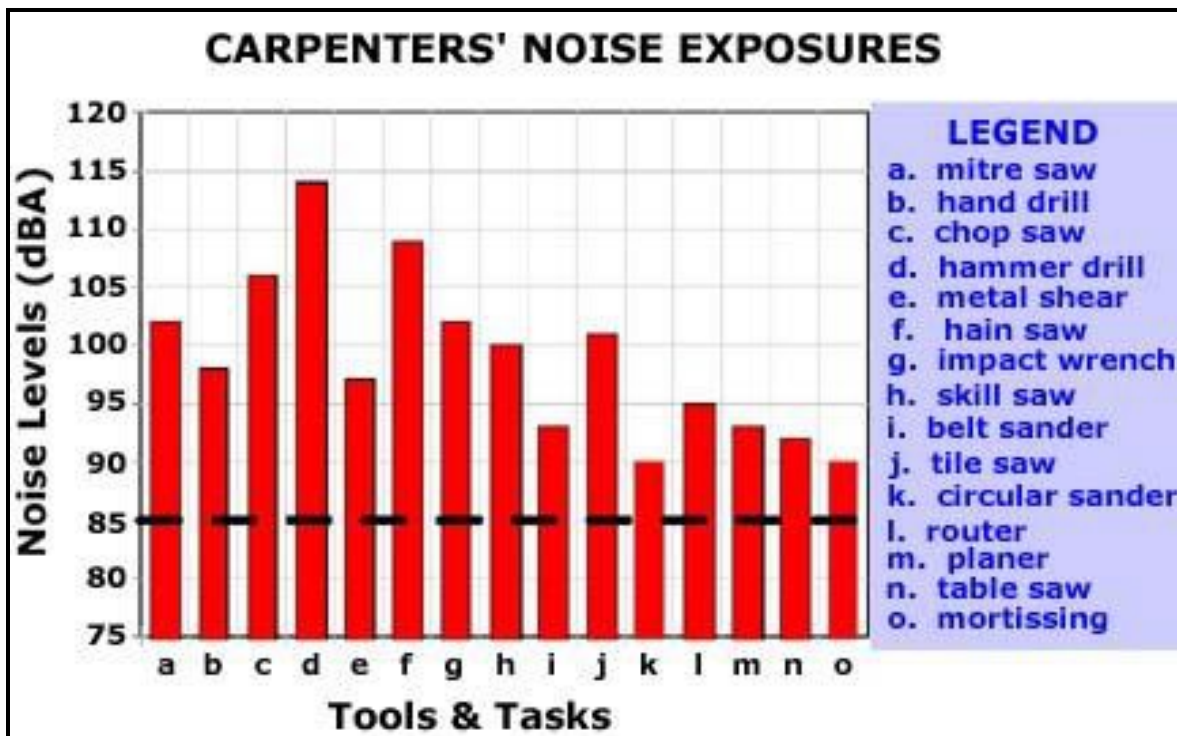
- ☐ Use appropriate hearing protection devices as required.



- ☐ The company supplies hearing protection for all employees. Ear muffs and plugs can be obtained from your supervisor.
- ☐ Always wear the appropriate hearing protection when operating machinery.
- ☐ If you are working in an area where you feel the noise level is bothering you, use hearing protection. The noise level changes depending on the job. Protect yourself by using hearing protection.
- ☐ Any person operating a hand grinder or large impact tools must use hearing protection. Cotton does not serve as an adequate hearing protection. Be sure to get the proper fit on the earplugs.
- ☐ Alert your co-workers in your area if you are going to be generating a noise level above the normal workplace level so they can also be prepared to use hearing protection.

#### **Eye Protection:**

- ☐ Eye protection is required on Hight Construction jobsites 100% of the time.
- ☐ Approved safety glasses must be worn in any situation where there is potential for eye injury. OSHA approved goggles and/or face shields with safety glasses must be worn when welding, grinding, buffing, sanding, cutting, chipping, handling acids and caustics.
- ☐ A face shield and safety glasses with side shields must be used when doing grinding of any type or when using wire wheel buffers.
- ☐ Face shields and goggles should be cleaned after use.
- ☐ Damaged face shield and goggles will be removed from services and replaced by a good set immediately.
- ☐ A welding helmet with tinted face shield and safety glasses with side shields must be worn when welding to protect eyes from light, sparks, and radiation.
- ☐ If an employee wears prescription lenses, eyeglasses with protective lenses or goggles that can be worn over glasses shall be worn.



