# Table of Contents

- **Chapter 1 - Safety Program Introduction** ........................................... 4  
  - Introduction ............................................................................................... 4  
  - Policy .......................................................................................................... 4  
  - Safety Program Overview .......................................................................... 5  
  - Safety and Health Responsibilities .............................................................. 5  
  - New Employee Safety Orientation .............................................................. 6  
  - Support and Management of Safety ........................................................... 6  
  - Corrective and Disciplinary Action ............................................................. 8  

- **Chapter 2 - General Safety** ................................................................. 9  
  - Guidelines and Common Procedures ......................................................... 9  
  - Multi-Employer Jobsite Procedures ......................................................... 10  
  - Contractor and Subcontractor Requirements ........................................... 12  
  - Hazard Prevention Procedures ................................................................ 12  

- **Chapter 3 - Training** ............................................................................ 14  
  - Weekly Safety Meetings ........................................................................... 15  
  - Competent Person & Other Contractor Requirements ............................ 16  

- **Chapter 4 - Emergency Procedures & OSHA Reporting** .................... 17  
  - Emergency Procedures & Risk Management ........................................... 17  
  - Accident, Incident, & Injury Management ............................................... 18  
  - OSHA Required Recordkeeping & Reporting .......................................... 20  
  - OSHA Inspections ................................................................................... 23  

- **Chapter 5 - Hazard Communication** ................................................... 27  
  - Chemical Hazard Communication Program ........................................... 27  
  - Hazardous Chemicals, Container Labeling, and Training ....................... 28  
  - Safety Data Sheets (SDS) ......................................................................... 29  
  - SDS Sections ........................................................................................... 30  

---
# Chapter 6 - Environmental Controls & Occupational Health ...

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobsite Controls</td>
<td>33</td>
</tr>
<tr>
<td>Fire Protection and Prevention</td>
<td>34</td>
</tr>
<tr>
<td>Material Handling and Storage</td>
<td>35</td>
</tr>
</tbody>
</table>

# Chapter 7 - Construction Site Controls and Containment ....

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protecting Construction Activities and Projects</td>
<td>36</td>
</tr>
<tr>
<td>Barricades and Signs</td>
<td>36</td>
</tr>
<tr>
<td>Construction Project Tours and Site Visitor Escorting</td>
<td>37</td>
</tr>
<tr>
<td>Site Personal Protective Equipment Requirements</td>
<td>39</td>
</tr>
</tbody>
</table>

# Chapter 8 - Work Site Preparatory Operations ................

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Sanitation</td>
<td>42</td>
</tr>
<tr>
<td>Site Demolition</td>
<td>42</td>
</tr>
<tr>
<td>Roadway and Site Work Zone Operations</td>
<td>43</td>
</tr>
<tr>
<td>Excavating and Trenching</td>
<td>44</td>
</tr>
</tbody>
</table>

# Chapter 9 - Motor Vehicles, Heavy Equip, & Crane Safety ......

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Vehicle Safety</td>
<td>46</td>
</tr>
<tr>
<td>Motor Vehicles and Heavy Equipment</td>
<td>46</td>
</tr>
<tr>
<td>Mechanical Equipment, Maintenance, and Pre-op Checks</td>
<td>48</td>
</tr>
<tr>
<td>Cranes &amp; Hoisting Equipment</td>
<td>49</td>
</tr>
<tr>
<td>Procedures for Crane use on St. Luke's Campuses</td>
<td>50</td>
</tr>
<tr>
<td>Aerial Lifts &amp; Operations</td>
<td>51</td>
</tr>
</tbody>
</table>

# Chapter 10 - Confined Space & Respiratory Policy ........

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confined Space Entry</td>
<td>52</td>
</tr>
<tr>
<td>Respiratory Protection</td>
<td>54</td>
</tr>
<tr>
<td>Types of Respiratory Protection</td>
<td>56</td>
</tr>
</tbody>
</table>

# Chapter 11 - Electrical Safety ....................................

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Electrical Guidelines on Projects</td>
<td>60</td>
</tr>
<tr>
<td>Lockout/Tagout Procedures</td>
<td>60</td>
</tr>
</tbody>
</table>

# Chapter 12 - Fall Protection & Controlled Access Zones .......

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Hazard Awareness and Enforcement</td>
<td>62</td>
</tr>
<tr>
<td>Fall Protection Systems Criteria</td>
<td>63</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Ladders</td>
<td>63</td>
</tr>
<tr>
<td>Scaffolding</td>
<td>64</td>
</tr>
<tr>
<td>Restricted Access Zone System description</td>
<td>66</td>
</tr>
<tr>
<td>Warning Line System description</td>
<td>66</td>
</tr>
<tr>
<td><strong>Chapter 13 - Hand &amp; Power Tools</strong></td>
<td>70</td>
</tr>
<tr>
<td>General Requirements for Tools</td>
<td>70</td>
</tr>
<tr>
<td>Hand Tools</td>
<td>71</td>
</tr>
<tr>
<td>Power-Operated Tools and Equipment</td>
<td>71</td>
</tr>
<tr>
<td>Powder Actuated Tools</td>
<td>72</td>
</tr>
<tr>
<td>Abrasive Wheels and Grinders</td>
<td>73</td>
</tr>
<tr>
<td><strong>Chapter 14 - Glossary</strong></td>
<td>74</td>
</tr>
<tr>
<td><strong>Chapter 15 - Forms</strong></td>
<td>76</td>
</tr>
<tr>
<td>St. Luke's Construction – Common Forms</td>
<td>76</td>
</tr>
</tbody>
</table>
Chapter 1 - Safety Program

Introduction

The intention of this Safety Manual is to provide guidance to us as a Prime Contractor and as a Construction Manager. This Safety Manual is comprehensive and should cover all types of work in which we may be involved. The information given in this manual is in addition to the OSHA standards and regulations. If we partake in a type of work not covered in this manual we will look to the OSHA regulations/standards for clarification.

Policy

The St. Luke’s Health System Department of Architecture & Construction believes that people are our most important asset. Preservation of our employees’ and subcontractor employees’ safety and health must remain a constant priority in every phase of our business. We intend to maintain a safe work environment, and strive to prevent and eliminate hazards.

All employees are responsible for working safely and productively, always remaining aware of hazards, and following recognized safe work practices. Production is never so urgent that we cannot take time to work safely. It is each employee’s responsibility to identify hazards and assist other employees to work safely. All workers are responsible for protecting the safety and health of hospital patients, employees, and visitors.

We’ll strive to provide quality education and training to employees and sub-contractors when necessary and continually look for training opportunities or needs.

We’ll maintain a Safety and Compliance Committee whose purpose is to foster safety and health through communication and education. The committee will meet monthly to discuss regular safety topics, review issues, and explore new ideas. Members will also analyze accident, injury, illness, and near-miss data and work to reduce or eliminate similar situations in the future.

The St. Luke’s Construction Health and Safety program must have total employee involvement and support. Therefore this program is leadership’s highest priority, support, and participation.

Program Policy Signature,

St. Luke’s Health System Architecture & Construction - Senior Director: ____________________________
Safety Program Overview

The Safety and Health Program Encompasses

Conducting regular safety and health inspections of each job-site to identify and eliminate unsafe working or health conditions by following the OSHA Standards.

Managing safety planning and meetings for construction workers and contractors to emphasize good, safe work practices and procedures.

Our goal is to have an injury free work place. To reach this goal everyone needs to take responsibility.

Promptly investigating every injury or health incident to find the cause and correct any problems.

Imposing disciplinary actions for unsafe conduct and recognize and reward good safe conduct.

Maintaining a Chemical Hazard Communications Program.

Safety and Health Responsibilities

Shared Accountabilities

1. We accept the responsibility for the leadership of our Safety and Health Program and its effectiveness.

2. Our supervisors are responsible for developing the proper attitudes toward safety and health for themselves and those they supervise, including subcontractors. They are responsible for insuring that safety and health is managed in the same manner and with the same emphasis or more as production, cost, and quality control.

3. Supervisors should help identify operational oversights that could contribute to accidents which often result in injuries and property damage. (An example of this would be lockout/tagout.)

4. Our work sites will be inspected for safety hazards and OSHA violations on a frequent and regular basis. All hazards and violations will be corrected or abated as soon as possible.

5. All construction workers, including subcontractor employees, will be responsible for genuine cooperation with all aspects of our Safety and Health Program, including following all OSHA Standards, and for continuously practicing safe procedures while performing their duties.

6. It is the duty of each and every construction worker to know the safety rules, and maintain compliance while conducting his/her work. Disregard for the safety and health rules shall be grounds for disciplinary action up to and including termination.

7. It is the duty of each employee to make full use of the safeguards provided for their protection.

8. All construction workers shall be aware of the location of first aid, firefighting equipment, and other safety devices.

9. Until they are properly trained, employees are not to perform potentially hazardous tasks, or to use any hazardous material. Employees are to follow all procedures when performing those tasks.
10. All subcontractors working for St. Luke’s Construction are required to provide us with a written safety program, to comply with the provisions of our written program, and comply with all OSHA Standards. They must report all identified hazards to St. Luke’s Construction. Dedication to the safety and the health of all construction workers at our work sites is a requirement and shall not be compromised.

11. A general review of this program will be performed as often as necessary to determine our success in meeting our goals and objectives. Revisions will be made when necessary.

New Employee Safety Orientation

Supervisor Responsibilities for New Employees


2. Contractors must orientate new employees and submit their acknowledgement forms.

3. St. Luke’s Project Supervisors must verify that acknowledgement cards are submitted to the Construction Project Office or Main Office.


5. The St. Luke’s Construction Compliance Coordinator, or Supervisor/Manager will give an overview of the Safety and Health Program to new employees. They’ll review each section of the Manual and answer questions.

Support and Management of Safety

Management Commitment

The management of the St. Luke’s Construction Department of Architecture and Construction is committed to our safety policy and will provide direction and motivation. We will participate in and support the Compliance Committee. We will also establish accountability and responsibilities for management team members and employees to follow.

Compliance Committee

The St. Luke’s Construction management team has designated the Compliance Committee as our safety and health officers. The committee is a forum, created for the purpose of fostering safety and health through communication and shall consist of representatives from management and employees. It will conduct business and take direction from an appointed chairman.

Compliance Committee Members Responsibilities:

1. Assisting the Supervisors/Foremen and all other levels of management in the initiation, education, and execution of an effective safety program.
2. Discussing safety policies and procedures and making recommendations for improvements.
4. Reporting or correcting unsafe conditions and practices and making recommendations for remedies.
5. Introducing the safety program to new employees.
6. Following up on recommendations and suggestions made at safety meetings.
7. Documenting all topics of safety concerns.
8. Being familiar with our safety program and policies.
9. The Compliance Committee shall review the Safety and Health program annually, and revise, update, or change it at that time if needed.

**Responsible Parties**

*All parties involved with construction projects/activities is responsible for safe behavior and hazard prevention.*

1. The St. Luke’s Construction, Compliance Committee has the ultimate authority and accountability for coordinating the St. Luke’s Construction Safety and Health Program.

2. The St. Luke’s Construction, Compliance Coordinator directs safety planning and compliance associated with construction work. They’ll help interpret industry standards and lead efforts to establish best practices for construction activities.

3. Project Managers assist Compliance Coordinator and Field Supervisors to ensure safety compliance on projects and contribute leverage in rule enforcement among employees and contractors. They participate in specific project safety planning preparations and support project & safety supervisors with reinforcing rules and governing contractors.

4. Project Field Superintendents/Supervisors are responsible for day-to-day Safety and Health in the field. Therefore they are a crucial link, generally providing the most immediate authority for hazard recognition, correction, and prevention. They must continually monitor safety on projects, make corrections when needed, and document inspection notes/records each week.

5. Any St. Luke’s Construction employee has the authority to correct hazards or take steps to remedy safety concerns.

6. Each construction worker is responsible for compliance with St. Luke’s Safety Rules and OSHA Regulations in his/her work area and must comply with all OSHA Standards and Regulations incorporated by reference (i.e. NEC and NFPA, etc.).

7. This Safety and Health Program has been established under guidelines set forth in the Federal Register. OSHA standards serve as the primary guidelines for Safety, however this program encompasses all hazards present in our workplaces, whether or not they are specifically regulated by OSHA standards.
Corrective and Disciplinary Action

Routine Hazard or Behavior Corrective Methods

When a hazard or safety violation is discovered on a project corrections should be initiated immediately if possible. If anyone on the project is in imminent danger, work must be stopped until the circumstances are remedied.

1. Employees and/or companies who violate or disregard Safety and Health Rules or use unsafe work procedures on projects will be given verbal correction, instruction, or warning by the project supervisors or safety auditors.

2. Safety violation information may be recorded and sent to the company in a written audit report.

3. Repeated violations, poor attitudes, or disregard for safety and compliance may result in Disciplinary Action.

4. When contractors fail to make acceptable corrections a meeting may be requested by St. Luke’s project supervisors to review the violations and determine appropriate actions. The contractor will be temporary shut-down until issues are resolved.

Methods of Disciplinary Action

Most disciplinary action will be orchestrated by the Compliance Committee, Compliance Coordinator, and/or the Project Supervisors.

1. Workers or companies who violate safety and health rules or use unsafe work procedures will be corrected by using one or more of the following actions:
   a. Action A – Add the violation to the weekly safety audit findings and fax it to the violator’s company.
   b. Action B – Issue the violator a verbal warning stating that the action is unacceptable and if it continues further action will be taken. Make sure you tell the person and/or supervisor “This is a verbal warning.”
   c. Action C – Issue a documented warning. This can be done by letter, a phone call, a meeting with the company or a combination of any of the three. A copy of the letter or written notes summarizing the phone call or meeting must be given to our Compliance Coordinator so it can be counted in our OSHA report at the end of the year.
   d. Action D – Issue a letter of non-compliance which requests an action plan to reduce or eliminate repeat or serious violations. Copy the Compliance Coordinator and Compliance Committee Chairman for reporting and follow up.
   e. Action E – Remove the violator or violators from the jobsite. Report this action to our Compliance Coordinator and Safety Chairman immediately.

   Note: The action will be chosen based on the severity of the violation and whether or not it is a repeat violation. Any action may be chosen after the first offense and they do not have to be followed in order. The actions can be used more than once and multiple options can be used at a time.
Chapter 2 - General Safety

Guidelines and Common Procedures

Requirements for All Personnel on Construction Projects

*All employees, including sub-contract employees shall comply with all St. Luke’s Construction Safety Guidelines and all OSHA Safety and Health Standards.*

1. All St. Luke’s Construction employees are required to treat safety as the number one priority.
2. No employee is expected to undertake a job until that person has received adequate training. Only qualified trained personnel are permitted to operate machinery or equipment.
3. No employee is required to work under conditions which are unsanitary, dangerous, or hazardous to their health.
4. All construction workers shall be trained on every potential hazard that they could be exposed to and how to protect themselves.
5. Emergency numbers and an evacuation plan shall be posted at each job-site or at a designated location nearby.
6. A good daily cleanup is to be conducted in all work areas by each subcontractor at the end of every shift and more often if necessary.
7. Employees will report to work in good mental and physical condition to perform their assigned duties safely.
8. Before starting any task employees must consider the possible effects of their actions on themselves and others and take appropriate protection measures.
9. No employee will operate electric, gas, or hand powered tools or equipment unless familiar with use of the item and the required safety precautions. Supervisors will provide necessary safety information for all tasks and equipment.
10. Fighting, horseplay, or engaging in practical jokes is prohibited. Termination may occur on the first occurrence.
11. No employee shall be assigned, allowed, or required to perform work alone in any area where hazardous conditions exist unless he/she can communicate with others, or can be seen or heard.
12. Certain infractions of St. Luke’s Construction rules are grounds for removal from the project and/or immediate dismissal (i.e., fighting, and use of drugs or alcohol on job site, etc.). Depending on the severity of an infraction an employee who commits an unsafe act, which greatly endangers himself/herself, co-workers, and/or property, may face immediate removal without any further warnings.
13. Remember to consider safety throughout the day and what can be done as an individual to make work areas safer for everyone.

14. Employees working in areas where there is a possible danger of head injury, excessive noise, exposure, or potential eye and face injury shall be protected by Personal Protective Equipment (PPE).

15. All hand and power tools and similar equipment, whether furnished by the employer or the employee, shall be maintained in a safe condition.

16. All places of employment shall be kept clean, the floor of every workroom shall be maintained, so far as practicable, in a dry condition; standing water shall be removed. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats or other dry standing places or appropriate waterproof footgear shall be provided.

17. To facilitate cleaning, every floor, working place, and passageway shall be kept free from protruding nails, splinters, loose boards, and holes and openings.

**Multi-Employer Jobsite Procedures**

**In Accordance with OSHA Requirement 29 CFR 1926.59 (e) (2)**

As the Prime Contractor, St. Luke’s Construction is providing a written procedure for all construction workers on a multiple-employer jobsite.

1. This OSHA Standard requires the Prime Contractor to provide other employers with these methods:
   a. Copies of all Safety Data Sheets (SDS) for each hazardous chemical other jobsite employer(s) employees may be exposed.
   b. The methods that St. Luke’s Construction will use to inform the other employer(s) of any precautionary measures needed to be taken to protect employees during the workplace’s normal operating conditions and in foreseeable emergencies.
   c. St. Luke’s Construction will provide information to other employer(s) on the labeling system.

**Multiple-Employer job-sites Methods prior to Construction Work**

1. The St. Luke’s Construction Project Manager or Project Supervisor will give the “Notice to Other Employers” form to all employer(s). The form is filled out, listing the St. Luke’s Construction Project Supervisor as the on-site contact person and Project Manager or Construction Manager as the office contact person.

2. The St. Luke’s Construction Project Manager or Supervisor will provide to the Owner or General Contractor a description of the work that St. Luke’s Construction workers will be involved in.

3. Contractors will deliver a copy of their Hazard Communication Plan, List of Hazardous Material and the SDS for the materials that they will use on the job site.

5. A St. Luke’s Construction Project Supervisor will orientate new Contractors by reviewing Project Information Postings, Emergency Evacuation Procedures, and potential hazards in the work area.

Posting Requirements

Workplace Employee Postings

Certain “Employee Rights” postings are required to be prominently displayed at Employer locations.

Postings will be located in the main Architecture & Construction Office and at remote Site Offices, such as in Site Supervisor offices or in job-trailers.

1. An area that can be readily seen by workers shall be designated for projects postings and accommodate the following material:
   a. Copy of the OSHA Job Safety and Health (Protection on the Job poster)
   b. Required Federal Postings
   c. Required State Postings
   d. Required Workers’ Compensation Posters

Project Safety Postings

Specific Construction Project Safety Postings will be located where they can be readily seen by all construction workers.

1. Project Postings should accommodate the following material:
   a. Emergency Contact Information and phone numbers
   b. Location of Emergency Supplies, including First Aid Kits
   c. Evacuation Routes and Assembly Locations
   d. Fire Protection Procedures
   e. Worker Safety Information
   f. Demolition Procedures
   g. Life Safety and Infection Prevention Measures
   h. ILSM Inspection Checklist
   i. Safety Inspection Logs
Contractor and Subcontractor Requirements

Information Submitted Prior to Commencing Construction Work

1. The Competent Person Form for contract or subcontract workers should be completed before they start work on any of our projects for verification of Safety Training.

2. All contract employees should obtain a copy of the St. Luke’s Construction Safety and Compliance Handbook. The handbook should be reviewed and the last page signed and returned to the St. Luke’s Construction Office.

3. Before a contractor can start work on St. Luke’s Construction projects, a copy of their Safety Program Manual and their Safety Data Sheet (SDS) Manual must be submitted to the St. Luke’s Construction Office for review and approval. Revisions or additional information may be requested.

4. Some projects require contractors to complete a Badge Request Form and obtain an I.D. badge from security.

5. Before using any heavy equipment on our job-sites, contractors should have available the annual inspection for that piece of equipment, and present it upon request.

Hazard Prevention Procedures

Identifying and Preventing Hazards

1. Employees or contractors who identify a hazard or potential hazard must immediately take steps to remedy and report.
   a. Make corrections if possible.
   b. Report it verbally or in writing to their supervisor.
   c. Report it to the St. Luke’s Construction Project Supervisor that is responsible for the project or another St. Luke’s Construction team member.

Hazardous Condition Reporting

1. Report newly identified hazards to your Supervisor or the Project Supervisor.
   a. They will coordinate the implementation of newly installed machines and procedures to effectively evaluate and prevent possible health and safety hazards.
   b. They will specify procedures for corrective actions and control and will relate this information to the affected workers and retain the information on file.

2. Employees will notify their Supervisor or the Project Superintendent in person or in writing of potential or existing hazardous conditions.

3. Hazardous Working Condition forms will be available in the project office for employees wanting to report hazards in writing.
4. Employees will have the right to remain anonymous if they choose. An employee, who believes he/she is being required to perform a task that does not comply with Safety Rules, has the right to refuse to perform the task without fear of reprisal.