- ☐ Portable eye wash stations are available when required to be on-site. Employees are to flush their eyes for 15 minutes if any foreign object enters the eye.
- ☐ Safety glasses, with side shields, must be worn by every employee, customer, or visitor entering any area that exposes the eye to the following hazards:
  - ☐ Flying pieces of metal or steel.
  - ☐ Where chips or dust may be created.
  - ☐ Where chemicals may be present.
  - ☐ Where liquids or solid particles may be blown or splashed.
  - ☐ The possibility of pressure release.

**Air Quality & Respirators:**

- ☐ Respirators of the appropriate type must be worn when welding, spray painting, sandblasting, applying gunite/shotcrete and/or as required by safe work procedure.
- ☐ Wear correct respiratory equipment when spraying paint, cutting and sanding woods, and the existence of nuisance dust that requires wearing a mask or respirator.
- ☐ Workers must use approved fall protection equipment/ systems when working at height or around structures and openings which are not guarded.
- ☐ When working in cold and/or isolated conditions or environments outside of a specific worksite, workers must carry survival gear.

**Foot Protection:**

- Safety toed shoes must be worn by employees working in areas where there is a risk of injury from falling objects, objects piercing the sole, or where employee's feet are exposed to electrical hazards.
- ☐ Safety footwear shall be kept clean and inspected regularly for any defects, such as: torn, loose soles, or cracked or torn toe protection.
- ☐ Safety shoes or boots shall fit so that the equipment does not cause unusual tiring or irritation.
- All footwear MUST at a minimum comply with both Occupational Safety & Health Administration (OSHA) standards' [1910.132](#) (General Requirements) and [1910.136](#) (foot protection).
- ☐ Wearing proper footwear can help reduce slips. Shoes with neoprene soles can be used safely on most wet or dry work surfaces; however, they are not recommended for oil conditions. Crepe soles are best for rough concrete, whether wet or dry, but are not suggested for tile, smooth concrete or wood surfaces. Other devices are available to increase traction on your shoes. Strap-on cleats can be fastened to soles for greater traction on ice. There are non-skid sandals and boots available that slip over shoes and offer better traction on ice, oil, chemicals, and grease.



**Hand Protection:**

- ☐ Hand protection shall be worn where applicable when handling or working with materials.
- ☐ Hand protection shall fit well enough to allow proper dexterity for the job being performed.
- ☐ Hand protection that has been contaminated by chemicals, oils or greases should be either decontaminated or disposed.
- ☐ Hand protection shall be kept free from damage or tears.
- ☐ Hand protection shall be worn when handling materials that may be abrasive, or may have burrs.
- ☐ Employees must wear the appropriate rubber gloves for protection against chemical hazards.

- ☐ Insulated gloves should be worn when working around heat or steam.
- ☐ Portable flush stations are available when required to be on-site. Any foreign substances that can cause any injuries to the skin must be flushed for a minimum of 15 minutes.

**Lifting:**

- ☐ When lifting, use the large muscles of your legs instead of the small muscles of your back: take a firm grip, secure good footing, place the feet a comfortable distance apart, keep the load close, keep your back straight, bend your knees and lift with your legs.
- ☐ Always check the weight of the load before you attempt to lift. If the load seems too heavy, get help. **DO NOT LIFT ANYTHING YOU FEEL IS TOO HEAVY.**
- ☐ Position yourself as close to the load as possible. The further you hold the load from body, the heavier it will be on your spine.
- ☐ Assume a wide base of support, with legs shoulder width apart and one foot slightly ahead of the other. A wide base of support will ensure a better balance and keep your knees from getting in the way.
- ☐ Keep the normal curves in your spine. Keep your head up!
- ☐ Keep your stomach muscles firm. This will prevent you from overarching your back while lifting.
- ☐ Use smooth and controlled movements, do not twist, and move feet first. Rapid or jerking motions can place increase demands on your back.