5. The Project Superintendent or Supervisor will respond to reports and inform the employee of the response; unless the report was anonymous, in which case the hazard will be corrected and recorded on the report form.

Recognized Hazard Correction

1. The Project Superintendent will coordinate efforts with management, supervisors and employees for the correction and control of recognized hazards.

2. Where feasible, engineering controls will be implemented to eliminate health hazards.

3. Each direct employer will provide Personal Protective Equipment to protect employees against predictable and identified hazards.


5. The general Safety and Health Rules are listed in this Safety and Health Manual and in the employee safety handbook.
Chapter 3 - Training

Training, Education, and Certification Guidelines

Requirements for All Employees on Projects

All employees and Contractors shall comply with St. Luke’s Construction Safety Training Guidelines and appropriate OSHA specified Training Requirements.

   a. Acknowledgement verification records will be kept for reference of employees who have completed this requirement.

2. All Construction workers must be trained in the recognition of the hazards they might face with their work duties.

3. Sub-contractors are required to maintain their own company training program in addition to St. Luke’s Construction training requirements for contractors.

4. They’ll provide a list of competent supervisors/workers and the areas they’ve been trained in, prior to working on projects.

5. Typical construction Training topics for all construction workers include:
   a. Emergency Action Plans
   b. Fire Prevention and Protection Plans
   c. Personal Protective Equipment
   d. Storage of Flammable and Combustible Liquids
   e. Storage and Handling of LP Gases
   f. Respiratory Protection
   g. Accident Prevention
   h. Confined Space
   i. Medical Service and First Aid
   j. Portable Fire Extinguisher Use
   k. Electrical Safety Related Work Practices
   l. Hazard Communication
   m. Fall Protection
   n. Struck by/ Crushed by Protection and Prevention
Weekly Safety Meetings

Requirements for Contractors and Construction employees on projects

1. All St. Luke’s Construction employees and contractor’s employees will complete a weekly Toolbox Talk or Weekly Safety Meeting attendance.

2. Contractor’s employees may complete a St. Luke’s Construction Weekly Toolbox Talk if they have not attended one of their own company’s Weekly Safety Meetings.

3. All contractors shall provide a copy of the Weekly Safety Meeting or Toolbox Talk attendance sign-in sheet for each week that their employees work on any St. Luke’s projects.

St. Luke’s Construction Employee Training Guidelines

*Training shall be provided and/or completed by employees as necessary. Training requirements are intended to meet OSHA requirements for training and St. Luke’s Construction rules and policies.*


1. A general Safety Program overview and New Employee Orientation will be given to new employees before they are assigned to duties on projects.
   a. Orientation will include instruction on hazard recognition and accident prevention. Employees should be able to look at something or someone and know when there is a problem.

      D-1 New Employee Safety Orientation

   b. Employee safety training records and certificates will be kept and updated in a department Training Records Manual. Class name, class subject, date completed will be documented and also Instructor name or Company if available. Employees will be retrained or re-evaluated as needed.

      D-2 Employee Training Record and Certifications

2. St. Luke’s Construction Project Supervisors will attend, at a minimum, an OSHA 30-hour training program.


4. Employee will be provided any required safety training when given new responsibilities or when they are exposed to new equipment.

5. Compliance Committee will review training sessions completed each month, discuss training needs, and recommend new training for employees to attend.

6. The St. Luke’s Construction Compliance Coordinator will schedule safety training throughout the year for Project Supervisors and employees when necessary.
7. Records will be kept of employee training and also sub-contractor training that is scheduled by or held at St. Luke’s. Each year training topics and statistics will be documented in the Annual OSHA Partnership Report.

Contractor Training Program

Contractor Training Program Details & Class Outline

*St. Luke’s Construction has developed a Safety Training Program for Contractors that work near occupied patient care areas.*

St. Luke’s Construction Department contractors who regularly work inside an occupied St. Luke’s Boise or Meridian hospital must successfully complete the contractor training program provided by the Construction Department.

2. St. Luke’s Construction will keep attendance records and review them for individuals when name badges are requested/issued.
3. Workers that have not yet completed Contractor Training will be added to the attendance list for the next available Contractor Training class.
4. The Compliance Committee continually evaluates employees, contractors, and project scope & location to determine the schedule and assignment of Contractor Training.
5. Class content includes instruction on maintaining compliance with construction work in a Hospital Environment. Areas covered include: SLHS procedures, Infection Prevention, Fire Prevention, Life Safety Measures, health care regulations.

Competent Person & Other Contractor Requirements

Competent Person

Contractors shall have a competent person on-site at all times while employees or subcontractors are working.

1. A Competent Person form must be filled out and submitted to the construction office or St. Luke’s Project Supervisor at the beginning of the project and these records must be maintained during construction.
2. All contractors that hire subcontracts must maintain a competent person on-site to manage the subcontractor employees at all times.
3. Contractors and Subcontractors are required to maintain their own training program.
4. All contractor employees shall be trained in the tasks they perform and be able to provide verification of training for certain tasks upon request.
Chapter 4 - Emergency Procedures & OSHA Reporting

Emergency Procedures & Risk Management

St. Luke’s Construction Risk Management

To keep St. Luke’s facilities safe, secure, and comfortable for patients, visitors, staff, and physicians. Employees and contractors should be familiar with the St. Luke’s Health System emergency preparedness plans.

Emergency Evacuation Plans

A specific Evacuation Plan will be created and posited for each job-site. (A sample Evacuation Plan can be found in the Forms Chapter.)

1. The St. Luke’s Project Supervisor and Compliance Coordinator will develop an Evacuation Plan for each project.
2. A Project Poster that includes Emergency Procedures and Evacuation Plan will be created and posted on each project.
3. All employees and Contractors on-site should familiarize themselves with the job-site postings and Emergency Information.

Emergency Management Codes

**Code RED** - Fire

- R = Remove people from immediate danger
- A = Activate nearest alarm
- C = Call 55555*  *If you are not in one of the main hospitals you will need to call 911
- E = Extinguish or evacuate

*Note:* When a Code Red is called for the area you are working in, stop work, clear the corridor, listen for overhead instructions, and prepare to evacuate.

First Aid and Medical Services

1. St. Luke’s Construction generally provides first aid kits and supplies at or near each job site under most circumstances.
2. Contractors must also provide first aid supplies to their employees on the job site.
3. Supervisors must be aware of the nearest emergency medical facility for incidents that cannot be treated by simple first aid procedures.

4. **Emergency Care**
   a) St. Luke’s Boise Medical Center, 190 E. Bannock, Boise, ID  83702
   b) St. Luke’s Meridian Medical Center, 520 S. Eagle Rd., Meridian 83616
   c) Or follow your company’s policy for emergency care

5. **Non-emergency Care**
   a) Boise Employee Health, 414 N. 1st St., Boise, ID  83712
   b) Meridian: Urgent Care, 520 S. Eagle Rd., Meridian 83616
   c) Contractors must follow their own company’s policy.

**Transportation for Medical Services**

1. Contractors are responsible for transporting their employees to the appropriate medical facilities in all non-emergency situations.

2. If the injured person is not mobile, an ambulance should be called by dialing 911 or if you are inside the hospital dial 55555.

3. No injured person will be permitted to drive him or herself for emergency medical attention.

**Accident, Incident, & Injury Management**

**Accident/Incident Reporting Procedures**

1. Employees are required to report all accidents and injuries to their supervisor **immediately**, no matter how minor.

2. The St. Luke’s Project Supervisor must be immediately notified of any accidents, emergencies, near-miss incidents.

3. An employee who has sustained an on-the-job injury or illness, requiring treatment beyond first aid (first aid is defined later in this chapter), will return to work only after a qualified Physician gives written permission with any restrictions and/or limitations listed.


5. The Compliance Committee will review incidents/accidents on a monthly basis.

**Contractor Accident Recordkeeping and Reports**

The following safety-related reports concerning occupational injury and/or illnesses shall be properly and timely executed in detail as soon as possible and will be maintained by St. Luke’s Construction. Copies of all
reports filled out by a subcontractor shall be immediately forwarded to the SLHS Construction representative.

1. The St. Luke’s Construction Accident/Incident Investigation Report is to be filled out by the injured employee’s immediate supervisor, with assistance from the injured employee, and a SLHS Construction representative. This form is used for all injuries and/or property damage.

2. A copy of the immediate supervisor’s report shall be sent to a SLHS Construction representative. Attach photos if possible.

3. Workers’ Compensation Forms may be completed by the injured party’s employer and used to advise the insurance carrier of a Workers’ Compensation claim.

St. Luke’s Employee Injury Reporting

**MIDAS REPORTS** – St. Luke’s employee Injury/Illness/Near Miss event investigations and Midas reports must be completed within 7 days of the date of the accident.

1. Midas investigation and reporting directions can be found by following the Midas link on the St. Luke’s Health System Intranet (Inside St. Luke’s).

2. Employees must complete Midas reports electronically by accessing the link on the Midas page on a computer.

Construction Accident/Incident Investigation Overview

1. Accidents, incidents, injuries, and illnesses will be reported immediately by the injured employee to his/her supervisor.

2. The supervisor is responsible for immediately notifying the St. Luke’s Construction Office.

3. A St. Luke’s Construction representative will investigate all injury or health incidents to determine the cause and take the necessary corrective actions.

4. The representative will interview the injured person(s) and witnesses. He/she will prepare a detailed report and deliver it to the Construction Management team and Compliance Committee.

5. The Project Supervisor will review the accident investigation and report the findings at regularly scheduled coordination meetings.

6. The Compliance Coordinator or St. Luke’s Construction representative will compile the material obtained during the investigation, prepare a detailed report and deliver it via e-mail to the management team of the Architecture and Construction department.

Procedures for Accidents Investigations

1. Begin your investigation as soon as practical after the incident. Each site has an accident/injury packet with instructions in it. There should also be a camera available to take photos of the accident/incident area.

2. Go to the scene and take photos as soon as possible.
3. If possible, talk with the injured person at the scene of the injury.

4. Talk with witnesses. Tell them you are only there to collect data and try to put each person at ease. Get the facts, make each interview private.

5. Ask questions and repeat the story to be sure you understand all of the circumstances.

6. End each interview on a positive note.

7. Look for all possible causes, unsafe conditions/acts, contributing factors, and missing controls.

8. Be careful of reenactments. Don't ask for actions to be repeated.

9. Record the facts accurately.

10. Develop conclusions. Confer with others; solicit prevention ideas.

11. Act positively to prevent recurrences. Correct or refer correction to higher authority.

Note: The SLHS Compliance Coordinator or a designated Compliance committee member will follow up with the injured party and inform the management team via e-mail of the progress of the injured party until the person returns to work.

OSHA Required Recordkeeping & Reporting

OSHA Recordable Incidents

The OSHA 300 and 300A Logs (yearly summary of Occupational Injury & Illnesses) must be prepared and submitted each year as long as the number of employees exceeds 10 in any calendar year. Logs are filled out only if an employee is injured and must be updated after each injury is reported. The 300A Summary Report must be signed by the St. Luke’s Construction Sr. Director and posted February 1 through April 30 of each year. The Logs and information will be retained for a minimum of 5 years.

Note: A SLHS Construction representative must submit one for SLHS employees and each contractor must submit one to OSHA for their employees.

Steps for Recordable Accident Occurrences and OSHA Reporting

There steps should be follow whether a SL employee or sub-contractor employee is hurt.

**STEP 1. DETERMINE RECORDABLE OCCURRENCES:** A St. Luke’s Construction representative should use the following information to determine if OSHA needs to be called. If you determine it is a recordable occurrence, go to Step 3 and make the call.

We are not required to record injuries & illnesses on 300 log if:

1. At the time of the injury or illness, the employee was present in the work environment as a member of the general public rather than as an employee.
2. The injury or illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside the work environment. (An example of this would be an epilepsy attack. However, if an employee has a heart attack and dies you should call OSHA and report it within 30 days, also report it if an employee hits his head and goes into a comma).

3. The injury or illness results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity such as blood donation, physical examination, flu shot, exercise class, racquetball, or baseball.

4. The injury or illness is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer’s premises or brought in). For example, if the employee is injured by choking on a sandwich while in the employer’s establishment, the case would not be considered work-related.

   Note: If the employee is made ill by ingesting food contaminated by workplace contaminates (such as lead), or gets food poisoning from food supplied by the employer, the case would be considered work-related.

5. The injury or illness is solely the result of an employee doing personal tasks (unrelated to their employment) at the establishment outside of the employee’s assigned working hours.

6. The injury or illness is solely the result of personal grooming, self-medication for non-work-related condition, or is intentionally self-inflicted (suicide).

7. The injury or illness is caused by a motor vehicle accident and occurs on a company parking lot or company access road while the employee is commuting to or from work.

8. The illness is the common cold or flu (NOTE: contagious diseases such as tuberculosis, brucellosis, hepatitis A, or plague are considered work-related if the employee is infected at work.)

9. The illness is a mental illness. Mental illness will not be considered work-related unless the employee voluntarily provides the employer with an opinion from a physician or other appropriate, (psychiatrist, psychiatric nurse practitioner, etc.) licensed health care professional with training and experience stating that the employee has a mental illness that is work-related.

10. If the employee needs “first aid” and nothing more. See attached for a list of those treatments considered to be “first aid”.

**STEP 2. FIRST AID** Use the following to determine what is considered “First Aid.”

**FOR THE PURPOSE OF PART 1904, “FIRST AID” MEANS THE FOLLOWING:**

1. Using non-prescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);

2. Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);
3. Cleaning, flushing or soaking wounds on the surface of the skin;
4. Using wound coverings such as bandages, Ban-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™, (other wound closing devices such as sutures, staples, etc., are considered medical treatment);
5. Using hot or cold therapy;
6. Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes);
7. Using temporary immobilization devices while transporting an accident victim (e.g. splints, slings, neck collars, backboards, etc.)
8. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
9. Using eye patches;
10. Removing foreign bodies from the eye using only irrigation or a cotton swab;
11. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
12. Using finger guards;
13. Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes);
14. Diagnostic techniques (observation, x-rays, etc.) or

*Note: There are no other procedures included in first aid. This is a complete list of all treatments considered first aid for Part 1904 purposes.*

**Step 3. Report Fatalities and Severe Injuries to OSHA within 8 hours** St. Luke’s Construction representatives should use the following information to determine if OSHA needs to be called. If you determine it is a recordable occurrence, make the call and then continue to Step 4.

**We must call OSHA within 8 hours if:**
1. There are one or more work-related fatalities. (Employers must report within 8 hours of finding out about fatalities, which occurred within 30 days of the work-related incident.)

**We must call OSHA within 24 hours if:**
1. There are any work-related inpatient hospitalizations** of one or more employees from the same incident. (**Hospitalized means they are admitted and stay in the hospital for 24 hours or more)
2. Work-related amputations.

*Note: This will trigger an OSHA inspection!!!*

**Options for reporting event to OSHA:**
1. Call the OSHA Area Office #: 208-321-2960
2. Call the 24-hour OSHA Hotline #: 1-800-321-6742 (line is staffed 24 hours a day 7 days a week)

Continue to next section for direction on what to do when OSHA shows up on the job-site

**STEP 4. CONDUCT INVESTIGATION** If it is determined to be an OSHA Recordable occurrence, an investigation should be conducted as soon as practical. (Follow the Accident/Incident Investigation procedures.)

OSHA Inspections

**OSHA Inspection Checklist**

1. See Identification from OSHA Representative
2. Call OSHA Office to Verify if needed (208) 321-2960
3. Ask OSHA Representative the reason for inspection
4. Call Compliance Coordinator (208) 830-4979 or (208) 381-3312
5. Call St. Luke’s Construction Office (208) 381-2023
6. Inform all parties involved of inspection
7. Opening conference presented by OSHA Representative
8. Inspection of identified area
9. Closing conference to explain inspection

**Directions for OSHA visits**

*OSHA inspections are unannounced and can take place anytime during the normal working hours.*

8. OSHA Inspections can be initiated by:
   a. General – Construction is a high risk and a high priority.
   b. Based on complaints – Especially from employees, union business agent, or competitors.
   c. Investigations including specialists – if you have a fatality or serious injury or illness, you must report it to OSHA immediately. A careful investigation will likely result.

2. IDENTIFICATION – The OSHA Compliance Officer must present his or credentials, and you should ask to see them immediately, along with ID’s of anyone accompanying him/her. Credentials include a color photo of the Compliance Officer and I.D. number. Non-OSHA personnel have no legal right to go along. Beware of impostors, especially salesmen.

OSHA Inspection Orientation

**OPENING CONFERENCE** – Meet in Private Area

1. **COMPANY REP** – The inspector will ask to see a person in charge. If no employer representative can appear within a reasonable time, the inspection may still be conducted. Or if another contractor on the jobsite is being inspected, or your site is open to public view, you could be cited for a violation even though you had no representative. Be sure all of your people who might find themselves “in charge” know what to do. You may also ask to alert top management or other corporations involved that an inspection is in progress.

2. **PURPOSE** – Ask the purpose of the inspection, especially whether it is in response to a complaint. If so, ask who made the complaint. If the person requested to remain anonymous, ask if it was made by a present or past employee; or by an individual with a customer, supplier, or another contractor, or by a person not directly involved, such as a union official with no tradesmen on the job. Request a copy of the complaint. Remember that employees cannot be discriminated against for filing complaints.

3. **WARRANTS** – Although you have the right to insist upon a warrant for an inspection, such demand is generally not advisable, since the inspector will probably get one quickly and return alert for violations. If he can see an exposed violation, he generally does not even need a warrant. The only time when you might request immediate legal action is to prove that a complaint is illegitimate and designed to harass you.

4. **ATTITUDE** – Be polite, cooperative and respectful, and try to show an awareness of the seriousness of safety hazards. Control your emotions. Take notes. Do not delay the inspection. OSHA is directed to act “in a Reasonable manner,” and to avoid undue and unnecessary disruptions of work.

5. **DOCUMENTS** – The inspector may review jobsite paperwork, company injury/illness prevention records, and other jobsite safety items including:
   a. Are written Safety Program and Safety Rules used?
   b. What information is in records of safety training, safety meetings, and toolbox talks?
   c. Who is in charge of safety?
   d. Are the OSHA posters and emergency phone numbers posted?
   e. Are required records on the site or accessible and up to date?
   f. Is safety promoted through safety posters or other means?
   g. Who has a valid certification in First Aid Training?
   h. Is personal protective equipment required or available?
   i. How interested in safety does management appear to be?

   *Note: Be cooperative and assist the Inspector in filling out forms on your operation.*

**THE WALK AROUND INSPECTION**

1. The employer representative can and should accompany the Inspector on the walk around. The Inspector may deny the right of anyone who interfered with a fair inspection to accompany him/her, or
permit additional personnel to go along (such as a company Safety Officer). The Inspector may take photographs and use other investigatory equipment.

2. Where an employee representative exists (e.g. selected by employees during job safety meeting), that person should also accompany the Inspector. When there is no authorized employee representative, the Inspector must consult with a reasonable number of employees on the job regarding safety and health conditions. He can speak with employees whether or not there is an employee representative, but is less likely to interrupt work if one is present.

3. The Inspector does not necessarily have to see an unsafe practice to site for a violation, if there is enough evidence that a violation has taken place.

4. The OSHA Compliance Officer may ask that substances be removed, an operation be stopped, or personnel be removed. He cannot shut down your job without a court order, but if he points out a serious hazard, it is best to correct it or get your employees away from the hazard.

**The Employer Representative:**

a. Should take notes of what areas and equipment were examined, what employees or others were interviewed, and what comment were made by the Inspector.

b. Can take pictures (during or immediately after the inspection, especially of conditions photographed by the Inspector, but which may show a different angle or perspective more beneficial to the employer).

c. Should act as the company spokesperson and point out company safety practices and corrections, which have been made. Do not point out conditions you knew or thought were dangerous.

d. If possible, immediately correct, right before the Inspector’s eyes, violations he points out. Or point out where employees are not affected or special conditions or conflicts with other regulations.

e. Don’t be afraid to ask questions. Such as what the compliance officer would do in a similar situation to abate (fix) alleged standard violation.

f. Never admit alleged violation took place.

g. You may politely disagree with type of violation but do not argue.

h. Take the compliance officer directly to the alleged violation identified – CHOOSE YOUR PATH.

i. If possible cease high hazard work, but do not shut the job site down.

j. Take worker or representative along to correct any violations identified immediately. This may save you a citation.

**The Closing Conference**

1. The Inspector will meet with the employer representative and should indicate what standards may have been violated, and will advise that citations may be issued and penalties proposed. He may also fix a reasonable time for abatement of violations.

2. The employer representative should ask questions he might have, make sure violations are clarified, and try to determine whether the Inspector feels they are serious or non-serious. Do not argue or say anything, which might hurt your case, but point out information, which may help you.
AFTER THE INSPECTOR LEAVES

1. The supervisor should write up a report based on notes taken, including what violations the Inspector pointed out. Then contact the company.

2. A Follow-up Inspection may take place, generally within 7 days after the abatement date, if a willful, serious or repeated violation has been found. OSHA will generally check to determine that such hazards have been corrected.
Chapter 5 - Hazard Communication

Chemical Hazard Communication Program

Compliance with Hazard Communication Standard


This section documents the actions we have taken regarding hazardous chemical information on Projects, including: Chemical List, Safety Data Sheets, Labels, and employee information and training.

The St. Luke’s Construction Chemical Hazard Communication Program is available for review by all employees in the Safety and Health Program Manual located:

a. On our website [www.stlukesonline.org/construction](http://www.stlukesonline.org/construction)
b. At St. Luke’s Construction Main Office - 214 E. Jefferson, Boise, ID 83712 Telephone (208) 381-2023
c. At all St. Luke’s Construction Project Site Offices.

St. Luke’s Construction has developed a comprehensive training program to provide employees.

Employee training takes place at the time of initial assignment and whenever the hazards change or a new chemical is introduced into the workplace.

St. Luke’s Construction management personnel are responsible for providing training to all employees. Questions and requests for further information should be directed to them.

The Chemical Hazard Communication Standard Description

*The Hazardous Communication Standard is written by the Occupational Safety and Health Administration (OSHA) and has been updated to include the construction industry. The purpose of the standard is to insure that chemical hazards are evaluated, and that information concerning their hazards is forwarded to both employers and employees.*

1. In order to do this St. Luke’s Construction put together a comprehensive Hazardous Communication Program?
2. We provide a written Hazardous Communication Program to inform workers of the hazards in the workplace, the location of the SDS, and a list of hazardous chemicals used.
3. Workers may review SDS and the list of hazardous chemicals upon request.
Hazardous Chemicals We Might Encounter

1. Many products contain chemicals that may be hazardous.
2. This Haz-Com Program provides you with manufacturer information about chemical hazards in the SDS.
3. Hazardous products generally are those that are flammable or combustible, compressed gases (LP gas, etc.), and toxins (dusts, fumes, irritants, etc.)
4. The container label and SDS provides detailed information about the hazards of products.

What Are My Rights Under This Law

Workers have the right to have access to information regarding any of the potentially hazardous chemicals in the workplace.

1. If, at any time, employees have questions or need information regarding any of the products they handle, they should contact the St. Luke’s Project Supervisor.

   Note: It is much better to ask questions initially than to wait until there is a problem.

Hazardous Chemicals, Container Labeling, and Training

Employee Hazard Communication Training

St. Luke’s Construction is responsible for employee training and will ensure employees receive Hazard Communication training. Training is a requirement of employment and records will be maintained at St. Luke’s Construction Main Office.

1. New employees will be trained prior to initial assignment.
2. Training will be provided to employees when new information becomes available, exposures to hazardous chemicals change, or when new hazards are introduced into the work place.
3. Before working on a hazardous, non-routine task, employees will receive information about the hazards, specific chemical hazards, and safety measures.

Employees will be provided with information and training programs regarding:

a. The requirements of the Chemical Hazard Communication Standard.

b. Employee rights under the Hazardous Communication Standard.

c. The Hazardous Communication Program/Procedures we use, including hazardous chemical lists, SDS, and labels.

d. How exposures to hazardous chemicals can be controlled by means such as safe work practices and personal protective equipment during normal work and in emergencies.

e. The revised Standard which includes the Globally Harmonized System (GHS) of Classification and Labeling of Chemicals.
Hazardous Chemical Lists

A list of hazardous chemicals is maintained by the Project Supervisor for the specific job site.

1. This list contains the common name, chemical name and work area for each hazardous chemical used or stored at every St. Luke’s Construction job-site and our Main office.

2. The list is arranged in alphabetical order by common name, and either to chemical name or the common name or product name that matches the identity shown on the SDS and label.

3. Chemicals not already on the list will be added to the list, together with the date the chemicals were introduced as soon as possible.

4. The list of hazardous chemicals is part of this program. Employees may access it at any time.

5. All contractors on multiple-employer job-sites are provided access to or, upon request, a copy of our written program, chemical list, and individual SDS for chemicals used by St. Luke’s Construction, at each job-site prior to the commencement of any work.

   Note: A statement of this policy is provided as a notice to each contractor on multiple-employer job-sites with a verification form to be signed and returned to St. Luke’s Construction.

Material Container Labels

1. The job-site foreman will ensure that each container of hazardous chemicals in the workplace is labeled, tagged, or marked with the identity of the contents and the appropriate hazard warnings.
   a. The warning must be legible, in English, and be prominently displayed on each container.

Safety Data Sheets (SDS)

Employers must ensure that SDSs are readily available to employees. (See Appendix D of 1910.1200 for a detailed description of SDS contents.)

A copy of each SDS is maintained on the SLHS Intranet, the Main Construction Office, or at Project Site Offices for review by our employees and is part of this written program.

1. Safety Data Sheets (SDS) will be obtained from the manufacturer or importer for each hazardous chemical identified on the list.

2. It is the St. Luke’s Construction policy not to use a hazardous chemical if a SDS has not been received.

3. We require all suppliers of such chemicals to provide an appropriate SDS. If a shipment is received without a SDS, we will notify the supplier immediately that the SDS must be received within 10 days.

4. SDS (for the chemicals an employee may be exposed to) are accessible to employees and Contractors during each work shift.

5. A copy of each SDS is maintained on the SLHS Intranet, the Main Construction Office, or at Project Site Offices for review by our employees and is part of this written program.

6. Employees may obtain a copy of the SDS for any hazardous chemical to which they are exposed in the following manner: Contact the Project Supervisor, Project Manager, or Compliance Coordinator.
SDS Sections

The information contained in the SDS is largely the same as the MSDS, except now SDSs are required to be presented in a consistent user-friendly, 16-section format.

Sections 1 through 8 contain general information about the chemical, identification, hazards, composition, safe handling practices, and emergency control measures.

Sections 9 through 11 and 16 contain other technical and scientific information, such as physical and chemical properties, stability and reactivity information, toxicological information, exposure control information, and other information including the date of preparation or last revision.

Sections 12 through 15 concern matters handled by other agencies to be consistent with the UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS), which are not enforced by OSHA.

Section 1 – Identification

Identifies the SDS chemical, recommended or restricted uses, and provides essential supplier contact information including manufacturer/distributor name, address, phone number, and emergency numbers.

- Product identifier used on the label and any other common names or synonyms by which the substance is known.
- Name, address, phone number of the manufacturer, importer, or other responsible party, and emergency phone number.
- Recommended use of the chemical (e.g., a brief description of what it actually does, such as flame retardant) and any restrictions on use (including recommendations given by the supplier).

Section 2 – Hazard Identification

Identifies hazards of the chemical presented on the SDS and the appropriate warning information associated with those hazards.

- The hazard classification of the chemical, Signal word, Hazard & Precautionary statements, Pictograms, Description of hazards not otherwise classified.
- Mixture of ingredients with unknown toxicity, must indicate percentage of unknown acute toxicity.

Section 3 – Composition/Information on Ingredients

Identifies product ingredients, including impurities and stabilizing additives, and includes information on substances, mixtures, and all chemicals where a trade secret is claimed.

Substances
- Chemical name, common name, and synonyms.
- Chemical Abstracts Service (CAS) number and other unique identifiers.
- Impurities and stabilizing additives which contribute to chemical classification.

Mixtures
- Substances Information, and name and concentration of ingredients that are classified as health hazards, or concentration ranges.
**Section 4 – First-Aid Measures**

Describes the initial care that should be given by untrained responders to an individual who has been exposed to the chemical.

- First-aid instructions for routes of exposure (inhalation, skin and eye contact, and ingestion).
- Description of important symptoms or effects, and any symptoms that are acute or delayed.
- Recommendations for immediate medical care and special treatment needed, when necessary.

**Section 5 – Fire-Fighting Measures**

Provides recommendations for fighting a fire caused by the chemical.

- Recommendations of suitable extinguishing equipment, and information about extinguishing equipment that is not appropriate for a particular situation.
- Advice on specific hazards that develop from the chemical during the fire, such as any hazardous combustion products created when the chemical burns.
- Recommendations on special protective equipment or precautions for firefighters.

**Section 6 – Accidental Release Measures**

Provides recommendations on appropriate response to spills, leaks, or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties, or the environment. It may also help to distinguish between responses for large and small spills where the volume has a significant impact on the hazard.

- Precautions such as removal of ignition sources or providing sufficient ventilation, and protective equipment to prevent the contamination of skin, eyes, and clothing.
- Emergency procedures, instructions for evacuations or consulting experts, and appropriate clothing.
- Appropriate procedures/techniques/methods/materials/equipment used for clean-up.

**Section 7 – Handling and Storage**

Provides guidance on safe handling practices and conditions for safe storage of chemicals.

- Precautions for safe handling, recommendations for incompatible chemicals, minimizing release of chemical into the environment, and advice on general hygiene practices.
- Recommendations/requirements on conditions for safe storage, including incompatibilities.

**Section 8 – Exposure Controls**

Indicates exposure limits, engineering controls, and personal protective measures to minimize exposure.

- Permissible Exposure Limits (PELs), Threshold Limit Values (TLVs), and other exposure limits.
- Appropriate engineering controls.
- Personal protective measures such as PPE and special PPE, clothing or respirators.

**Section 9 – Physical Chemical Properties**

Identifies physical and chemical properties/characteristics associated with the substance or mixture.
- Appearance (physical state, color, etc.); flammability/explosive limits; Odor; Vapor pressure; Odor threshold; Vapor density, pH; Relative density; Melting/Freezing/Boiling point; Solubility; Flash point; Evaporation rate; Auto-ignition temp; Decomposition temp; Viscosity.

Other relevant properties, such as combustible dust for evaluating explosive potential.

**Section 10 – Stability and Reactivity**

Lists chemical stability, possibility of hazardous reactions, and describes reactivity hazards of the chemical.

- Reactivity description of chemical test data.
- Stability indications for normal ambient temperature for conditions in storage and handling.
- Stability description of any stabilizers that may be needed, or indication of safety issues should the product change in physical appearance.
- Other indications for possibility of hazardous reactions or release of pressure/heat, conditions to avoid, incompatible materials, or anticipated hazardous decomposition that could be produced.

**Section 11 – Toxicological Information**

Includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

**Section 12 – Ecological Information**

Provides information to evaluate the environmental impact of the chemical(s) if it were released to the environment.

**Section 13 – Disposal Considerations**

Provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices. To minimize exposure, this section should also refer the reader to Section 8

**Section 14 – Transport Information**

Provides guidance on classification information for shipping and transporting of hazardous chemicals by road, air, rail, or sea.

**Section 15 – Regulatory Information**

Identifies the safety, health, and environmental regulations specific for the product that is not indicated anywhere else on the SDS.

*Note: Sections 12-15 are regulated and enforced by Agencies other than OSHA. (29 CFR 1910.1200(g)(2)).*

**Section 16 – Other Information**

Includes date of SDS preparation, last revision, statement of changes made from the previous version, or any other useful information.
Chapter 6 – Environmental Controls & Occupational Health

Jobsite Controls

Introduction
The following Jobsite Controls are required for all construction sites. There are likely additional requirements on construction projects that are located inside or adjacent to occupied buildings or clinical areas.

Housekeeping
Superior housekeeping is highly important when working inside hospitals or clinics. Workers are expected to clean up messes immediately when finished with a task or periodically throughout each work shift.

1. Scrap material and debris will be removed from the job-site at regular intervals.
2. During construction scrap material and debris will be kept clear from work areas, passageways, and stairs until cleared away.

Noise Exposure
1. Protection against the effects of noise exposure shall be provided when the sound levels exceed those shown in the OSHA Table D-2 of 20 CFR 1926.52 when measured on the A-scale of a standard sound level meter at slow response.
2. Wherever it is not feasible to reduce the noise levels or duration of exposures to those specified in Table D-2, Permissible Noise Exposures, in 1926.52, ear protective devices shall be provided and used.
3. Ear protective devices inserted in the ear shall be ANSI approved ear plugs. Plain cotton is not an acceptable protective device.

Illumination
While work is in progress, construction areas, ramps, runways, corridors, offices, shops and storage areas will be well lighted (5 foot candles for general construction).

Ventilation
Ventilation procedures on projects often need to be coordinated with facilities personnel.
1. Work areas will be vented well enough, or have an exhaust ventilation system designed to prevent dust, fumes, mists, vapors and gases from being dispersed into the air in concentrations causing harmful exposure.

2. The exhaust ventilation system will be designed to prevent air contaminants from being drawn through the work area of others.

Fire Protection and Prevention

1. All job-sites will be equipped with approved fire extinguishers. These extinguishers will be marked in such a way that they are easily located.

2. At least 1 fire extinguisher will be placed for each 3,000 square feet of protected building area with a travel distance from any point not to exceed 100 feet.

3. At least 1 fire extinguisher provided on each floor and located adjacent to stairways.

4. A fire extinguisher shall be provided within 50 feet of 5 gallons of flammable or combustible liquids are stored or being used.

5. All fire extinguishers will be inspected and maintained periodically.


7. All exits will be unobstructed.

8. Flammable or combustible liquids will be stored away from areas normally used for safe passage of people.

9. All portable outdoor storage tanks for flammable or combustible liquids will be stored at least 20 feet from buildings. These areas will be kept free of combustible materials not necessary to the storage area.

Temporary Heating Devices

1. Any area where a temporary heating device is being used, there will be sufficient ventilation provided for heater to ensure proper combustion, maintain the health and safety of the workers, and limit temperature rising in the area.

2. Fresh air will be supplied in sufficient quantities to maintain the health and safety of the workers.

3. Heaters will be rested on a suitable heat insulating material or at least 1 inch of concrete or equivalent.

Material Handling and Storage

1. Material should be stored in tiers stacked, racked, blocked, interlocked or otherwise secured to prevent sliding, falling, or collapse.

2. Aisles or passageways should be provided and kept clear for the movement of materials handling equipment or employees.

3. Inside buildings under construction, materials should not be stored within 6 feet of a hoist way or inside floor opening.
4. When working in a material loading or staging area more than 6 feet above the ground or lower level where guardrails have been removed, fall protection (body harness, lifeline and anchor point) is required unless addressed by an alternative fall protection system.

5. Equipment and/or materials stored above ground level must be at least 6 feet from the edge of the floor. They must be secured to prevent accidental dislodging and falling to the surface below.

6. Inside buildings under construction, materials should not be stored within 10 feet of exterior walls, which do not extend above the top of the material being stored.

7. Storage of materials in excess of supplies needed shall not be stored on scaffolds or runways.

8. If masonry blocks are stacked higher than 6 feet, the stacks shall be tapered back one-half block per tier above the 6 foot level.

9. All nails shall be removed from lumber before it is stacked.

10. Compressed gas cylinders will be stored in an upright position and secured at all times.

Disposal of Waste Material

1. When waste material is dropped for a distance of 20 feet to points lying outside the exterior walls of the building, an enclosed chute of wood or equivalent material will be used.

2. When debris is dropped through a hole in the floor without the use of a chute, the area where the debris is dropped to will be completely enclosed with a suitable barricade. The barricade will be at least 42 inches high and not less than 6 feet back from the protected edge of the opening above.
Chapter 7 - Construction Site Controls and Containment

Protecting Construction Activities and Projects

Project Containment Design and Planning

St. Luke’s Construction staff will plan and schedule construction work accordingly to contain hazardous or disruptive activities as necessary.

When construction project is located adjacent to public or occupied staff areas, project scheduling and planning will incorporate SLHS Interim Life Safety Management and Infection Prevention protocols. Compliance planning should include other St. Luke’s supervisors or stakeholders as applicable.

Projects or Construction Activities will have appropriate protection and containment such as fences, gates, barriers, temporary walls, secure doors or other sufficient means.

Barricades and Signs

The type of Projects barricades, temporary barriers, and signs will depend on the project location and scope of work.

1. Use barriers, caution signs and/or caution tape to prevent access by unauthorized people.
2. Exit and Directional signs shall be posted to direct pedestrian traffic safely around construction work.
3. Precautions shall be taken to protect LP Gas tanks from vehicular traffic, either by location or by a physical barrier such as jersey barriers.
4. All required signs shall meet OSHA requirements for size and color.

Accesses, Entrances, and Stairways

1. All public accesses, entrances, and stairways shall be free from material and debris.
2. If construction work requires a public walkway to be blocked directional and/or exit signs will be posted near the blocked walkway to safely direct the general public to the nearest exit or walkway.
3. When blocking off public areas that might contain hazardous construction activities such as material unloading, crane lifting, or roof work - Construction fence or equivalent barriers should be used in addition to cones and signs.
Public Protection

All employees and workers must be aware of noise, dust, and odors that the work may cause and take appropriate precautions prior to starting any work.

All St. Luke’s employees have the authority to stop your work at any time. If you are asked to discontinue work, comply with the request, get the requestor’s name and number, and report to the Construction Office.

1. When working in an occupied unit or adjacent to an occupied unit, coordinate with the Project Supervisor or check in at the nurse station/receptionist’s desk before you begin working.

2. Anyone working in occupied areas must wear a St. Luke’s I.D. badge at all times.


4. Use barriers, caution signs and/or caution tape to prevent access by unauthorized people.

5. Signs, signals, and barricades shall be posted and/or erected to provide adequate hazard warnings to workers and the public.

6. All signs, signals, and barricades shall meet OSHA size and color requirements.

7. Inside the hospital or public areas keep exterior doors to the project closed at all times.

8. Never leave tools or materials unattended in public areas.

9. Ensure public exits remain free and unobstructed for emergency egress.

10. Utilize proper storage of materials such as flammable and combustibles.

11. At the end of your work shift, use appropriate closure procedures to prevent accessibility of unauthorized persons.

12. Special attention should be given to controlling areas children might access without recognizing the potential dangers.

Construction Project Tours and Site Visitor Escorting

Non-Construction Personnel Visitation to Construction Sites Policy

Non-construction personnel are prohibited from entering Construction Sites unless obtaining prior authorization and visitor escort.

SLHS Construction Project Visitation Policy – Only trained, qualified, competent tradesmen are permitted to be on construction sites during construction and shall be trained in the hazards that might exist. All others wishing to visit the construction site will require approval and an escort shall be required.

Policy Scope – This policy applies to St. Luke’s workforce and all locations where St. Luke’s Health System or its subsidiaries conduct business and/or care for patients. These locations include inpatient and outpatient locations that are part of St. Luke’s Boise, St. Luke’s Meridian, St. Luke’s Magic Valley, St. Luke’s Wood River, St. Luke’s McCall, St. Luke’s Jerome and St. Luke’s Elmore. A facility, business or contractor that is affiliated with St. Luke’s Health System or one of its subsidiaries may also use this policy if its processes are consistent with this policy and a different policy has not been implemented.
**Policy Definitions – Construction Site:** An area with construction activities taking place that is generally sectioned off and contained.

**General Information**

A. An area is designated under construction until final occupancy is permitted by the issuing agency.

B. Non-construction personnel are permitted to enter the area unescorted only after final occupancy is awarded.

C. Before final occupancy any untrained, non-construction personnel shall require permission from the Construction Department prior to entering the construction site.

D. Non-construction personnel shall be escorted by a Construction supervisor or designee at all times when entering a construction site for any reason.

E. Designees may be other Construction Department employees or a person who is familiar with the project and construction hazard recognition.

F. Information about a project supervisor or appropriate designee may be found on project postings or obtained by calling the Construction Office (208-381-2023).

G. All personnel entering a project are required to adhere to OSHA Construction Standards including proper clothing and personal protective equipment.

**Tours of Construction Projects**

A. When construction or remodel work is in progress and a walk-through or tour is desired, either during or after normal work hours, by St. Luke’s employees, tenants, Doctors, donors, board members, or any other non-construction personnel:

1. A walk-through or tour must be scheduled ahead of time with the Construction Department staff or designee.
2. The Construction Department staff will coordinate all site visits to a Construction Project.
3. To schedule a tour call the Construction office or designee.

B. A walk-through or tour will be managed in a safe organized manner that meets all Construction Department and OSHA standards for safety and compliance.

C. Proper clothing and Personal Protective Equipment are required:

1. A minimum of a short sleeve shirt is required. (No tank tops or sleeveless shirts)
2. Long pants made of strong material are required. Any exceptions are to be approved prior to the tour.
3. Footwear such as sturdy boots with penetration resistant soles and ankle supporting uppers may be required dependent on hazards presented in the construction project. (No sandals, high heels, or flip flops.)
4. Other items that may be required are hard hats, eye protection, ear protection, and high visibility vests. All of which may be provided by the Construction Department.
5. No loose fitting clothing is allowed.

D. The Construction Department reserves the right to refuse non-construction personnel visitation and tours due to feasibility or safety concerns.
1. Construction sites can be dangerous and contain hazards. The general public may not have the necessary training nor be equipped to navigate certain hazards on construction sites.

2. Access to construction sites, even during a walk-through or tour, is restricted to those who can easily maneuver on uneven ground, and climb up and down stairways, ramps, or ladders, etc.