- ☐ Due to the repetitive nature of lifting and the cumulative nature of minor injuries, especially to the back, it is imperative that proper lifting techniques be used on every lift, regardless of weight or bulk.
- ☐ Set up the lift:
  - Check the surface for hazards that might cause trips or slips.
  - Push or drag the load to a level area.
  - Face the direction you will carry the load.
- ☐ Lift using a good technique:
  - Place feet about shoulder width apart, with one slightly ahead of the other for balance.
  - Bend at the knees, keeping the back straight.
  - Tuck in chin to keep upper spine in line.
  - Grip the load firmly with both hands.
  - Lift, using the legs, in one continuous move.
  - Keep load close to the body, with arms extended downward.
  - Turn using your feet.
  - Keep your back straight and do not twist.
- ☐ Move heavy or bulky loads in stages with rest in between. When lifting objects of 50 lbs. or more, use mechanical lifting equipment or get someone to help. If you lose your balance or cannot maintain the load, drop it, pushing load away from you.
- ☐ Set the load down using good technique.
  - Stop and place feet apart.
  - Lower in one motion, bending at the knees.
  - Keep back straight throughout.
  - When items in contact with surface (farthest edge first), release lower hand then, when hands and feet are clear, release the item.
  - Stand slowly, using your legs.
- ☐ When using several people to lift:



- Choose a leader who will give verbal signals.
- Be sure everyone understands the lift, movements, and meaning of orders.
- Confirm that everyone has a firm grip and is ready to lift.
- Lift together and check that everyone is OK.
- The leader shall direct movement.
- Lower or empty together, being careful not to overload any one person.

**Slips, Trips, and Falls:**

- ☐ Slips, trips, and falls are a major source of occupational injury in today's work environment. Slips and trips cause approximately 100,000 injuries annually, and falls cause 10 percent of workplace deaths each year along with 350,000 injuries. These types of accidents are costly to both the employer and employee. Injuries include cuts, bruises, muscle sprains and strains, back injuries, and broken bones.
- ☐ Slips are a loss of balance caused by too little friction between our feet and the surface that you walk or work on. This loss of traction is the leading cause of workplace slips. Constantly wet surfaces, spills, or weather hazards like ice and snow can cause slips. Slips are more likely to occur when you hurry or run, wear the wrong kind of shoes, or don't pay attention to where you are walking. Follow these safety precautions to avoid a slip:
- ☐ Practice safe walking skills. If you must walk on wet surfaces, take short steps to keep your center of balance under you and point your feet slightly outward. Move slowly and pay attention to the surface on which you are walking.
- ☐ Clean up spills right away. Whenever you see any kind of spill, clean it up yourself or report it to the appropriate person. Even minor spills can be very hazardous.
- ☐ Do not let grease accumulate on a shop floor around machinery. If grease is present in your work area, be sure that it is cleaned up promptly.
- ☐ Be more cautious on smooth surfaces. Move slowly on floors that have been waxed but not buffed, and other very slippery surfaces.
- ☐ Ice and snow present especially hazardous walk surfaces. When possible, remove ice and snow from sidewalks and parking lots before heavy traffic use and recommend proper footwear for the conditions.



- ☐ Trips occur whenever your foot hits an object and you are moving with enough momentum to be thrown off balance. A trip can happen when your work area is cluttered, when lighting is poor, or when an area has loose footing. Trips are more likely to happen when you are in a hurry and do not pay attention to where you are going. Make sure you can see where you are going. Carry only loads that you can see over.

- ☐ Common rules to follow to avoid tripping include:

- Keep work areas well lit. Turned-off lights and burned-out bulbs can interfere with your ability to see clearly. Do not grope in the dark. Use a flashlight or extension light to make your walking area visible in unlit areas.
- Keep your work area clean and do not clutter aisles or stairs. Store materials and tools in closets, cabinets, or specially assigned storage areas.
- Arrange furniture so that it does not interfere with walkways or pedestrian traffic in your area.
- Extension or power tool cords can be dangerous tripping hazards. Tape them to the floor or arrange them so that they will not be in the way of pedestrians.

- Eliminate hazards due to loose footing on stairs, steps, and floors. Report loose carpeting, stair treads, or handrails. Broken pavement and floorboards or loose floor tiles can also catch a foot and cause a fall.

**Ergonomics Program - Key points of the ergonomics are:**

- ☐ Understanding cumulative trauma or repetitive motion such as carpal tunnel syndrome and back injury.
- ☐ Using proper body mechanics, posture, and manual lifting techniques.
- ☐ Understanding other work-related stresses such as vibration, heat and cold, and poor lighting.
- ☐ Recognizing early symptoms of ergonomics and reporting these symptoms to the Supervisor.