Visitor Release Forms

Release forms may need to be utilized for visitors on hazardous construction projects. Non-construction personnel and others who are not associated with the construction activities.

1. St. Luke's Construction Project Supervisor’s or Compliance Committee will determine if or when release forms are necessary.

2. All visitors to construction project should immediately check-in with the St. Luke’s Project Supervisor for permission and direction on admittance.

Site Personal Protective Equipment Requirements

Appropriate Attire

Anyone entering Construction Projects shall wear appropriate clothing.

1. A minimum of a short sleeve shirt is required. (No tank tops or sleeveless shirts)

2. Long pants made of strong material are required.

3. Footwear such as sturdy boots with penetration resistant soles and ankle supporting uppers may be required dependent on hazards. (No sandals, high heels, or flip flops.)

4. Very loose fitting clothing, that may catch or become entangled in equipment or tools, is prohibited.

PPE for Employees and Contractors on St. Luke’s Construction Projects

All construction workers shall wear the appropriate eye, ear, head, and foot protection. Short legged pants and/or cutoffs are prohibited as well as tank top shirts and sleeveless shirts.

1. Supervisors and employees will be required to wear PPE when it is required by OSHA Standards or otherwise established in this Safety Program.

2. Each employer will provide OSHA required PPE listed in #10 below, other PPE required such as proper clothing and footwear will be supplied by the employee.

3. Additional PPE for non-routine assignments will be provided on a case by case basis by requesting the equipment from the supervisor of the affected area.

4. Supervisors will provide PPE training to their workers on the use, limitations, and required maintenance of Personal Protective Equipment.

5. New employees must receive training on PPE before commencing work.
6. All personal protective equipment will be inspected on a regular basis. If equipment shows signs of excessive wear or is damaged, do not use it. Ask for a replacement immediately.

7. Supervisors will inspect PPE on a frequent and regular basis and repair or replace defective equipment immediately.

8. The utilization of PPE is Mandatory and is a condition of employment at a St. Luke's Construction work sites.

9. The use of PPE will be strictly enforced.

10. The following Personal Protective Equipment shall be on hand, as needed, before any work commences:
   a. Supply of hard hats
   b. Fire extinguishers
   c. Full body harness
   d. Face shields
   e. Shock absorbing lanyards
   f. Protective gloves, when necessary
   g. Fall arrest-anchoring devices
   h. Required Respiratory protection
   i. Safety glasses
   j. Ground fault circuit interrupters
   k. Safety Goggles
   l. Ear plugs/Ear muffs

Eye Protection

Only approved safety glasses are permitted on our jobsites. (Z87 approved.)

1. Eye protection is required when using a grinder, chop-saw, or compressed air to dry or clean work areas.

   NOTE: In case a foreign particle enters your eye, do not to rub it. Proceed to the nearest first aid kit or eye wash station and flush the eye for an adequate amount of time to clear the particle. If the irritation persists, seek assistance from your supervisor.

Hearing Protection

1. Hearing protection is required when workers are exposed to noise levels and duration that exceeds the OSHA permissible exposure limits.

2. When using the reusable type of earplugs, the plugs are to be washed on a usage basis.

3. If using the disposable type, they are not to be worn more than two times.

Foot Protection

1. Employees will wear good quality footwear that are closed toed, support the ankle, and have sturdy soles to prevent penetration as required by each activity.

2. Work Boots are highly recommended but may not be required for certain activities when projects are nearly finished and permanent flooring is in place.
Head Protection

Hard Hat requirements are usually posted at project entrances. When a Hard Hat sign is posted on Construction Projects, they are required to be worn without exception.

When Hard Hat signs are not posted, they may still be required for certain construction activities and workers are expected to follow OSHA standards.

1. Hard hats that meet Federal Spec. Z89.1-1986 will be mandatory in designated areas.
2. Hard hats are to be worn in the proper manner in which the manufacturer intended.
Chapter 8 - Work Site Preparatory Operations

Site Sanitation

1. An adequate supply of potable water shall be provided in all working areas.
2. Drinking water will be provided in sanitary metal or plastic "cooler type" containers and clearly labeled.
3. All portable container used to dispense drinking water shall be capable of being tightly closed, and equipped with a tap.
4. Water shall not be dipped from containers and a common drinking cup is prohibited.
5. All containers used to distribute drinking water shall be clearly marked as to the nature of its contents and not used for any other purpose.
6. No less than one toilet facility shall be furnished for every 20 employees. Toilet facilities will be cleaned on a regular basis.
7. Where dingle service cups (to be used but once) are supplied, both a sanitary container for the unused cups and a receptacle for disposing of the used cups shall be provided.
8. Toilets shall be provided for employees according to the following table:

<table>
<thead>
<tr>
<th>Number of Employees</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 or less</td>
<td>1 toilet</td>
</tr>
<tr>
<td>20 or more</td>
<td>1 toilet seat and 1 urinal per 40 workers</td>
</tr>
<tr>
<td>200 or more</td>
<td>1 toilet seat and 1 urinal per 50 workers</td>
</tr>
</tbody>
</table>

9. Under field conditions, provisions shall be made to assure not less than one toilet facility is available.
10. Job sites not provided with a sanitary sewer shall be provided with toilet facilities.
11. Washing facilities shall be maintained in a sanitary condition. Hand soap or similar cleansing agents shall be provided.

Site Demolition

Demolition Procedures

1. Before starting demolition operations, a survey will be made of the structure by a competent person to determine the condition of the framing, floors, walls, and the unplanned possibility of collapse of any portion of the building.
2. Adjacent structures where employees may be exposed shall be similarly checked.
3. The Demolition Survey shall be completed and be posted at the work site for review.
4. Before performing any work in a building damaged by fire, flood, explosion, or other disaster; the walls, and floors, shall be adequately braced or shored.
5. All electric, gas, water, steam, sewer, and other service lines, shall be shut off, capped, locked out, tagged, or otherwise controlled outside the building line before demolition work is started.
6. All utility providers will be notified in advance.
7. Never drop material to any point outside the exterior walls of the structure unless the area is effectively protected and controlled to prevent unauthorized entry.
8. Chutes will be used to remove material from elevated floors and be constructed of materials adequate to eliminate failure due to impact of materials.
9. Entirely enclose all chutes installed over 45 degrees from the horizontal.
10. The outlet end of all chutes shall be guarded or barricaded to prevent workers from entering the danger zone.
11. All access and egress from the building and demolition site shall be controlled and maintained in a safe condition.
12. Adequate fire protection, medical response, and emergency plan procedures shall be implemented before any demolition work begins.
13. A competent person shall be on site during all demolition operations.
   a. Have the material tested to identify asbestos content.
   b. Refer to the NESHAP Manual for removal requirements.
   c. Refer to Section 8.1 – Respiratory Protection.
   d. Personal Protective Equipment - according to the level of hazard is required at all times for the removal of Asbestos Containing Material (ACM).

Roadway and Site Work Zone Operations

Traffic Control

Traffic control is regulated by guidelines contained in the Manual of Uniform Traffic Control Devices (MUTCD), published by the DOT. Access the Manual from OSHA or the DOT website:
http://mutcd.fhwa.dot.gov/

Another resource is the NOISH pamphlet, “Building Safer Highway Work Zones: Measures to Prevent Worker Injuries from Vehicles and Equipment” http://www.cdc.gov/noish/2001128.html.

1. Traffic control is required when work activities take place in or near vehicle traffic. They could include road construction, utility work, or any other activity that requires a temporary traffic control zone, or when normal traffic patterns are changed and people and equipment are at risk. A traffic control plan should include how to assist pedestrian and bicycle traffic.
2. Anyone working traffic control should wear high-visibility clothing. They may need to use traffic control devices and have a work-zone protection plan. If the project is large enough, law-enforcement and the general public should be made aware.

Excavating and Trenching

*Excavation & Trenching operations will comply with all OSHA standards and comply with applicable Erosion and Control Requirements.*

1. Excavations and Trenches exceeding 4 feet in depth shall be benched, sloped, shored, or have protective shields installed to prevent excessive sloughing and cave in.

2. NOTICE: Trench and excavation depths are measured from the base of the cavity to the top of the adjacent material (spoil, dirt, rock, etc.) pile.

3. Each employee in an excavation shall be protected from cave-ins by an adequate protective system, except:
   a. Excavations that are made entirely in stable rock, or;
   b. Excavations that are less than 4 feet in depth and examination by a competent person provide no indication of a potential cave-in.

4. Protective systems must have the capacity to resist, without failure, all loads that are intended or could reasonably be expected to be transmitted to the system.

5. Members of support systems shall be securely connected together to prevent sliding, falling, kick-outs or other predictable failure.

6. Removal of the support system shall slowly begin at, and progress from, the bottom of the excavation.

7. Employees shall not be permitted to work on the faces of sloped or benched excavation while other employees are working below. Except when, employees at the lower levels are adequately protected from falling, rolling or sliding material or equipment by a support system or trench box.

8. Excavation of material to a level no greater than 2 feet below the bottom of the support system shall not be permitted.

9. Soil type shall be examined to determine type. Support systems or sloping procedure implemented for all class C type soils.

10. All excavation 6 feet in depth and over shall be barricaded to protect employees from falling into them.

11. A suitable means of egress, (ramp or ladder) will be provided for all excavations or trenches over 4 feet in depth and no more than 25 feet apart.

12. Employees will wear hardhats while working in trenches when heavy equipment is present.

13. Spoil dirt must be stored no less than 2 feet from the edge of any trench or excavation.

14. All utility installations, such as sewer, telephone, fuel, electric, etc., which may be encountered during excavation work shall be determined before work begins.

15. The appropriate utility providers and an underground locator service will be notified in advance or the owners shall be contacted.

16. In trench excavations that are 4 feet or more in depth, means of egress shall be provided to workers so as to require no more than 25 feet of lateral travel.
17. Employees exposed to vehicle traffic shall be provided with and shall wear reflector or high-visibility vests.

18. No employee shall be permitted under loads handled by lifting or digging equipment.

19. Operators must remain in the cabs of vehicles being loaded or unloaded.

20. If vehicle operators do not have a clear and direct view of the edge of the excavation, a warning system shall be utilized, such as barricades, hand or mechanical signals or stop logs.

21. In excavations more than 4 feet deep where oxygen deficiency or a hazardous atmosphere exists or could reasonably be expected to exist, the atmosphere in the excavation shall be tested before employees enter. Confined Space Entry procedures will be in effect.

22. Emergency rescue equipment, such as breathing apparatus, safety harness and line, retrieval stretcher, etc., shall be available and attended where hazardous atmospheric conditions exist or may reasonably be expected to develop.

23. Employees entering bell-bottom pier holes or similar deep and confined footing excavations shall wear a harness with a lifeline securely attached to it.

24. Employees shall not work in excavations in which there is accumulated water or where water is accumulating unless adequate precautions have been taken to protect the employee.

25. Where the stability of adjoining buildings, walls or other structures is endangered by excavation operations, support systems, shoring, bracing or underpinning shall be provided.

26. Sidewalks, pavements, etc. will not be undermined unless a support system is provided.

27. Provide adequate protection to protect employees from loose rock or soil.

28. Materials and equipment shall be kept at least 2 feet from the edge of excavations and trenches.

29. A competent person shall make daily inspections of excavations, the adjacent areas and protective systems.

30. Where employees or equipment are required or permitted to cross over excavations, walkways or bridges with standard guardrails shall be provided.

**Concrete**

1. All workers should wear PPE when pouring concrete.

2. Workers shall wear fall protection when 6 feet or more above adjacent work surfaces.

3. All protruding objects which can cause an impalement hazard shall be protected. Steel reinforced caps or troughs should be used when working above rebar. Mushroom caps are to be used for scratch protection only.

4. Proper equipment (ladders, scaffolds, man-lifts) shall be used to elevate employees to the area to be poured.
Chapter 9 - Motor Vehicles, Heavy Equip, & Crane Safety

General Vehicle Safety

All St. Luke’s employees driving their own vehicle for company business or a company vehicle must adhere to the St. Luke’s Vehicle Fleet Management and Driver Safety Program.

1. All vehicle operators must have current license credentials to operate the vehicles they are assigned to drive and know pre-use inspection procedures.

2. Whenever visibility conditions warrant additional light, all vehicles, or combinations of vehicles, in use shall be equipped with at least two headlights and two taillights in operable condition.

3. All vehicles, or combination of vehicles, shall have brake lights in operable condition regardless of light conditions.

4. Tools and material shall be secured to prevent movement when transported in the same compartment with employees.

5. Vehicles used to transport employees shall have seats firmly secured and adequate for the number of employees to be carried.

6. Seat belts and anchorage’s meeting the requirements of 49 CFR Part 571 (Department of Transportation, Federal Motor Vehicle Safety Standards) shall be installed in all motor vehicles.

7. Access roadways and grades:
   a. No employer shall move or cause to be moved construction equipment or vehicles upon any access roadway or grade unless the access roadway or grade is constructed and maintained to accommodate safely the movement of the equipment and vehicles involved.
   b. Every emergency access ramp and berm used by an employer shall be constructed to restrain and control runway vehicles.

Motor Vehicles and Heavy Equipment

1. Equipment in use shall be checked at the beginning of each shift to assure that the following parts, equipment, and accessories are in safe operating condition and free of apparent damage that could cause failure while in use.
   a. This includes: service brakes, including trailer brake connections’ parking system (hand brake); emergency stopping system (brakes); tires; horn; steering mechanism; coupling devices; seat belts; operating controls; and safety devices.
   b. All defects shall be correct before the vehicle is placed in service.
c. These requirements also apply to equipment such as lights, reflectors, and windshield wipers, defrosters, fire extinguishers, etc., where such equipment is necessary.

2. All off road motor vehicles that operate within an off-highway job-site, not open to public traffic, shall have a service brake system, an emergency brake system, and a parking brake system. These systems may use common components, and shall be maintained in operable condition.

3. All heavy equipment shall be equipped with an adequate audible warning device at the operator’s station and in an operable condition.
   a. Back up alarms must be used and in working condition.

4. No employee shall use any motor vehicle equipment with an obstructed view to the rear unless:
   a. The vehicle has a reverse signal alarm audible above the surrounding noise level or
   b. The vehicle is backed up only when an observer signals that it is safe to do so.

5. Vehicles with cabs shall be equipped with windshields and powered wipers.
   a. Cracked and broken glass shall be replaced.

6. Vehicles operating in areas or under conditions that cause fogging or frosting of the windshields shall be equipped with operable defogging or defrosting devices.

7. Haulage vehicles, whose payload is loaded by means of cranes, power shovels, loaders, or similar equipment shall have a cab shield and/or canopy adequate to protect the operator from shifting or falling materials.

8. Trucks with dump bodies shall be equipped with positive means of support, permanently attached and capable of being locked in position to prevent accidental lowering of the body while maintenance or inspection work is being done.

9. Operating levers controlling hoisting or dumping devices on haulage bodies shall be equipped with latch or other device which will prevent accidental starting or tripping of the mechanism.

10. Trip handles for tailgates of dump trucks shall be so arranged that, in dumping, the operator will be in the clear.

11. All rubber-tired motor vehicle equipment manufactured on or after May 1, 1972 shall be equipped with fenders.

12. All rubber-tired motor vehicle equipment manufactured before May 1, 1972, shall be equipped with fenders not later than May 1, 1973.
   a. Mud flaps may be used in lieu of fenders whenever motor vehicle equipment is not designed for fenders.
   b. Pneumatic-tired earth-moving haulage equipment (trucks, scrapers, tractors, and tailing units) whose maximum speed exceeds 15 mile per hour, shall be equipped with fenders on all wheels to meet the requirements of SAE J321a-1970.
   c. An employer may, of course, at any time seek to show under 1926.2, that the uncovered wheels present no hazard to personnel from flying material.

Site Clearing Equipment

1. Equipment operators engaged in site clearing shall be protected from hazards of irritant and toxic plants suitably instructed in the first aid treatment available.
2. Equipment used in site clearing operations shall be equipped with rollover guards. In addition, rider-operated equipment shall be equipped with an overhead and rear canopy guard meeting the following requirements:
   a. The overhead covering on this canopy structure shall be of not less than 1/8-inch steel plate or 1/4-inch woven wire mesh with opening no greater than 1 inch, or equivalent.
   b. Seat belts need not be provided for equipment that is designed only for standup operation.
   c. Seat belts need not be provided for equipment that does not have rollover protective structure (ROPS) or adequate canopy protection.


4. Horn. All bi-directional machines, such as rollers, compactors, front-end loaders, bulldozers, and similar equipment, shall be equipped with a horn, distinguishable from the surrounding noise level, which shall be operated as needed when the machine is moving in either direction. The horn shall be maintained in an operative condition.

**Forklifts**

1. Any employee operating a forklift shall be trained and certified.
2. The forklift shall be equipped with an overhead guard.
3. Seat belts shall be worn at all times.
4. Before operating a daily inspection should be done.
5. Inspection and maintenance records must be kept with the equipment or superintendent.

**Mechanical Equipment, Maintenance, and Pre-op Checks**

**Equipment Maintenance Program**

Only approved employees trained in the safe use and operation of powered material handling or earth-moving equipment will operate them (See Record of Operator Qualifications).

1. Supervisors will create an Equipment Maintenance Program when needed. The Program should include a daily log or report to track ongoing monitoring and maintenance of equipment.
2. A competent inspector, authorized by the employer, will conduct OSHA required inspections on the required schedule.
3. This form must be completed by each subcontractor for each equipment operator.
4. All equipment must be inspected each day, before use. Use the checklist provided. Forms will be available to subcontracts to complete & record each day.
5. Inspection checklists will be maintained by each equipment operator & be available for inspection on request.
6. Defective equipment will be repaired before use.
7. All equipment will be maintained in accordance with the manufacturer recommendations.
8. Powered equipment may not be operated in areas where flammable gases or vapors are present.
   Equipment with internal combustion engines may not be operated in buildings or enclosed areas without adequate ventilation.

Cranes & Hoisting Equipment

General Rules for Cranes, Rigging, and Hoisting Loads

1. Employees shall use correct hand signals when signaling cranes, boom trucks, etc.
2. A qualified person will inspect all hoisting equipment before and during each use to make sure it is in safe operating condition.
3. All rigging, wire rope, slings, shackles, etc. will be inspected before each use and will be taken out of service immediately if any damage is detected.
4. All wire rope, shackles, rings, master links and other rigging hardware must be capable of supporting at least five times the maximum intended load. All rotation resistant rope (slings) shall be capable of supporting at least ten times the maximum load.
5. Rigging equipment when not in use will be removed from the immediate area to prevent tripping hazards to employees and damage to equipment.
6. When using cable clamp for splices the U-bolt shall be applied so that the "U" section is in contact with the dead end of the rope.
7. Shock loading is prohibited.
8. Rated capacities for rigging will be per OSHA 29 CFR 1926.251 H-1 through H-17, Load Chart.
9. Accessible areas within the swing radius of a rotating crane shall be barricaded to prevent employee entry, contact, and injury.
10. An accessible fire extinguisher shall be available in cabs of all cranes and hoisting equipment.
11. Minimum clearance between electrical lines under 50 kV and any part of the crane or load shall be no less than 10 feet.
12. Minimum clearance between electrical lines over 50 kV and any part of the crane or load must be 10 feet (+) plus 1 inch, for each 1 kV increase in total line voltage.
13. Any overhead wire shall be considered energized unless the electrical power authorities verify that it is not energized and it has been visibly grounded.
14. The anti-two block devices, which prevents contact between the load block or headache ball and the boom tip or head pulley, shall be maintained in good working order.
15. The load-line hoist drum will have a system or device on the power train, in addition to the load hoist brake, to regulate the lowering speed of the hoist mechanism (controlled load lowering).
16. Free fall of loads is prohibited.
17. Tag lines will be used on all loads being lifted.
18. Employees are NEVER allowed under a load.
19. Rated load capacities, recommended operating speeds, and special hazard warnings shall be conspicuously posted on all equipment.
20. Use softeners whenever there is a possibility of damage to slings or wire rope.

Procedures for Crane use on St. Luke’s Campuses

Crane activities on existing St. Luke’s campuses must be scheduled in advance allowing sufficient time for proper safety planning and staff notification.

2. Safety plans should take into account OSHA Construction Standards and also protection of adjacent non-construction personnel and pedestrians.
3. Project Supervisors must complete the Crane Activity Safety Planning checklist form and submit to the Construction Compliance Coordinator at least 5 days prior to the scheduled crane work.
4. The Crane Inspection form must be completed when the crane arrives on-site, prior to lifting procedures.
5. The Construction Compliance Coordinator or Project Manager will send email notifications in advance to applicable staff supervisors of adjacent departments and other key individuals which generally includes Directors, Managers, and Supervisors of: Construction, Facilities Operation, Security, Air St. Luke’s & Air St. Luke’s dispatch, and Safety Officers.

   Note: When notifying Air St. Luke’s of crane activities, include the crane maximum boom height to be used and detailed location of the lift area.
   Air St. Luke’s will notify pilots and other air ambulance operators.

6. Only reputable, quality Contractors and Crane Operators should be utilized for Crane Activities.
7. The entire work zone encompassing the crane and lift area must be barricaded off with orange construction fencing or equivalent along with signs so that only construction personnel are allowed in the work zone.
8. Crane Operations must be closely organized and supervised by Project Supervisors and may need to be manned with extra employees in busy or critical areas.

Crane Suspended Personnel Platforms

Project Supervisors must coordinate and obtain approval from the Construction Compliance Coordinator or Compliance Committee before attempting procedures involving suspended platforms.

The use of personnel platforms, suspended from a crane requires special procedures and extra planning specified in the OSHA Crane Standard 29 CFR 1926.550(g).
Aerial Lifts & Operations

1. Aerial lift Equipment controls shall be tested each day before use to determine that controls are in safe working condition.

2. Only trained and authorized employees shall operate an aerial lift.

3. Employees will wear a safety harness with lanyard attached to the basket anchor point in an aerial lift equipped with an articulating boom.

4. At no time will employees tie off to an adjacent pole, structure or equipment outside the basket of an aerial lift equipped with an articulating boom.

5. Employees will always stand firmly on the floor of scissors lifts. Employees will not sit or climb on the guardrail or mid-rail. Planks, ladders or other devices will not be used for a work position without the use of a personal fall arrest system adequately anchored to prevent a fall.

6. Never exceed boom and basket limits specified by the manufacturer.

7. The brakes shall be set and safety chains in place at all times when working in an aerial lift.

8. Always wear Hardhats when the possibility of objects falling from overhead exists when working in an aerial lift.
Chapter 10 - Confined Space & Respiratory Policy

Confined Space Entry

Introduction
This policy establishes the St. Luke’s Construction minimum requirements for entering and working in a PERMIT REQUIRED confined space.

WARNING: Entering a confined space is extremely dangerous. Many workers and would be rescuers have died when entry procedures were not followed.

Spaces are considered Confined Spaces when:

- The space is large enough for an employee to enter
- It is not designed for continuous occupancy
- It has limited or restricted means of entry and exit

SLHS Confined Space Policy and Procedures

Policy EC099 SLHS
Refer to the SLHS Confined Space policy EC099 for direction when confined spaces are located at existing St. Luke’s facilities.

1. Employees must adhere to the policy and related permits.
2. In the rare circumstances that a St. Luke’s employee must enter a permit-required confined space, all of the requirements of a permit entry outlined in the policy must be followed.

Permit-Required Confined Space Entry

Mandatory Procedures

All spaces will be considered PERMIT REQUIRED CONFINED SPACES until the pre-entry procedures and atmospheric tests demonstrate otherwise.

As a general rule, permit-required confined spaces shall not be entered by St. Luke’s employees.
1. A Permit System is required for all confined spaces where a safe atmosphere cannot be maintained by mechanical ventilation alone.

2. A posted permit is required at the entrance to all confined spaces certifying that the hazards have been evaluated and all the necessary protective measures have been taken to insure the safe and healthful working conditions of all personnel working in the area.

3. Employees are strictly forbidden to enter a confined space where a permit is not posted or has expired. All permits will be dated for each workday and signed by the responsible supervisor and/or the authorized atmospheric testing person.

4. Atmospheric Testing is required before entry into a confined space is authorized. Testing to establish oxygen content, flammability, and concentration of toxic substances in the confined space atmosphere will be performed from outside of the space by qualified personnel and approved equipment.

5. These test results will determine the need for additional, constant, or periodic monitoring.

6. All results from atmospheric testing will be delivered to the responsible supervisor and posted at the entrance to the confined space.

7. Any changes in process, application, work practices, or materials will immediately trigger a requirement to re-test the space and evaluate the necessity for changes in procedures.

8. Medical surveillance is required on all construction workers before they are approved to enter any confined space.

9. Medical surveillance will include evaluating a worker’s ability to wear a respirator, maintain visual clarity, hear warnings, and perform all assigned duties required to be performed in this confined space.

10. Respirator Fit Testing is required for all construction personnel before entering a confined space.

11. Training is required for all construction personnel before entering a confined space.

12. Training will include entry and exit procedures, respirator use, lockout/tagout procedures, safety equipment use, rescue procedures, the permit system, and all other specific work practices and procedures used in the confined space.

13. Labeling and Posting is required for all entrances to confined spaces.

14. Labels will list required safety equipment, rescue equipment, and specific work practices.

15. Emergency procedures and telephone numbers will be conspicuously posted at or near the entrance to a confined space.

16. A Lockout/Tagout procedure will be used whenever an employee puts any part of his/her body inside a confined space.

17. At a minimum, the Lockout-Tagout procedure will include the following:

   a. All construction workers will have their own locks and except for authorized supervisors, the only key to each of their locks. The individual who places the lock is the only one, (except for authorized supervisors), permitted to remove it.

   b. All valves, pumps, compressors, serving lines, electric panels, energy sources, moving parts, etc., related to the confined space, will be isolated, locked out and tagged, prior to atmospheric testing and entry.

   c. All serving lines must be bled, drained, and cleaned out. There must not be any pressure in the lines or the reservoirs leading to the confined space or the machines and equipment that service it. Serving lines must be blanked off, disconnected or blinded.
18. All mechanisms under pressure or tension must be released and blocked. Adequate blocking or rigging will be used to support machinery that could fall.

19. A competent person, specific to each confined space where work will be performed, will develop work practices.

20. The project supervisors will review the work practices and insure that they are adequate.

21. Before starting work employees will be trained on all specific procedures for the confined space where they will perform work.

22. Work practice plans will include all specifications for equipment and tools to be used and cleaning requirements for the confined space.

23. Entrance attendants are required when confined space atmospheric monitoring is required. Written records pertaining to training, practice drills, inspections, tests, permits, and medical surveillance will be maintained by each contractor involved in confined space activities.

Respiratory Protection

Introduction

3. St. Luke’s Construction will attempt to make work environments free of hazards due to air contamination caused by dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors.

4. This may be done in several ways:
   a. Control by engineering measures such as general and local ventilation.
   b. Enclosure or confinement of the work operation to prevent employee exposure
   c. The selection and use of non-toxic or less toxic substitute materials.
   d. Employee use of respiratory protection when other controls do not eliminate the hazard.

5. Respirator users must verify that they are physically fit to wear respiratory protection equipment.

Requirements

1. Appropriate respiratory protection shall be provided by each contractor/subcontractor to protect their employees.

2. Employees will use the provided respiratory protection approved for the hazard identified.

3. The employee shall be free of facial hair, eyeglasses with temple bars, which protrude through the sealing surface, and if wearing dentures, the dentures are to remain in the mouth. Partial dentures should be removed to prevent dislodging or swallowing.

4. Each respirator used will provide a snug airtight fit to prevent air contaminant seepage between the face and respirator.

5. Contact lenses are prohibited when using respiratory protection in contaminated atmospheres.

Respirator Protection Policy - Minimum Requirements

1. Respirator users shall be instructed and trained in the proper selection of respirators.
2. Respirator users will be trained in their proper use, maintenance, cleaning, and limitations.
3. When practical the respirators will be assigned to workers for exclusive use.
4. Respirators shall be regularly cleaned and disinfected.
5. Those issued for the exclusive use of one worker should be cleaned after each day's use, or more often if necessary, and disinfected at least once a week.
6. Those used by more than one worker must be thoroughly cleaned and disinfected after each use.
7. Respirators shall be stored in a convenient, clean and sanitary location, preferably in respirator storage bags.
8. Respirators used routinely, shall be inspected during cleaning.
   a. Worn or deteriorated parts shall be replaced.
   b. Respirators for emergency use such as self-contained devices, shall be thoroughly inspected before and after each use.
9. Appropriate surveillance of work area conditions and amount of employee exposure shall be maintained.
10. Regular inspections and evaluations will be done to monitor the effectiveness of this program.
11. Employees will not perform work requiring respirators unless they are medically approved and physically able to perform the work and use the equipment.
12. The respirator user's medical status should be reviewed periodically (at least annually) by each employer.
13. Only respirators approved by NIOSH/MSHA will be used.

Selection of Respiratory Protection

1. Many factors determine which respiratory protection to use.
2. Employees must be aware that more than one air contaminant may be present and cause serious health consequences if not considered when choosing respirators.
3. The following is a guide on how and when to use respiratory protection.
   a. Identify the substance or substances from which protection is necessary. Information identifying hazardous chemicals can be found in MSDS sheets.
   b. Know the hazards and the significant properties (chemical, toxic, ignitability, physical, etc.) of each air contaminant. This information is found on MSDS sheets.
   c. Determine the method of exposure and levels of concentration for each air contaminant.
   d. The nature of the hazardous operation or process.
   e. The period which respiratory protection is necessary.
   f. Know the closest location of uncontaminated, breathable air from the hazardous area.
   g. The physical health and limitations of the individual who will use respiratory protection.
   h. The functional and physical characteristics of the respiratory device.
   i. MSHA/NIOSH approval must be specified for respiratory devices used.
Types of Respiratory Protection

There are many types available. Each has a specific intended use. So considerable care must be given to the selection of proper respirators.

Chemical Cartridge Respirators

1. Chemical cartridge respirators normally consist of a face piece (half-face; mouth, nose and eyes, or full face) connected directly to one or two cartridge container(s).
2. Various chemicals are used in the cartridges. Each chemical is specific to which air contaminant will be removed.
3. Chemical cartridge respirator use is for non-emergency situations only. They are not used for atmospheres immediately hazardous to life or for atmospheres with oxygen deficiency.
4. Chemical cartridge respirators are designed for atmospheres with are harmful only after exposure to air contaminants.
5. Replacement of chemical cartridges is based on activity level, concentration of air contaminants and type of chemical cartridge being used. Multiple-purpose chemical cartridges generally do not last as long as single purpose chemical cartridges.
6. Cartridges are spent when user can taste or smell whatever is being filtered out. Change cartridge immediately.
7. There are three important rules that apply to the selection of chemical cartridge respirators.
   a. They should not be used for exposure to harmful air contaminants that cannot be detected by odor.
   b. They should not be used as protection when there are air contaminants in concentrations highly irritating to eyes.
   c. They should not be used for protection against air contaminants that are not effectively controlled by chemical cartridges, regardless of concentration.

Particulate Filter Respirator

1. A particulate (mechanical) filter respirator is designed to give protection against particulate air contaminants such as non-volatile dust, mists, or metal fumes.
2. This type of respirator is selected based on resistance to breathing caused by the filtering element, the fit of the face piece, and the actual size of the particulate to be filtered out.
3. This type of filter should be immediately replaced when breathing becomes impaired.
4. This type of respiratory device does not protect against oxygen deficiency, carbon monoxide, gases, or vapors.
5. Especially adaptable particulate filters are available for use with chemical cartridge respirators where suspected air contaminants require a multiple-purpose type respirator.
Airline Respirators

1. The airline respirator is connected to a suitable compressed air source by a hose which delivers the breathable air to the user either continuously or intermittently in sufficient volume to meet breathing requirements.

2. The face piece may be full-face (mouth, nose and eye) or half-face (mouth and nose).

3. The respirator must operate in positive pressure mode. It must be fitted an independent emergency escape air cylinder.

4. Escape route must not exceed escape cylinder duration.

5. Do not use the emergency escape air cylinder to enter an IDLH (Immediately Dangerous to Life and Health) atmosphere for any purpose.

6. Airline respirators should only be used in atmospheres where the air contaminants are not immediately harmful to life and from where the wearer can escape without the use of the respirator. This limitation is necessary because the air supply is solely dependent upon an outside source, which is not readily available to the wearer.
   a. Airline respirators must receive a minimum of 4 CFM (cubic feet per minute) at all times.
   b. DO NOT use compressed oxygen.
   c. Hood type respirators must have a minimum of 6 CFM.
   d. The air must be at least Grade D, but Grade E is preferred.
   e. The maximum distance of an airline from source of air to user is 300 feet.
   f. Make sure that all respirable air system piping, tubing, fittings and couplings are incompatible with non-respirable gas systems.

   NOTE: Compressed air supplied by a mechanically produced source must conform to all standards and requirements concerning quality of breathable air because of induction of carbon monoxide and other harmful gases that are internally produced by the compressor or drawn from outside sources.

7. There are three basic types of airline respirators:
   a. Constant Flow units are used when there is an ample air supply such as an air compressor.
   b. Demand Type airline respirators deliver airflow only during inhalation with exhalation to the atmosphere. Use demand types only when compressed air cylinders are available.
   c. Pressure Demand Flow Respirators are used where the possible inward leakage caused around the face piece by the negative pressure during inhalation is unacceptable. Or where there cannot be the relatively high air consumption of the constant flow type respirators.

8. Self-Contained Breathing Apparatus
   a. Self-contained breathing apparatus provides complete respiratory protection around toxic gases and where oxygen is deficient.
b. SCBA is ideal for emergencies. It is not recommended for normal work operations because it supplies a timed amount of breathable air (normally 15 to 30 minutes).

c. SCBA with a steel or aluminum air cylinder must be hydrostatically tested every 5 years. Those with aluminum hoop or fully wrapped fiber composite cylinder must be hydrostatically tested every 3 years.

d. Any cylinder with a wrap has a maximum life of 15 years.

e. Every SCBA must have a harness and back plate assembly for the tank. It must have a regulating system, a tight fitting, full-face piece, and an audible and visual alarm systems that activate when user has one-quarter of air supply left.

Cleaning, Maintenance, and Storage of Respirators

1. Respirators shall be regularly cleaned and disinfected.

2. Those issued for the exclusive use of one worker will cleaned after each day use or more often if necessary, and disinfected at least once a week.

3. Respirators used by more than one person shall be cleaned and disinfected after each use.

4. The following is a guide for an effective Cleaning Program.
   a. Remove any filters, cartridges or canisters. Do not reuse if their effectiveness no longer meets requirements.
   b. Wash face piece and any breathing tubes or hoses in approved cleaner disinfectant solution. Use a hand brush to remove dirt.
   c. Rinse completely in clean, warm water.
   d. Air dry in a clean area.
   e. Clean other parts or accessories as recommended by the manufacturer's specifications.
   f. Inspect valves, head straps, face piece and other parts for damage and/or deterioration.
   g. Insert new filters, cartridges or canisters. Check seal to ensure seals are tight.
   h. Place in clean plastic bag or other approved storage container.
   i. Storage shall protect the respirator against dust, sunlight, heat, extreme cold, excessive moisture and damaging chemicals. Storage should prevent distortion of the face piece or valves.

Inspection of Respirators

1. All respirators shall be routinely inspected before and after each use.

2. A respirator that kept ready for emergency use, shall be inspected before and after each use and (at least) monthly, to assure it is in required working condition.

3. Self-contained breathing apparatus shall be inspected monthly.

4. Air and oxygen cylinders will be fully charged according to the manufacturer's instructions.

5. Determined that the regulator and warning devices function properly.

6. Respirator inspection includes checking the tightness of connections and the condition of the face piece, headbands, valves, connecting tube and canisters.
   a. Inspect rubber or elastic parts for pliability and signs of deterioration.
b. Stretching and manipulating rubber or elastic parts with a massaging action renders them pliable and flexible and prevents them from hardening during storage.

7. A record will be kept of all inspection dates and findings for emergency respirators.

8. Frequent and regular inspection of work areas shall be done. A record shall be kept of the type and concentrations of air contaminants found.

Respirator Use Training

*Training will provide an opportunity to handle the respirator, have it fitted, test its face seal, wear it in normal air for a familiarity period, and, if possible, in a test atmosphere.*

1. For safe use of any respirator, both supervisors and workers will be instructed in selection, use and maintenance by a Competent Person shall instruct.

2. **Minimum Training Procedure includes** at least the following:
   a. Instruction in the nature of the hazard, whether acute, chronic or both, and an appraisal of consequences if respirator is not used.
   b. Explanation of why engineering control methods are not immediately feasible. This shall include recognizing every reasonable effort is being made to reduce or eliminate the need for respirators.
   c. A discussion of which type of respirator to use for the specific hazard and its capabilities/limitations.
   d. Instruction and training in the actual use of the respirator (especially a respirator designated for emergency use) and close, frequent supervision to assure that the protection continues to be used properly.
   e. Discussions and training to recognize and react to emergencies.
Chapter 11 - Electrical Safety

General Electrical Guidelines on Projects

Electrical Use on Projects

Electrical Safety requirements and awareness must be administered on all projects and work sites. Utilize trained and qualified personnel when needed for electrical procedures and installations.

*These guidelines are intended for all workers on construction projects.*

1. GFCI must be used at all times during construction which includes temporary lighting, hand & power tools, extension cords, etc.
2. Do not allow cords to be used as a substitute for permanent wiring.
3. If cords are run through doors they must be protected.
4. All cords must be inspected before use for nicks, cuts, frayed ends, etc.
5. All damaged cords must be taken out of service and repairs should be made by a qualified electrician.
6. Live parts of electrical equipment operating at 50 volts or more shall be guarded against accidental contact by cabinets, or other forms of enclosures or by other acceptable means.
7. Entrances to rooms and other guarded locations containing exposed live parts operating at 600 volts or more shall be marked with warning signs forbidding unqualified persons to enter.

Lockout/Tagout Procedures

Lockout/Tagout is the required method of isolating machines and equipment from their energy sources, such as electrical, mechanical, hydraulic, steam, and pneumatic or a combination of sources.

These procedures have been implemented to prevent injuries from the unsuspected startup or movement of machine or equipment components.

1. Only trained, qualified individuals will be authorized to lockout machines and equipment.
2. All affected construction workers shall be notified that a lockout/tagout procedure is in effect.
3. Equipment that is locked out and/or tagged out shall be tested to determine isolation has been completed.
4. Safety methods shall be utilized for restoring equipment.
5. Do not attempt to operate a switch, valve, or other energy isolating device when it is locked out or tagged out.
6. All tags shall plainly identify the equipment or circuits being worked on.
Electrical Power Lines

*Extensive safety planning and precautions are required when working near power lines.*

1. When working near power lines, make sure they are de-energized or that clearances are maintained, that you are a safe distance away, and that proper ground is used.

2. Extensive safety planning and precautions are required when working near power lines.

3. Prior to working near power lines consult with a competent person who understands electrical regulations.

4. In work areas where there may be underground electric power lines, the line locations must be identified before employees use jackhammers, bars, other hand tools or equipment which may contact a line. Employees may also need to wear insulated protective gloves.
Chapter 12 - Fall Protection & Controlled Access Zones

Fall Hazard Awareness and Enforcement

*Falls consistently account for the greatest number of fatalities in the construction industry. Events surrounding these types of accidents often involve a number of factors, including unstable working surfaces, misuse of fall protection equipment, and human error. Studies have shown that the use of guardrails, fall arrest systems, safety nets, covers, and travel restriction systems can prevent many deaths and injuries from falls.*

Enforcement of Fall Protection

The purpose of this plan is to ensure that every employee, who works for or under the authority of the St. Luke’s Construction department recognizes workplace fall hazards and acts to address those hazards.

1. This plan will be reviewed as often as is necessary to protect workers from fall hazards.
2. All changes to this plan will be reviewed and approved by St. Luke’s Construction Management.
3. A copy of this plan and any site specific additions or changes will be available at all St. Luke’s Construction job sites during working hours for review by workers or crew supervisors.
4. Methods of fall protection will be utilized to protect employees whenever potential fall hazards exist.
5. Constant awareness of and respect for fall hazards, and compliance with all safety rules, are considered conditions of employment.
6. St. Luke’s Project Supervisors and Compliance Committee members reserve the right to issue disciplinary warnings to employees of St. Luke’s Construction, or other contract workers under their authority, up to and including termination or site removal, for failure to follow the guidelines of this program.

Fall Protection Training

*Fall Protection Training* will be provided for all construction employees to prevent injuries from fall hazards. Employees should be able to recognize and avoid fall hazards.

1. All Construction employees will attend fall protection training by attending a specific fall protection class, OSHA 10 Hour course, or OSHA 30 Hour course.
2. Training must be completed prior to employees entering jobsite with potential exposure to fall hazards.
3. Retraining will be provided whenever compliance requirements are revised and when it is determined that work practices may change significantly.
Fall Protection Systems Criteria

1. Personal fall arrest systems will be utilized whenever potential fall hazards exist.
2. Full Body Harnesses and Shock Absorbing Lanyards are mandatory for all work performed over 6 feet from the ground or floor when not addressed by alternate methods.
   
   Exception: Steel erection of the main support structure.

3. Lifelines will be no less than 5/8-inch nylon rope and capable of withstanding a tensile loading of no less than 5000 pounds.
4. Secure all lifelines above the point of operation to an anchorage or structural member capable of supporting a minimum dead weight of at least 5000 pounds.
5. All safety harness, lanyards, and lifelines will be inspected before use and maintained in good working condition. Any equipment found to have defects will be immediately replaced.
6. Any areas marked “Construction Personnel Only” are considered Limited Access Zones. Entrance is limited to trained and authorized personnel only.

Floor and Wall Openings

1. Pits and floor openings 2” or greater shall be guarded by a cover, a guardrail, or equivalent on all sides (except at entrance to stairways or ladders).
2. Hoist areas shall be protected by a chain, gate or removable guardrail sections across the access opening. Access openings must be protected when not in use for hoisting.

Ladders

1. Ladders shall be inspected periodically by a competent person for visible defects and after an occurrence that could affect its safe use.
2. Portable ladders with structural defects shall be immediately marked in a manner that readily identifies them as defective or tagged with “DO NOT USE” and withdrawn from service until repaired.
3. Ladders shall be maintained free from oil, grease or other slipping hazards.
4. The maximum intended load for the ladder shall not be exceeded. Ladders shall not be loaded beyond the manufacturers rated capacity.
5. Ladders shall be placed on a stable, level surface.
6. Employees shall face the ladder when ascending or descending.
7. Only use stepladders in the folded-out position. Stepladders must be leveled before use.
8. Stepladders are not to be propped up and used like an extension ladder.
9. All extension ladders are to be tied off, leveled, and when possible extended at least 3 feet beyond the landing area. All ladders are to be inspected on a usage basis.
10. Never sit or stand on the top step. Never use stepladders to gain access to elevated work platforms. Stepladders are to be inspected on a usage basis.

Scaffolding

Each employee on a scaffold more than 10 feet above a lower level shall be protected from falling to that lower level. The appropriate types of fall protection will be provided to the employees on each type of scaffold and during scaffold construction and dismantling.

1. All scaffolding will be erected only by competent personnel and will be inspected before use. (See separate section for scaffold requirements.)
2. Access to scaffolding shall provide a safe means of access.
3. Scaffolds and scaffold components shall be loaded so as to not exceed their maximum intended loads or rated capacities, whichever is less.
4. Scaffolds and scaffold components shall be inspected for visible defects by a competent person before each work shift and after each occurrence that could affect a scaffold’s structural integrity.
5. A competent person shall determine the feasibility and safety of providing fall protection for employees erecting or dismantling or working on the scaffolding.
6. Workers shall be provided with protection from falling objects through the installation of toe boards, screens, or guardrail systems. Protection can also be provided through the erection of debris nets, catch platforms, or canopy structures.

Fabricated Frame Scaffolds (tubular welded frame scaffolds)

1. When moving platforms to the next level the existing platform shall be left undisturbed until the new end frames have been set in place and braced prior to receiving the new platforms.
2. Frames and panels shall be braced by cross, horizontal, diagonal braces, or a combination thereof which secure vertical members together laterally. The cross braces shall be of such length as will automatically square and align vertical members so that the erected scaffold is always plumb, level, and square. All brace connections shall be secured.
3. Frames and panels will be joined vertically by coupling or stacking pins or equivalent means.
4. Where uplift can occur which would displace scaffold end frames or panels, the frames or panels shall be locked together vertically by pins or equivalent means.
5. Brackets used to support cantilevered loads shall:
   a. Be seated with side-brackets parallel to the frames and end-brackets at 90 degrees to the frames;
   b. Not be bent or twisted from these positions; and
   c. Be used only to support personnel, unless the scaffold has been designed for other loads by a qualified engineer and built to withstand the tipping forces caused by those other loads being placed on the bracket-supported section of the scaffold.
6. Scaffolds over 125 feet in height above their base plates shall be designed by a registered professional engineer and shall be constructed and loaded in accordance with such design.
Scaffold Training

1. The employer shall have each employee who performs work while on a scaffold trained by a person qualified in the subject matter to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. The training shall include the following areas, as applicable:
   a. The nature of any electrical hazards, fall hazards, and falling object hazards in the work area;
   b. The correct procedures for dealing with electrical hazards and for erecting, maintaining, and disassembling the fall protection systems and falling object protection systems being used;
   c. The proper use of the scaffold and the proper handling of materials on the scaffold;
   d. The maximum intended load and the load-carrying capacities of the scaffolds used; and any other pertinent requirements of this subpart.

2. The employer shall have each employee who is involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting a scaffold trained by a competent person to recognize any hazards associated with the work in question.

3. The training shall include the following topics, as applicable:
   a. The nature of scaffold hazards.
   b. The correct procedures for erecting, disassembling, moving, operating, repairing, inspecting, and maintaining the type of scaffold in question;
   c. The design criteria, maximum intended load-carrying capacity and intended use of the scaffold;
   d. Any other pertinent requirements of this subpart.

4. Employees that lack the skill or understanding needed for safe erection, use or dismantling of scaffolds shall be re-trained. Retraining is required in at least the following situations:
   a. Where changes at the work-site present a hazard about which an employee has not been previously trained; or
   b. Where changes in types of scaffolds, fall protection, falling object protection, or other equipment present a hazard about which an employee has not been previously trained; or
   c. Where inadequacies in an affected employee's work involving scaffolds indicate that the employee has not retained the requisite proficiency.

Non-Mandatory Appendices - General Guidelines and Tables

1. Allowable spans for 2 x 10 inch (nominal) or 2 x 9 inch (rough) solid sawn wood planks, as shown in the following table:

<table>
<thead>
<tr>
<th>Maximum per/sq. feet</th>
<th>Maximum Permissible Full Thickness</th>
<th>Maximum Permissible Span Nominal Thickness</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>50</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>75</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

2. Fabricated planks and platforms may be used in lieu of solid wood planks. Maximum spans for such units shall be as recommended by the manufacturer based on the maximum intended load being calculated as follows:
<table>
<thead>
<tr>
<th>Rated Load</th>
<th>Intended Load Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light-Duty</td>
<td>25 lbs./sq. ft. applied uniformly over the entire span</td>
</tr>
<tr>
<td>Medium-Duty</td>
<td>50 lbs./sq. ft. applied uniformly over the entire span</td>
</tr>
<tr>
<td>Heavy-Duty</td>
<td>75 lbs./sq. ft. applied uniformly over the entire span</td>
</tr>
</tbody>
</table>

**Restricted Access Zone System description**

1. A Restricted Access Zone System would be used to identify an area that is restricted to all trades/crafts workers except for a specific activity and the workers involved in that activity. In some cases multiple Restricted Access Zone Systems can be used at the same time to restrict two or three separate activities and their workers.

2. This Restricted Access Zone System is a method to protect workers from a high hazard location (i.e., steel erection, fire proofing spray application, crane material handling above work areas, etc.).

3. This system will not be used for fall protection, but in some cases as a supplement (in addition) to a warning line or a controlled access zone (CAZ).

4. The Restricted Access Zone System shall be clearly defined by the competent person as an area where a recognized hazard exists. The demarcation of the Restricted Access Zone System shall be communicated by the competent person to all affected workers in safety talks and posted.

5. Signage in sufficient number to be recognized by workers approaching the zone. The signage shall identify who is allowed to work in the restricted access zone. The zone will be established with a distinguishable line which might include job-made stanchions, or Highway Delineator.

6. Tubes (traffic candles) connected by rope or other appropriate materials.

7. Restricted Access Zone Systems consists of ropes, wires, or chains, and supporting stanchions and are set up as follows:

8. The rope, wire, or chain shall have a minimum tensile strength of 500 pounds.

9. Shall be rigged and supported so that the lowest point (including sag) is no less than 34 inches from the walking/working surface and its highest point is no more than 45 inches from the walking/working surface.

10. Stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds.

**Warning Line System description**

*Warning Line Systems may be used for: low-slope roof work, some leading edge work, pre-cast concrete erection and residential construction*

In a few, specifically identified circumstances (low-slope roof work, some leading edge work, pre-cast concrete erection and residential construction), due to feasibility limitations, the (OSHA) standards permit the use of a warning line, in combination with other measures as an alternative to conventional fall.
protection (guardrail systems, personal fall arrest systems or safety net systems) for the purpose of keeping employees away from an edge.

**Warning Line Systems for Roofers engaged in Roof Work**

1. Warning line systems that are to be used on a roof, by employees engaged in roof work (on low slope roofs) in lieu of conventional fall protection must:
   a. Set the warning line 6-10 feet from the edge.
   b. Use a safety monitor or conventional fall protection outside the warning line.
   c. Meet or exceed the requirements of the Warning Line System standard OSHA 29 CFR 1926.502(f) (see page 3 of this section for warning line requirements)

**Warning Line Systems for Other Trades**

1. All other trades working on a low slope roof or an elevated deck must:
   a. Set the warning line 15 feet from the edge.
   b. Use conventional fall protection outside the warning line.
   c. Meet or exceed the requirements of the Warning Line System standard OSHA 29 CFR 1926.502(f)
   d. (see page 3 or this section for warning line requirements)
   e. During steel erection, a warning line may be used until the guardrail is installed. A guardrail must be put in place at the final interior and exterior perimeters of the floors as soon as the metal decking has been installed on multi-story structures.

---

**Discussion: OSHA Interpretation**

**Use of warning lines for other trades**

At 15 feet from the edge, a **warning line**, combined with effective work rules, can be expected to prevent workers from going past the line and approaching the edge. Also, at that distance, the failure of a barrier to restrain a worker from unintentionally crossing it would not place the worker in immediate risk of falling off the edge. Therefore, we will apply a de minimis policy for non-conforming guardrails 15 or more feet from the edge under certain circumstances. Specifically, we will consider the use of certain physical barriers that fail to meet the criteria for a guardrail a de minimis violation of the guardrail criteria in §1926.502(b) where all of the following are met:

1. A warning line is used 15 feet or more from the edge;
2. The warning line meets or exceeds the requirements in §1926.502(f)(2);
3. No work or work-related activity is to take place in the area between the warning line and the edge;
4. The employer effectively implements a work rule prohibiting the employees from going past the warning line.

In sum, the use of warning lines closer than 15 feet from the edge is not permitted as a substitute for conventional fall protection for these other trades. Furthermore, when these other trades use a warning line system in accordance with the policy described above, the workers must use conventional fall protection when they are outside the protection of the warning line system.
Requirements of the Warning Line System

The following items comply with the OSHA Fall Protection standard 29 CFR 1926.502(f)

1. When using a warning line the workers shall take the following steps:

2. Warning line systems consist of ropes, wires, or chains, and supporting stanchions and are set up as follows:
   a. The rope, wire, or chain shall have a minimum tensile strength of 500 pounds and after being attached to the stanchions, must support without breaking, the load applied to the stanchions as prescribed above.
   b. Flagged at not more than 6-foot intervals with high-visibility material;
   c. Rigged and supported so that the lowest point (including sag) is no less than 34 inches from the walking/working surface and its highest point is no more than 39 inches from the walking/working surface.
   d. Stanchions, after being rigged with warning lines, shall be capable of resisting, without tipping over, a force of at least 16 pounds applied horizontally against the stanchion, 30 inches above the walking/working surface, perpendicular to the warning line and in the direction of the floor, roof, or platform edge;
   e. Shall be attached to each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in the adjacent section before the stanchion tips over.
   f. Warning lines shall be erected around all sides of roof work areas. When mechanical equipment is being used, the warning line shall be erected not less than 6 feet from the roof edge parallel to the direction of mechanical equipment operation, and not less than 10 feet from the roof edge perpendicular to the direction of mechanical equipment operation.
   g. When mechanical equipment is not being used, the warning line must be erected not less than 6 feet from the roof edge.
   h. Mechanical equipment on roofs shall be used or stored only in areas where employees are protected by a warning line system, guardrail system, or personal fall arrest system.

Controlled Access Zone System Description

1. A CAZ means an area designated and clearly marked in which leading edge work may take place without the use of a guardrail, safety net or personal fall arrest system to protect the employees in the area.

2. The controlled access zone (CAZ) shall be clearly defined by the competent person as an area where a recognized hazard exists. The demarcation of the CAZ shall be communicated by the competent person in a recognized manner, either through signs, wires, tapes, ropes or chains. A control zone shall comply with the following provisions:
   a. When used to control access to areas where leading edge and other operations are taking place the controlled access zone shall be defined by a control line or by any other means that restricts access. All access to the CAZ must be restricted to authorized entrants.
   b. The competent person shall ensure that all protective elements of the CAZ be implemented prior to the beginning of work.
c. Control lines shall consist of ropes, wires, or equivalent materials, and supporting stanchions as follows.

d. Each line shall have a minimum breaking strength of 200 pounds. Control lines shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.

e. Each line shall be rigged and supported in such a way that its lowest point (including sag) is not less than 39 inches from the walking/working surface and its highest point is not more than 45 inches or more than 50 inches when overhand bricklaying operations are being performed—from the walking/working surface.

f. Each line shall be flagged or otherwise clearly marked at not more than 6 foot intervals with high-visibility material.

g. Controlled access zones when used to determine access to areas where overhand bricklaying and related work are taking place are to be defined by a control line erected not less than 10 feet (3 meters) nor more than 15 feet from the working edge. Additional control lines must be erected at each end to enclose the controlled access zone. Only employees engaged in overhand bricklaying or related work are permitted in the controlled access zones.

h. On floors and roofs where guardrail systems are not in place prior to the beginning of overhand bricklaying operations, controlled access zones will be enlarged as necessary to enclose all points of access, material handling areas, and storage areas. On floors and roofs where guardrail systems are in place, but need to be removed to allow overhand bricklaying work or leading edge work to take place, only that portion of the guardrail necessary to accomplish that day's work shall be removed.

i. When control lines are used for tilt up concrete erection, they shall be erected not less than 6 feet nor more than 60 feet or half the length of the member being erected, whichever is less, from the leading edge.

j. When control lines are used, they shall be erected not less than 6 feet nor more than 25 feet from the unprotected or leading edge, except when precast concrete members are being erected. In the latter case, the control line is to be erected not less than 6 feet nor more than 60 feet or half the length of the member being erected, whichever is less, from the leading edge.

k. The control line shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.

l. The control line shall be connected on each side to a guardrail system or wall.
Chapter 13 - Hand & Power Tools

General Requirements for Tools

*Condition of tools – All hand tools, power tools, and similar equipment whether furnished by the employer or the employees, shall be maintained in a safe condition.*

All tools and equipment, both powered and non-powered, will be inspected and maintained on a daily basis. Never use damaged or defective tools and equipment.

Guarding

1. When power operated tools are designed to accommodate guards, they shall be equipped with such guards when in use.
2. Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels chains, or other reciprocating, rotating or moving parts of equipment shall be guarded if such parts are exposed to contact by employees or otherwise creates a hazard.

Types of Guarding

1. One or more methods of machine guarding shall be provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips and sparks.
2. Examples of guarding methods are – barrier guards, two-hand tripping devices, electronic safety devices, etc.

Point of Operation Guarding

1. Point of operation is the area on a machine where work is actually performed upon the material being processed.
2. The point of operation of machines whose operation exposes an employee to injury, shall be guarded.
3. The guarding device shall be in conformity with any appropriate standards therefore, or, in the absence of applicable specific standards, shall be so designed and constructed as to prevent the operator from having any part of his body in the danger zone during the operating cycle.
4. Special hand tools for placing and removing material shall be such as to permit easy handling of material without the operator placing hand in the danger zone.
5. Such tools shall not be in lieu of other guarding required by this section, but can only be used to supplement protection provided.
6. The following are some of the machines which usually require point of operation guarding: Guillotine cutters, Shears, Alligator shears, Power presses, Milling Machines, Power saws, Jointers, Portable power tools, Forming rolls, and Calendars

7. Personal protective equipment. Employees using hand and/or power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gases shall be provided with the particular personal protective equipment necessary to protect them from the hazard.

Switches

1. All hand-held powered platen sanders, grinders with wheels 2-inch in diameter or less, routers, planers, laminate trimmers, nibblers, shears, scroll saws, and jigsaws with blade shanks ¼-inch wide or less may be equipped with only a positive “on-off” control.

2. All hand-held powered drills, tappers, fastener drivers, horizontal, vertical, and angle grinders with wheels greater than 2 inches in disc sanders, belt sanders, reciprocating saws, saber saws, and other similar operating powered tools shall be equipped with a momentary contact “on-off” control and may have a lock-on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.

3. All other hand-held powered tools, such as circular saws, chainsaws, and percussion tools without positive accessory holding means, shall be equipped with a constant pressure switch that will shut off the power when the pressure is released.

EXCEPTION: This paragraph does not apply to concrete vibrators, concrete breakers, powered tampers, jack hammers, rock drills, and similar hand operated power tools.

Hand Tools

Provisions for Hand Tool Use

Employers shall not issue or permit the use of unsafe hand tools.

1. Wrenches, including adjustable, pipe, end, and socket wrenches shall not be used when jaws are sprung to the point that slippage occurs.

2. Impact tools such as drift pins, wedges, and chisels, shall be kept free of mushroomed heads.

3. The wooden handles of tools shall be kept free of splinters or cracks and shall be kept tight in the tool.

Power-Operated Tools and Equipment

Electric and Pneumatic Power Tools

1. Electric power-operated tools shall either be of the approved double-insulated type or grounded and has not been altered.

2. The use of electric cords for hoisting or lowering tools shall not be permitted.
3. Electrical equipment, tools, and extension cords shall be properly grounded either by double insulation or a third wire ground and three prong plug.

4. All defective cords (insulation worn or cut, frayed wires, etc.) shall be removed from service immediately. They should be repaired or disposed of.

5. Ground Fault Protection shall be used on all 120 volt energized circuits (temporary power) used during construction. An Assured Grounding Conductor Program shall be implemented whenever there is a possibility that GFCI's cannot be maintained.

6. All loose articles of clothing, jewelry, hair, etc., shall either be tucked in or secured out of the way before attempting to use any power tool.

7. All air hoses, extension cords, etc., will be kept off walkways. They should be run overhead or along handrails whenever possible.

8. When hoses, cords, etc. run across roadways or through doorways they must be guarded from vehicle traffic by the use of covers or bridges.

### Powder Actuated Tools

1. Only trained employees will operate powder-actuated tools.

2. Test the tool each day before loading to see that safety devices are in proper working condition. Test according to the manufacturer's recommended procedure.

3. Any tool found not in proper working order, or that develops a defect during use shall be immediately removed from service and tagged out of service until properly repaired.

4. Wear the appropriate Personal Protective Equipment.

5. Do not load tools until just before the intended firing time.

6. **Never** point a powder-actuated tool at any one.

7. Dispose of cartridges properly. Never leave them lying on the floor.

8. Keep hands clear of the open barrel end.


10. Do not drive fasteners into very hard or brittle materials including, but not limited to, cast iron, glazed tile, surface hardened steel, glass block, eve rock, face brick, or hollow tile.

11. Avoid driving into easily penetrated materials unless backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying missile hazard on the other side.

12. Never drive a fastener into a spalled area caused by an unsatisfactory fastening.

13. Never use tools in an explosive or flammable atmosphere.

14. Never use all tools without the correct shield, guard, or attachment recommended by the manufacturer.

15. Powder-actuated tools used by employees shall meet all other applicable requirements of the American National Standards Institute, A10.3-1970 Safety Requirements for Explosive-Actuated Fastening Tools.
Abrasive Wheels and Grinders

Criteria for the use of abrasive wheels on the job-site.

1. Floor stand and bench mounted abrasive wheel, used for external grinding, shall be provided with safety guards (protection hoods).

2. The maximum angular exposure of the grinding wheel periphery and sides shall be not more than 90 degrees, except that when work requires contact with the wheel below the horizontal plane of the spindle, the angular exposure shall not exceed 125 degrees. In either case, the exposure shall begin not more than 65 degrees above the horizontal plane of the spindle.

3. Safety guards shall be strong enough to withstand the effect of a bursting wheel.

4. Floor and bench-mounted grinders shall be provided with work rests which are rigidly supported and readily adjustable. Such work rests shall be kept at a distance not to exceed 1/8-inch from the surface of the wheel.

5. Cup type wheels used for external grinding shall be protected by either a revolving cup guard or a band type guard in accordance with the provisions of the American National Standards Institute, B7.1-1970 Safety Code for the Use, Care, and Protection of Abrasive Wheels.

6. All other portable abrasive wheels used for external grinding, shall be provided with safety guards (protection hoods) meeting the requirements, except as follows:
   a. When the work location makes it impossible, a wheel equipped with safety flanges shall be used.
   b. When wheels 2 inches or less in diameter which are securely mounted on the end of a steel mandrel are used.

7. Portable abrasive wheels used for internal grinding shall be provided with safety flanges (protection flanges) meeting the requirements, except:
   a. When wheels 2 inches or less in diameter which are securely mounted on the end of a steel mandrel are used.
   b. If the wheel is entirely within the work being ground while in use.

8. When cutting or grinding on any surface or materials that might contain Silica extra precautions should be adhered to.

   Note: Control Methods must be used when creating dust, such as utilizing water and vacuums. All workers must be protected and the area may need to be isolated.
Chapter 14 - Glossary

**ACM:** Asbestos Containing Material

**ANSI:** American National Standards Institute

**ASME:** American Society of Mechanical Engineers

**AUTHORIZED OPERATOR:** A Qualified and Properly Trained Person Assigned by the Subcontractor's Supervisor to Operate a Given Vehicle, Piece of Equipment or Tool.

**AUTHORIZED PERSON:** A Person Approved or Assigned by the Employer to Perform a Specific Type of Duty or Duties or To Be at a Specific Location or Locations at the Job site.

**COMPETENT PERSON:** One Who Is Capable Of Identifying Existing And Predictable Hazards In The Surroundings Or Working Conditions Which Are Unsanitary, Hazardous Or Dangerous To Employees, And Who Has The Authority To Take Prompt Corrective Actions Necessary To Eliminate Them.

**CONTRACTOR:** The Contractor or The Contractor’s Authorized Representative.

**CONTRACTOR’S FOREMAN:** Contractor’s Forman

**CONTRACTOR’S SUPERINTENDENT:** The On-site Person or Person Responsible for the Coordination, Administration, Worksheet Planning, Scheduling, Productivity, Maintenance of Tools and Materials, Safety and Completion of the Project.

**CONTRACTOR’S SUPERVISOR:** An Experienced Supervisor/Foreman Whom the Subcontractor Designates To Carry out the Subcontractor’s Supervisory, Statutory and Contractual Obligations, And to Represent the Subcontractor at the Work Site. A Supervisor Can Be an Employee of St. Luke’s Construction or A Subcontractor’s Employee.

**CONTROLLED ACCESS ZONE (CAZ):** An Area in Which Certain Work (E.G., Overhead Bricklaying) May Take place without the Use of Guardrail Systems, Personal Fall Arrest Systems, Or Safety Net Systems and Access to the Zone Is Controlled.

**CONTROLLING CONTRACTOR:** The Employer Who Is Responsible By Contract Or Through Actual Practice, For Safety And Health Conditions On The Worksite; I.E., The Employer Who Has The Authority For Insuring That The Hazardous Condition Is Corrected.

**CORRECTING CONTRACTOR:** The Employer Who Has the Responsibility for Actually Correcting the Hazard.

**EMPLOYEE:** Any Person, Even Minor, Whether Lawfully Or Unlawfully Employed That Furnished His Or Her Services For Some Form Of Compensation, Financial Or Otherwise, Who Is Under Direction Of An Employer.


**EMPLOYER:** Any Person Who Has One or More Employees, or Any Sole Proprietor, or Member of a Partnership Who Elects Workers Compensation Coverage as a Subject Worker.
**ENGINEERING CONTROLS:** When a physical or mechanical change is made so work can be done in a specified area.

**EXPOSING CONTRACTOR:** On Multi-Employer Work sites, Both Construction and Non Construction, Citations Normally Shall Be Issued to Employers Whose Employees Are Exposed to Hazards.

**FALL PROTECTION: Required** Of Most Activities 6 Feet Above Lower Levels, This Involves The 8 Types Of Recognized Fall Protection.

**HOLE:** A Gap or Void 2 Inches or More in Its Least Dimension, In a Floor, Roof, or Other Walking/Working Surface.

**MSDS:** Material Safety Data Sheets

**MSHA:** Mine Safety and Health Administration

**NIOSH:** National Institute for Occupational Safety and Health

**OSHA:** Occupational Safety and Health Act (1970)

**PPE:** Personal Protective Equipment

**PROJECT MANAGER (PM):** St. Luke’s Project Manager.

**QUALIFIED PERSON:** One, Who, By Possession of A Recognized Degree, Certificate, Or Professional Standing, Or Who by Extensive Training and Experience, Has successfully demonstrated his/her Ability to Solve or Resolve Problems relating To the Subject Matter, The Work, Or the Project.

**SAFETY FACTOR:** The Ratio Of The Ultimate Breaking Strength Of A Member Or Piece Of Material Or Equipment To The Actual Working Stress Or Safe Load In Use.

**SAFETY MONITOR SYSTEM:** A Safety System in Which a Competent Person Is Responsible For Recognizing and Warning Employees of Fall Hazards.

**SHALL:** Means Mandatory

**SHOULD:** Means Recommended

**ST. LUKE’S CONSTRUCTION:** Saint Luke’s Regional Medical Center.

**ST. LUKE’S CONSTRUCTION FOREMAN:** Foreman Employee by Saint Luke’s Regional Medical Center

**ST. LUKE’S CONSTRUCTION MANAGER (CM):** St. Luke’s Construction Manager.

**ST. LUKE’S CONSTRUCTION SUPERINTENDENT (CS):** St. Luke’s Superintendent.

**ST. LUKE’S REGIONAL MEDICAL CENTER:** The Prime Contractor and/or Construction Manager.

**SUBCONTRACTOR:** a person or entity who has a direct contract with the contractor to perform a portion of the work at the site.

**WARNING LINE SYSTEM:** A Barrier Erected on a Roof to Warn Employees that they are approaching an Unprotected Roof Side, or Edge, and Designates an Area In which Roofing Work May Take Place without Fall Protection to Protect Employees in this Area.
Chapter 15 - Forms

St. Luke’s Construction – Common Forms

NEW EMPLOYEE SAFETY ORIENTATION FORM

EMPLOYEE SAFETY TRAINING VERIFICATION FORM

OSHA REQUIRED POSTER

CONTRACTOR REQUIREMENTS FORM

COMPETENT PERSON FORM

SAFETY MEETING SIGN-IN SHEET FORM

ACCIDENT INJURED PERSON REPORT FORM

ACCIDENT SL PROJECT SUPERVISOR REPORT FORM

ACCIDENT WITNESS REPORT FORM

CONSTRUCTION SITE VISITOR RELEASE OF LIABILITY FORM

CRANE ACTIVITY SAFETY PLANNING FILL-IN FORM

JOB HAZARD ANALYSIS FORM

STEEL ERECTION CONTRACTOR RELEASE FORM

SUPERVISORS NEW PROJECT SAFETY PLAN 2015 FORM

ILSM 2 WEEK INSPECTION LOG FORM

ILSM ASSESSMENT BLANK FILL-IN FORM

ILSM INSPECTION CHECKLIST BLANK FILL-IN FORM

St. Luke’s Field Supervisors Contractor Compliance Checklist 2015
Employee Safety Orientation

Date: [Click here to enter text.]
Name: [Click here to enter text.]
Tile: [Click here to enter text.]
Person Conducting Orientation: Jonathan Leatham

St. Luke’s Construction General Safety Policies:

Safety Shared drive
St. Luke’s Safety Manual and Rules
Training - Project Supervisors are OSHA 30 Hour trained and Erosion Control cert.
- Other Construction Project Employees are OSHA 10 Hour trained
- Classes encouraged- Focus Four, CPR/1st Aid, Erosion Control, Crane Responsibilities

Emergency Reporting- Either 911 or 55555
OSHA Partnership
SL Construction Safety Website
EOC
ILSM (Interim Life Safety Measures)
SLHS Policies – location; Tour Policy
Project Inspections/Audit System

Pre-project Safety and Health planning:
- Safety Planning begins before work begins
- Project Manager, Project Supervisor, Compliance Coordinator preform Pre-project Safety planning
- Jobsite Postings

Jobsite Safety: (Discuss St. Luke’s Construction policies on the following)

<table>
<thead>
<tr>
<th>Asbestos</th>
<th>Fall Protection</th>
<th>Material Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blood Borne Pathogens</td>
<td>Fire Protection</td>
<td>Personal Protective Equip.</td>
</tr>
<tr>
<td>Confined Spaces</td>
<td>GFCI’s</td>
<td>Safety Meetings</td>
</tr>
<tr>
<td>Cranes</td>
<td>Hazard Comm.</td>
<td>Signage</td>
</tr>
<tr>
<td>Electrical</td>
<td>Housekeeping</td>
<td>Temporary Lighting</td>
</tr>
<tr>
<td>Excavation</td>
<td>Ladders</td>
<td></td>
</tr>
</tbody>
</table>

Employee Signature: [Click here to enter text.]
Date: [Click here to enter text.]
Trainer Signature: [Click here to enter text.]
Date: [Click here to enter text.]
Employee Name:          Date:
Title:                   ...

I have reviewed the SLRMC Safety Manual and agree to comply with each provision.

I hereby certify that I have received SAFETY TRAINING on the following:

☐ OSHA 10 Hour Training:  Date_______
  • Electrical Safety Related Work Practices
  • Fall Protection
  • General Duty Clause
  • Hazard Communication
  • Ladders, Stairs, Ramps

☐ OSHA 30 Hour Training:  Date_______
  • Accident Prevention
  • Emergency Action Plans
  • Fire Prevention Plan
  • First Aid & Medical Services
  • Hazmat – Asbestos
  • Hearing Protection
  • HILTI – Hand & Power Tools
  • LP Gas Storage
  • Man Lifts
  • Operation of Personnel Lifts
  • Portable Fire Extinguishers
  • Powered Industrial Trucks
  • Respiratory Protection
  • Flammable & Combustible Liquids

Additional Training
☐ Crane Safety
☐ Electrical
☐ Erosion Control: Plan Designer
☐ Erosion Control: Responsible Person
☐ Excavation
☐ Fall Protection
☐ First Aid & Medical Services
☐ Foreman Training
☐ Forklift Training
☐ Hazard Communication
☐ Laser Safety
☐ Hand and Power Tools
☐ Powder Actuated Tools (HILTI Guns)
☐ Focus 4 (Slam the Door on the Killer 4)
☐ Power Industrial Trucks & Heavy Equipment
☐ St. Luke’s Contractor Training
☐ CPR
☐ Other:
☐ Other:
All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

This poster is available free from OSHA.

Contact OSHA. We can help.
St. Luke’s Construction Project - Contractor Requirements

SAFETY PROGRAM ITEMS:

Submit to SL Construction Office Before Work Begins

Company Site Specific Safety Manual (Include in 3-ring, white binder with Safety Manual & Company name labeled on Cover and Spine)
Safety Data Sheets (Include site specific SDS only in separate 3-ring, white binder with SDS & Company name labeled on Cover and Spine)
Chemical list and approximate amounts intended for project (Include with SDS)
Competent Person Form (Contractors must have a competent person on-site when employees or sub-contractors are working)
List of employees that need a badge (If project is located on existing SLHS campus)

Contractor Safety Preparation & Planning

Workers must wear appropriate Personal Protective Equipment
Workers must wear badges at all times (If project is located on existing SLHS campus)
Supply 1st Aid kits and Blood Borne Pathogen supplies on project
Weekly safety meeting conducted and attendance documentation submitted to Construction Office
Written Pre-Task Plans or JHA’s submitted as needed for critical tasks
St. Luke’s Compliance Hand Books read and signed for each worker
Daily Equipment Inspection lists filled out as needed
Competent Person Acknowledgement Form

PROJECT NAME: __________________________

Designated Competent Person: _______________ Company: _______________

Definition: A competent Person is a person who has the ability and has been reasonably trained to recognize hazards and has the authority to correct them.

Responsibility: The designated Competent Person is responsible for recognizing and correcting safety hazards. This person has the authority to stop work in the event if any potential safety concern on the job site. This representative is considered the contact person on safety related issues and shall be on site full time when hazard exists.

This form must be completed by the subcontractor and the subcontractor’s designated Competent Person(s). Where a subcontractor is responsible for a multiple crafts, it is necessary to maintain additional designated Competent Persons and forms for each additional tier. Each subcontractor on a site must submit this complete form prior to beginning work on the project and update it any time there is a change in the designated representative(s).

Acknowledgement: I, _______________ representing _______________ have assigned the below listed personnel to be the Competent Person(s) in the areas indicated and I acknowledge that this individual has been thoroughly trained and is experienced in hazard recognition and has the authority to stop work and correct hazards in the event of a potential hazardous or imminent danger situation.

Subcontractor Supervisor (signature) _______________ Date _______________

I acknowledge that I have been thoroughly trained and have the experience to perform the duties as a Competent Person in the areas indicated for _______________ and I understand that I have the responsibility and authority to correct hazards and to stop work in the event of a potential hazardous or imminent danger situation.

AREAS OF COMPETENCY

a. Asbestos  h. Hearing Protection  o. Sling  v. Compressed air
b. Respiratory Protection  i. Scaffolding  p. Lead  w. Mechanical Demo
c. Cranes/Derricks  j. Electrical  q. Excavations/Trenches  x. Ionizing Radiation
d. Fall Protection  k. Ladders  r. First Aid/CPR  y. Caissons/Cofferdam
e. Demolition  l. Tunnel/Shafts  s. Concrete/Forms/Shorting  
f. Underground Construction  m. Material/Personnel Holts  t. Welding/Cutting  u. Confined Space Entry
g. Tilt Panel Operations  n. Bolting/Riveting/Fitting  

Competent Person (signature) _______________ Competent Person (Print Name) _______________ Area of Competency 
Date _______________ (list adjacent letters)
Weekly Safety Meeting Report

Date: _______________________      Jobsite: ________________________________

Company: ________________________________

Supervisor: ________________________________

Topics: ___________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Sign-In:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
Incident / Accident Investigation Report Form

Injured Person Report

Name: __________________________________________ Company: __________________________

Job Title: ____________________________ Foreman Name: ____________________________

Name of Witnesses:___________________________________________________________

Incident / Injury Date: ____________ Time: ______ □ AM □ PM

Health Care Provider __________________________ Provider Location ________________

Initial Treatment: □ No Medical Treatment □ Minor: 1st Aid
□ Minor Clinic / Hospital □ Emergency Care
□ Hospitalized – 24 hour □ Anticipated Major Med / Lost Time

Location where accident / injury occurred? __________________________________________

What was he / she doing when injury or incident occurred? __________________________

All Equipment, Materials or Chemicals Employee used upon Occurrence: ________________

Describe the sequence of events that directly injured the employee or made the employee ill:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Part of body affected: ___________________________________________________________

Nature and extent of incident / injury: _____________________________________________
St. Luke’s Architecture & Construction
Job Name ____________________________

INJURED EMPLOYEE INFORMATION

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Male</th>
<th>Female</th>
<th>Employer Name</th>
<th>Witness</th>
<th>Date of Incident</th>
<th>Time</th>
<th>AM / PM</th>
<th>Jobsite/Area</th>
<th>Employee Job Title</th>
<th>Weather Condition</th>
<th>Shift</th>
<th>Length of Employment</th>
<th>Supervisor</th>
<th>What phase of construction was the project in when this incident happened?</th>
</tr>
</thead>
</table>

UNSAFE ACTS  Check all that apply

- Operating equipment without authority
- Failure to warn/signal
- Failure to secure/lock out/tag out
- Reaching into/servicing equipment in operation
- Making safety devices inoperable
- Used defective equipment
- Took unsafe/improper position
- Horseplay, disruptive actions
- Improper lifting or movement
- Time Constraints
- Other ________________________
- No unsafe action

What actions caused or influenced above unsafe acts?

- Unaware of job hazards
- Inattention to hazards
- Unaware of safe method/procedure
- Tried to gain or save time
- Influence of fatigue/illness
- Influence of emotions/stress
- Obscured vision/bodily defects
- Under influence of alcohol or drugs
- Failure to enforce procedures/rules
- Other: ________________________
- No unsafe action

UNSAFE CONDITIONS  Check all that apply

- Inadequate guard/barrier/safety device
- Inadequate/improper protective equipment
- Inadequate warning system
- Defective work tools/equipment materials
- Congestion or restricted area
- Fire or explosion hazard
- Hazardous storage method
- Unsecured against movement
- Lighting/noise/visual obstruction
- Environmental/atmospheric conditions
- Other: ________________________
- No unsafe condition

What caused or influenced above unsafe condition?

- Defective/worn from normal use
- Defective/worn from abuse/misuse
- Housekeeping/cleaning failure
- Lack of preventative maintenance
- Inadequate maintenance
- Exposure to environment
- Inadequate/improper purchasing
- Safety inspection failure
- Other: ________________________
- Unknown

INJURY/ILLNESS DATA

1. Describe the nature and extent of injury/illness (body part affected, type of injury, etc.) ____________________________________________

2. Was first aid administered? Yes [ ] No [ ] If yes, what type and by whom ________________________________

3. Was employee taken to hospital/clinic? Yes [ ] No [ ] If yes, list name of Clinic/Hospital __________________________

4. List any eyewitnesses to the incident and company name:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

INCIDENT/ILLNESS EVALUATION

5. How did the incident occur? Describe in detail the task the employee was doing when injured or became ill. Include specifics such as equipment, structure, tools, materials, objects (size, shape, & weight), people involved in the task, positions, distances, rate of movement, sequence of events, etc. ____________________________________________

(Attach any additional information, comments, documentation of interviews, sketches, pictures, etc. as necessary)
Incident / Accident Investigation Report Form

Witness Report

Witness Name: ____________________  Witness Company Name: ____________________

1. Location of incident: ____________________  2. Department ____________________

3. Date of Accident __________  4. Time _______ a.m.

5. Job Title ____________________________  6. Experience _____ (years/months)

7. Accident Type ____________________________

8. Source (The object or substance inflicting injury) ____________________________

9. Nature of Injury ____________________________

10. Part of Body ____________________________

PROPERTY DAMAGE

11. What was damaged? ____________________________

12. Nature of damage ____________________________

13. Description (describe what happened—who was involved, where, when, why, how)

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

14. CAUSE (identify unsafe acts or conditions - Contributory Factors, Base Cause, Lack of control)

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Signature of Witness: ____________________ Date: ________________

Supervisor ____________________ Date: ________________

Investigator ____________________ Date: ________________
CONSTRUCTION SITE VISITOR - RELEASE FORM AND WAIVER OF LIABILITY

I, ________________________________, acknowledge, agree and represent that I am aware that the facility is under construction and that a construction site is a dangerous environment, despite the precautions for safety taken by the facility, contractor, and trade contractors performing work at the project site. I further agree and warrant as follows:

1. To the fullest extent permitted by law, I hereby release, waive, discharge and covenant not to sue the ST. LUKE’S HEALTH SYSTEM, LTD., (including its affiliated entities) (hereinafter, collectively, “Hospital”), and its individual officers, administrators, employees and agents, acting officially or otherwise, from any and all harm that occurs to myself and/or liability which arises out of my participation in the site tour; including, but not limited to, liability for property damage or loss, or bodily, personal or mental injury, including death.

2. I further agree to hold harmless and indemnify the Hospital against any liability arising from my negligence or otherwise and from damages of any kind as a result of my participation in the site tour.

3. I acknowledge that it is my sole responsibility to evaluate carefully the risks inherent in visiting the construction site and that I have fully considered those risks, including, without limitation, dangers posed by willful or negligent conduct of myself and/or by others.

4. I acknowledge and voluntarily assume full responsibility for, and full risk of, property damage or loss, or bodily, mental, or personal injury, including death, relating to my participation in the site tour.

5. I agree that if any portion of this document is held invalid, the remaining provisions shall be binding and continue in full force and effect.

I have read this Release Form and Waiver of Liability carefully, understand its significance, and voluntarily agree to all of its terms.

SITE BEING VISITED: ANY CONSTRUCTION SITE managed by St. Luke’s Health System- Dept. of Architecture and Construction

__________________________________________  __________________________  ________________
VISITOR Name  Sign  Date

__________________________________________
PARENT/GUARDIAN OF CHILD VISITOR Name and Signature (If Applicable)  Date
# Planning for Crane Activity

*Return completed form to Compliance Coordinator five business days prior to crane work*

*(Crane Checklist is to be completed by St. Luke’s Supervisor, Superintendent or Foreman)*

<table>
<thead>
<tr>
<th>Name: _____</th>
<th>Location: _____</th>
<th>Charge Code: _____</th>
</tr>
</thead>
<tbody>
<tr>
<td>'s Supervisor: _____</td>
<td>□Construction □BSD □Contractor Phone: _____</td>
<td></td>
</tr>
<tr>
<td>Requesting Crane: _____</td>
<td>□Construction □BSD □Contractor Phone: _____</td>
<td></td>
</tr>
<tr>
<td>'s Competent Person: _____</td>
<td>Start Date: _____</td>
<td>Time: _____</td>
</tr>
<tr>
<td>Company name: _____</td>
<td>End Date: _____</td>
<td>Time: _____</td>
</tr>
<tr>
<td>nd Compliance auditor for this project/activity: _____</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Checklist** - St. Luke’s Supervisor is responsible to ensure compliance with the following items:

<table>
<thead>
<tr>
<th><strong>Crane Preparation</strong></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does there need to be a pre-construction meeting with crane operator and company foreman to discuss work? Date_____ Complete?_____</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Are all necessary cones, fencing, caution/danger tape, and signs on hand and ready to be set up? Who is providing?_____</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Have you coordinated with the Const. &amp; Maintenance Depts. to prevent scheduling multiple street and sidewalk closures?</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Do pedestrians or employees need to be re-routed?</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Do special signs need to be posted, such as Sidewalk Closed or signs to re-route exits?</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Will the work affect City parking spaces?</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Will the crane work affect vehicular traffic?</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Has ACHD been notified and have the proper permits been obtained?</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Have all necessary people been notified such as adjacent departments or other areas work might affect?</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>What is the crane’s height? _____ Has Air St. Luke’s been notified? Boise Helipad height is 147’ (Must email or call ASL Dispatch 381-8900, when crane work is at SLBMC, SLMMC, SLMVMC, and SLWRMC)</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Have all proper authorities been notified?</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>As an ILSM assessment been conducted for the project?</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Are there overhead power lines within the work zone (360° around crane) that the crane could reach within 20’ of extended boom?</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Are ground conditions sufficient to support the crane? (Firm stable ground, drained and graded, and no underground tunnels, etc.?)</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Will the crane need to be Assembled/Disassembled on-site? If yes, a qualified A/D Director must be present. Name______</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Will workers be in the fall zone to handle loads? If yes a qualified rigger must be present. Name______</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Will the crane operator have any view obstructions? If yes a qualified signal person is required. Name______</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Do you plan to use a suspended personnel platform? (Not generally allowed. Additional planning and criteria must be coordinated first.)</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

Compliance Coordinator will send notification to Air St. Luke’s and appropriate staff when planning is complete.
Construction Activity Safety Planning

Job Hazard Analysis

SL Project/Task: Click here to enter text.  Supervisor: Click here to enter text.

Company:  Click here to enter text.
Supervisor:  Click here to enter text.
Phone#:  Click here to enter text.
Job Site:  Click here to enter text.
Location:  Click here to enter text.
Job Activity:  Click here to enter text.
Date of Task to be performed:  Click here to enter text.
JHA Completed by (Name):  Click here to enter text.
Approved by:  Click here to enter text.

Potential Hazards created by task

- ☐ Eye
- ☐ Noise
- ☐ Respiratory
- ☐ Face/Neck
- ☐ Foot
- ☐ Hands
- ☐ Burns
- ☐ Back
- ☐ Pinch Points
- ☐ Head
- ☐ Click here to enter text.
- ☐ Click here to enter text.
- ☐ Falls
- ☐ Caught Between
- ☐ Crushed by
- ☐ Electrical
- ☐ Cave in
- ☐ Slips/Trips
- ☐ Confined Space
- ☐ Fire/Explosion
- ☐ Heat/Cold
- ☐ Falling Object
- ☐ Chemical Exposure
- ☐ Abrasion/Laceration

Date:  Click here to enter text.

List Tools needed for task

<table>
<thead>
<tr>
<th>List Tools needed for task</th>
<th>Inspected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click here to enter text.</td>
<td>☐</td>
</tr>
<tr>
<td>Click here to enter text.</td>
<td>☐</td>
</tr>
<tr>
<td>Click here to enter text.</td>
<td>☐</td>
</tr>
<tr>
<td>Click here to enter text.</td>
<td>☐</td>
</tr>
<tr>
<td>Click here to enter text.</td>
<td>☐</td>
</tr>
<tr>
<td>Click here to enter text.</td>
<td>☐</td>
</tr>
</tbody>
</table>

Personal Protective Equipment to be used

- ☐ Safety Glasses
- ☐ Goggles
- ☐ Face Shield
- ☐ Welding Helmet
- ☐ Welding Cloth
- ☐ Hard Hat
- ☐ Safety Vest
- ☐ Reflective Vest
- ☐ PFAS (Harness)
- ☐ Safety Nets
- ☐ Personal Floatation
- ☐ Life Ring Buoy
- ☐ Skiff
- ☐ Chaps
- ☐ Protective Footwear
- ☐ Click here to enter text.

Training Completed and Records on File

- ☐ 30 Hour Competent Person
- ☐ 10 Hour Competent Person
- ☐ Certified Fall Protection
- ☐ Forklift
- ☐ Excavation and Trenching
- ☐ Scaffolding Competent Person
- ☐ Scaffolding Employee Awareness
- ☐ Emergency Evacuation
- ☐ Confined Space
- ☐ Hazardous Communication
- ☐ St. Luke’s Contractor Training
- ☐ Click here to enter text.

Equipment to be used and Inspected

- ☐ Scissor Lift
- ☐ Scaffolding
- ☐ Crane
- ☐ Fire Extinguisher
- ☐ Click here to enter text.
- ☐ Click here to enter text.
- ☐ Aerial Lift
- ☐ Cable Jack
- ☐ Forklift
- ☐ Helicopter
- ☐ Chain Hoist
- ☐ Extended Reach Forklift
TO: Steel Erector Contractor

From: St. Luke’s Architecture & Construction

Date:

This is the notification to commence work on the following project:

Job Name: ______________________________________________________________

Job Number: ______________________ Plans Rev: _______________________

This Notification covers the COMPLETE Structure [ ]

This Notification only covers the following sections of the structure:

* See attached test results

1. Has concrete reached 75% of sufficient strength? [ ] Yes [ ] No

2. Proof of Strength:
   a. ASTM test method results [ ] Yes [ ] No
   b. Engineer verification [ ] Yes [ ] No

3. Were anchor bolts repaired, replaced or modified? [ ] Yes [ ] No
   If Yes Describe how they were repaired: ___________________________________________
   __________________________________________

Identify on the drawing which anchor bolts were repaired, replaced or modified.

Thank you for your cooperation in this matter.

St. Luke’s Project Supervisor __________________________
# Construction Supervisor Safety Plan

*Return completed form to Compliance Coordinator before project begins*

<table>
<thead>
<tr>
<th>Superintendent/Foreman:</th>
<th>Click here to enter text.</th>
<th>Date:</th>
<th>Click here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Name:</td>
<td>Click here to enter text.</td>
<td>Job #:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Jobsite Location:</td>
<td>Click here to enter text.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone Location:</td>
<td>Click here to enter text.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evacuation Routes:</td>
<td>Click here to enter text.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assembly Area:</td>
<td>Click here to enter text.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid Kit Location:</td>
<td>Click here to enter text.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blood Borne Pathogen Supplies Available:</td>
<td>Click here to enter text.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sprinkler Head Shut-off Valve Location:</td>
<td>Click here to enter text.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Description:</td>
<td>Click here to enter text.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## A. Safety Supplies and Conditions:

1. What barricading and/or signage is required to protect personnel, facilities, or equipment?  
   - Yes ☐  No ☐  Click here to enter text.
2. What work will involve live systems or lockout/tagout of energized equipment that needs to be monitored?  
   - Yes ☐  No ☐  Click here to enter text.
3. Will work area have exposure to fall hazards from surfaces of 6’ or greater?  
   - Yes ☐  No ☐  Click here to enter text.
4. Are scaffolds or work platforms needed? Who will use Scaffolding?  
   - Yes ☐  No ☐  Click here to enter text.
5. Will the work generate excessive odors/noise?  
   - Yes ☐  No ☐  Click here to enter text.
6. Will there be exterior work that could be affected by weather conditions?  
   - Yes ☐  No ☐  Click here to enter text.
7. Will tasks involve the use of chemicals or be adjacent to existing chemicals?  
   - Yes ☐  No ☐  
   - Will Safety Data Sheets be on-site?  
     - Yes ☐  No ☐  
   - Are containers properly labeled (contents, hazards)?  
     - Yes ☐  No ☐  
   - Are chemicals properly stored?  
     - Yes ☐  No ☐  
   - Do tasks require special PPE?  
     - Yes ☐  No ☐  

## B. Potential Impacts:

1. Will work involve climbing/standing on or working above equipment?  
   - Yes ☐  No ☐  
2. Will work involve excavation, digging, drilling, or driving material into the ground?  
   - Yes ☐  No ☐  
3. List any existing features or utilities that need to be protected or supported?  
   - Click here to enter text.
4. Will temporary power be provided?  
   - Yes ☐  No ☐  
5. Will work involve interruption or redirecting or vehicle/pedestrian traffic?  
   - Yes ☐  No ☐  
6. Will the work involve or have the potential to impact:  
   - Fire Protection, Smoke Detectors?  
     - Yes ☐  No ☐  
   - Security/Life Safety Systems?  
     - Yes ☐  No ☐  
   - Pedestrians?  
     - Yes ☐  No ☐  
   - Exits – Exit signs?  
     - Yes ☐  No ☐  
   - Traffic?  
     - Yes ☐  No ☐  
   - Patients nearby?  
     - Yes ☐  No ☐
* When deficiencies are found report them and make corrections immediately.
## ILSM Risk Assessment and Implementation Record

### Part I: Infection Prevention Assessment

#### Construction, Renovation, or Project Type (check one)
- □ Type A: activities that may include the removal of ceiling tiles for visual inspection (1 tile per 50 sq feet), painting, wall covering, electrical time work, minor plumbing, and activities which do not generate dust or require cutting of walls or access to ceilings other than for visual inspection.
- □ Type B: small scale short duration activities which create minimal dust. May include installation of telephone and computer cabling, access to chase species, cutting of walls or ceiling where dust migration can be controlled.
- □ Type C: any work which generates a moderate to high level of dust or requires demolition or removal of any fixed building components or assemblies. May include sanding of walls, removal of floor coverings, minor duct work, electrical work above ceilings, or major cabling activities.
- □ Type D: major demolition and construction projects. May include activates which require removal of completing cabling systems and new construction.

#### Department Type (check one)
- □ Type 1: office areas, non-patient care areas, general laboratories, pharmacy.
- □ Type 2: outpatient/ ambulatory care departments
- □ Type 3: emergency room, radiology, nuclear medicine, inpatient units, etc.
- □ Type 4: high risk areas to include the operating rooms, PACU, sterile processing, CVOR, CCL, L&D, oncology, endoscopy, pharmacy, anesthesia, special procedures, newborn nurseries, and intensive care units.

<table>
<thead>
<tr>
<th>Type A</th>
<th>Type B</th>
<th>Type C</th>
<th>Type D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class I</td>
<td>Class I</td>
<td>Class I</td>
<td>Class I</td>
</tr>
<tr>
<td>Class I</td>
<td>Class II</td>
<td>Class II</td>
<td>Class II</td>
</tr>
<tr>
<td>Class I</td>
<td>Class III</td>
<td>Class III</td>
<td>Class III</td>
</tr>
<tr>
<td>Class I</td>
<td>Class IV</td>
<td>Class IV</td>
<td>Class IV</td>
</tr>
</tbody>
</table>

### Part II: Infection Prevention Implementation Record

#### Class I
- □ Implemented
  1) Execute work by methods to minimize raising dust from construction operations
  2) Immediately replace any ceiling tile displaced for visual inspection
  3) Clean work area upon completion of task.

#### Class II
- □ Implemented
  1) Provide active means or barriers to prevent airborne dust from dispensing into atmosphere
  2) Water mist work surfaces to control dust while cutting.
  3) Seal unused doors with duct tape.
  4) Block off and seal air vents.
  5) Wipe work surfaces with disinfectant.
  6) Contain construction waste before transport in tightly covered containers.
  7) Wet mop and/or vacuum with HEPA filtered vacuum before leaving work area.
  8) Place dust mat at entrance and exit of work area.
  9) All personnel leaving work site are required to clean shoes thoroughly or wear shoe covers.
  10) Remove or isolate HVAC system in areas where work is being performed.
  11) Upon completion, restore HVAC system where work was performed.
### Part II: Infection Prevention Implementation Record Continued

<table>
<thead>
<tr>
<th>Class III</th>
<th>Implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Obtain infection prevention/risk management/safety approval before construction begins.</td>
<td></td>
</tr>
<tr>
<td>2) Isolate HVAC system in area where work is being done to prevent contamination of duct system.</td>
<td></td>
</tr>
<tr>
<td>3) Complete all critical barriers before construction begins.</td>
<td></td>
</tr>
<tr>
<td>4) Maintain negative air pressure within work site utilizing HEPA equipped air filtration units.</td>
<td></td>
</tr>
<tr>
<td>5) Seal holes, pipes, conduits and punctures appropriately.</td>
<td></td>
</tr>
<tr>
<td>6) Do not remove barriers from work area until completed project is thoroughly cleaned by Housekeeping Department.</td>
<td></td>
</tr>
<tr>
<td>7) Vacuum work area with HEPA filtered vacuum.</td>
<td></td>
</tr>
<tr>
<td>8) Wet mop area with disinfectant.</td>
<td></td>
</tr>
<tr>
<td>9) Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction.</td>
<td></td>
</tr>
<tr>
<td>10) Contain construction waste before transport in tightly covered containers.</td>
<td></td>
</tr>
<tr>
<td>11) Place dust mat at entrance and exit of work area.</td>
<td></td>
</tr>
<tr>
<td>12) All personnel leaving work site are required to clean shoes thoroughly or wear shoe covers.</td>
<td></td>
</tr>
<tr>
<td>13) Upon completion, restore HVAC system where work was performed.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class IV</th>
<th>Implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Obtain infection prevention/risk management/safety approval before construction begins.</td>
<td></td>
</tr>
<tr>
<td>2) Isolate HVAC system in area where work is being done to prevent contamination of duct system.</td>
<td></td>
</tr>
<tr>
<td>3) Complete all critical barriers before construction begins.</td>
<td></td>
</tr>
<tr>
<td>4) Maintain negative air pressure within work site utilizing HEPA equipped air filtration units.</td>
<td></td>
</tr>
<tr>
<td>5) Seal holes, pipes, conduits and punctures appropriately.</td>
<td></td>
</tr>
<tr>
<td>6) Require all personnel to wear cloth or paper coveralls each time they leave the work site if walking through Class IV area.</td>
<td></td>
</tr>
<tr>
<td>7) All personnel leaving work site are required to clean shoes thoroughly or wear shoe covers.</td>
<td></td>
</tr>
<tr>
<td>8) Do not remove barriers firm work area until completed project is thoroughly cleaned by Housekeeping Department.</td>
<td></td>
</tr>
<tr>
<td>9) Vacuum work area with HEPA filtered vacuum.</td>
<td></td>
</tr>
<tr>
<td>10) Wet Mop area with disinfectant.</td>
<td></td>
</tr>
<tr>
<td>11) Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction.</td>
<td></td>
</tr>
<tr>
<td>12) Contain construction waste before transport in tightly covered containers.</td>
<td></td>
</tr>
<tr>
<td>13) Place dist mat at entrance and exit of work area.</td>
<td></td>
</tr>
</tbody>
</table>
### Part III: Life Safety Assessment

#### Part A: Complete for Construction, Renovations, or Other Projects with a duration \(>/>= 24\) hours

<table>
<thead>
<tr>
<th>Job Length</th>
<th>Points</th>
<th>Score</th>
<th>Impact on Egress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater than 3 months</td>
<td>40</td>
<td></td>
<td>Exit blocked</td>
</tr>
<tr>
<td>From 1-3 months</td>
<td>30</td>
<td></td>
<td>Exit obstructed</td>
</tr>
<tr>
<td>Less than 1 month</td>
<td>20</td>
<td></td>
<td>Exit penetrated</td>
</tr>
</tbody>
</table>

#### Impact on Patient Care

| Work in an Inpatient Area | 40 | |
| Work in an Outpatient Area | 30 | |
| Work is near visitor/staff | 25 | |
| Work is near staff only | 20 | |
| Work is in an unoccupied space | 0 | |

#### Hazard of Construction Materials

| Unprotected flammable materials | 40 | |
| Excessive combustible materials | 30 | |
| Low to no hazards | 0 | |

#### Hazard of Construction Methods

| Open flame | 40 | |
| Welding | 30 | |
| Grinding | 20 | |
| Heat gun | 10 | |
| None | 0 | |

#### Fire/Smoke Separations

| Missing | 50 | |
| Damaged | 35 | |
| Minor penetrations | 20 | |
| None | 0 | |

<table>
<thead>
<tr>
<th>Impact on Fire Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple zones</td>
</tr>
<tr>
<td>One zone</td>
</tr>
<tr>
<td>In zone less than 4 hours</td>
</tr>
<tr>
<td>No impact</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Temporary Partitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple partitions in zone</td>
</tr>
<tr>
<td>One partition in zone</td>
</tr>
<tr>
<td>Minor penetrations</td>
</tr>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

### Storage Areas

| Multiple storage areas in zone | 35 |
| One storage area in zone | 25 |
| Storage areas in adjacent zone | 15 |
| None | 0 |

#### Automatic 100 Points

| Fire alarm system impaired | 100 |
| Sprinkler system impaired | 100 |
| Main access and egress impaired | 100 |

**TOTAL POINTS**: 

If point score is \(> 100\), proceed to Part IV for Life Safety Implementation Record. If point score is \(< 100\), submit to the Life Safety Officer.

#### Part B: Complete for Construction, Renovations, or Other Projects with a duration \(< 24\) hours

<table>
<thead>
<tr>
<th>Automatic 100 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire alarm system impaired</td>
</tr>
<tr>
<td>Sprinkler system impaired</td>
</tr>
<tr>
<td>Main access and egress impaired</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Impact on Patient Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work is in an Inpatient Area</td>
</tr>
<tr>
<td>Work is in an Outpatient Area</td>
</tr>
<tr>
<td>Work is near visitor/staff</td>
</tr>
<tr>
<td>Work is near staff only</td>
</tr>
<tr>
<td>Work is in an unoccupied space</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazard of Construction Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open flame</td>
</tr>
<tr>
<td>Welding</td>
</tr>
<tr>
<td>Grinding</td>
</tr>
<tr>
<td>Heat gun</td>
</tr>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire/Smoke Separations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missing</td>
</tr>
<tr>
<td>Damaged</td>
</tr>
<tr>
<td>Minor penetrations</td>
</tr>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

**TOTAL POINTS**: 

If point score is \(> 100\), proceed to Part IV for Life Safety Implementation Record. If point score is \(< 100\), submit to the Life Safety Officer.
### Part IV: Life Safety Implementation Record

- Attach a floor plan or site map which identifies the project area and structural fire protection features of the building.
- On the floor plan, clearly mark each impaired or obstructed area: 1) exit route; 2) exits; 3) exit discharge feature; 4) smoke or fire wall.
- List all departments/contacts where exit is currently or will be affected during the project:
  1. 
  2. 
  3. 
  4. 
  5. 
- Provide temporary, but equivalent, fire alarm systems, fire detection system, and fire suppression system.
  a) Document testing of equivalent systems every 30 days and forward to the Life Safety Officer.
  b) Provide additional fire fighting equipment.
  c) Document training of appropriate personnel on the use of fire fighting equipment.
  d) Verify and document that all temporary construction partitions are smoke tight and built of non-combustible materials.
- Implement a daily safety inspection process and forward the Inspection Log to the Life Safety Officer every 30 days and at the termination of the project.
- Provide ILSM education for all employees and contractors working within the department affected by the project.
- Ensure non-flammable barriers are in place to prevent unauthorized access, dust control, and fire prevention.
- Ensure signage is in place to direct people away from the project site.
- Ensure appropriate equipment storage when not in use.
- Ensure appropriate closure of the project site at the end of each work day.

---

**Once complete, submit form and required attachments to the Life Safety Officer.**

### Part V: ILSM Committee Record

*To be completed by the Life Safety Officer or designee.*

<table>
<thead>
<tr>
<th>ILSM Committee Approval Date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Completion Date:</td>
<td></td>
</tr>
</tbody>
</table>

- Conduct an additional fire drill per shift per quarter in areas affected by the project if fire systems or egress are impacted.
- Implement ILSM Committee Periodic Construction Audit process for scores $\geq 100$ in inpatient departments.
## INFECTION CONTROL INSPECTION CHECKLIST

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Supervisor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number:</td>
<td>Date:</td>
</tr>
<tr>
<td>Class I</td>
<td>Class II</td>
</tr>
</tbody>
</table>

*Check the boxes that apply to this project*

- Execute work by methods to minimize raising dust from construction operations.
- Immediately replace any ceiling tile displaced for visual inspection.
- Clean work area upon completion of task.
- Water mist work surfaces to control dust while cutting.
- Seal unused doors.
- Block off and seal air vents.
- Wipe work surfaces with disinfectant.
- Contain construction waste before transport in covered containers.
- Place dust mat at entrance at entrance and exit of work area.
- Wet mop and/or vacuum with HEPA filtered vacuum before leaving work area.
- All personnel leaving work site are required to clean shoes thoroughly or wear shoe covers.
- Remove or isolate HVAC system in areas where work is being performed.
- Upon completion, restore HVAC system where work was performed.
- Obtain infection prevention/risk management/safety approval before construction begins.
- Complete all critical barriers before construction begins.
- Maintain negative air pressure within work site utilizing HEPA equipped air filtration units.
- Seal holes, pipes, conduits and punctures appropriately.
- Do not remove barriers from work area until completed project is thoroughly cleaned.
- Vacuum work area with HEPA filtered vacuum.
- Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction.
- Require all personnel to wear cloth or paper coveralls each time they leave the work site if walking through Class IV area.
### New Project - Contractor Compliance Checklist

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Safety Manual</th>
<th>Safety Data Sheets</th>
<th>Compliance Handbook</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.  
☐ ☐ ☐  

Click here to enter text.