

“The safety and health of our employees is our top priority. Everyone goes home safe and healthy – every day.”

Construction Safety and Health Program



SAMPLE PAGES

[Company name]

[Date Authorized]

[Version}

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SAMPLE PAGES

Mission Statement

At Company Name people are our most important asset. It is our strongest desire that everyone goes home safe and healthy every day. The company safety and health program has complete and total management support from every level. We will make every effort to ensure the safety of our employees at all of our facilities.

The responsibility for the safety and health program ranges from the most senior executive to the newest employee. Even if it is your first day on the job, you have the power, and the responsibility, to stop work if you believe safety may be compromised. Safety is a cooperative effort of all employees to identify and eliminate hazards in the workplace. Our safety program is based on three simple principles:

Identification of Hazards

It is the responsibility of every employee to continuously monitor his or her work environment for potential hazards. Once identified these hazards must be immediately reported.

Elimination of Hazards

Management and employees will make every effort to eliminate identified hazards from the workplace.

Protection from Hazard

If a hazard cannot be eliminated from the workplace management will provide personal protective equipment or management and engineering controls to protect employees from these hazards. These will only be used if the hazard cannot be eliminated from the workplace.

Management is responsible for providing tools, equipment, process engineering controls, and other items that are required to work safely. It is the responsibility of the employees to use the proper equipment, follow prescribed processes, and work in a safe and productive manner.

It is our belief that any safety and health program must have total employee involvement. Therefore, this program has management's highest priority, support and participation.

PRODUCTION IS NOT SO URGENT THAT WE CANNOT TAKE TIME TO DO OUR WORK SAFELY. DO NOT BE AFRAID TO STOP WORK IF SAFETY IS IN QUESTION.

Thank you for taking the time to review these important safety policies. If you have any questions, be sure to ask them to your supervisor. Thanks for your time and please remember to work safe.

Sincerely,

Company Name President

Employee Rights

“Every employee has a right to a workplace that is free from recognized hazards that are causing or likely to cause death or serious physical harm to employees.”

All workers have a right to:

- A safe workplace.
- Raise a safety and health concern with the company or OSHA.
- Report a work-related injury or illness without fear of retaliation.
- Receive information and training on job hazards, including hazardous substances in the workplace.
- Request an OSHA inspection of the workplace if you believe it is unsafe.
- Participate in an OSHA inspection and speak to the inspector in private.
- File a complaint with OSHA.
- See any OSHA citations issue to your employer.
- Request copies of medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

The poster features the OSHA logo and the slogan "Job Safety and Health IT'S THE LAW!". It lists the rights of workers and the responsibilities of employers. A large red "SAMPLE PAGE" watermark is overlaid on the poster.

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 it is unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative with you when OSHA on your behalf.
- Participate in an OSHA inspection and speak privately 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. The log is available free from OSHA.

Employer must:

- Keep employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for raising a health or safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report work-related fatalities within 24 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 the 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.

Contact OSHA. We can help.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

Goals of the Safety and Health Plan

The company has created this safety and health plan to meet the following goals:

1. To maintain a workplace that is free from recognized hazards that may cause serious injury or illness.
2. To create an environment where employees feel comfortable reporting safety and health concerns.
3. To provide clear direction on how to communicate with management on safety and health concerns.
4. To solicit feedback and suggestions from employees on following and improving this program.
5. To include safety and health as a routine part of business operations.
6. To empower all employees to stop work at any time they feel their safety or health is in jeopardy.

Safety and Health Plan Basic Principles

The company is completely committed to the safety and health of all employees. It is our priority that every employee goes home safe, every day.

Management Commitment and Responsibilities

Our strong safety culture is achieved through collaboration and cooperation of employees and management. Management provides the resources for our safety program, and is committed to the following general responsibilities:

1. To provide a work environment that protects employees from occupational injuries and illnesses.
2. To design, implement, and monitor company safety policies and procedures.
3. To lead annual reviews in company safety programs and procedures, and to make corrections and improvements as necessary.
4. To provide methods for employee feedback and input on company safety and health programs.
5. To ensure that periodic work hazard assessments are conducted.
6. To set safety and health improvement goals, and create action plans for achieving those goals.
7. To clearly establish the safety and health responsibilities of all employees, and to include them in written job descriptions.
8. To provide required safety and health training to employees.
9. To include safety and health as part of employee periodic evaluations.
10. To ensure that visitors receive appropriate training on the hazards they will be exposed to.
11. To ensure that contractors employed on the site have a commitment to safety excellence and meet the same requirements of company safety programs.
12. To provide recognition to employees who demonstrate outstanding commitment to safety and health.



Employee safety and health is our top priority.

Employee Commitment and Responsibilities

Employee involvement in all aspects of the safety program are critical to its success. Employees are closest to the work processes, so they must actively communicate with management to facilitate pro-active solutions to safety problems. Our employees are committed to the following responsibilities:

1. To immediately stop work in any instance where they feel safety or health is in jeopardy.
2. To follow all company safety and health policies and procedures.

Analysis of Workplace Hazards

The company has performed a baseline hazard survey in all of its work areas. This was accomplished using a job hazard analysis process and outside consultants as necessary. All hazards found in these surveys are either eliminated or controlled. When dealing with workplace hazards, the company's hazard management priority is as follows:

1. Engineer out the hazard.
2. Change the work process to eliminate the hazard.
3. If the hazard cannot be eliminated through engineering or work controls, provide employees with proper personal protective equipment.



Work processes and hazards are both constantly changing. To ensure employee protection, new hazard analysis will be performed as work processes, equipment, and environments change. Employees will participate in these hazard assessments, which will be reviewed by management. Work will not be allowed to continue until these hazards are properly dealt with.

Hazard analysis will also occur on a regular basis in accordance with the company job hazard analysis program.

Company Hazard Profile

The company has performed hazard analysis for each major type of work site. Each site will have their only detailed hazard analysis available for review. This is a basic summary so employees, visitors and contractors will have an understanding of the work hazards of this organization.

Site Type		
Major Job Tasks	Major Hazards	Required Protective Measures

As part of the annual safety and health program evaluation, management and selected employees will review all near misses, first aid incidents, and entries on the OSHA 300 Log, as well as employee reports of hazards, to determine if any pattern exists that can be addressed. The results of this analysis are considered in setting the goal, objectives, and action plans for the next year.

Maintenance Program

Properly functioning equipment is a critical component of the company safety plan. Management uses a scheduled maintenance plan, and ensures that the worksite and all machinery is cared for properly so that the environment remains safe and healthy. If maintenance needs exceed the capability of the worksite employees, contract employees are hired to do the work and are screened and supervised to ensure they work according to the site's safety and health procedures.

Discipline Policy

All employees, including all levels of management, are held accountable for obeying company safety and health rules. The following four-step disciplinary policy will be applied to everyone by their supervisor.

1. **Verbal Warning** - The supervisor will provide a verbal warning to the employee for failing to adhere to a safety policy.
2. **Written Reprimand** - A reprimand will be written by the supervisor, and discussed and signed by the employee. The reprimand will be placed in the employee file.
3. **Suspension** - The employee will be suspended without pay for an amount of time determined by management.
4. **Dismissal** - The employee's employment will be terminated.



Employee discipline will typically occur in the order listed above. However, depending on the severity of the infraction, management may decide to skip steps in the process. Any willful violation of policy that places the safety of any employee at risk may result in immediate dismissal. Visitors, including contractors who violate safety and health rules and procedures, will be asked to leave the site immediately.

3. Motorists, bicyclists, and pedestrians should be guided in a clear and positive manner as they approach the site.
4. Routine inspections of the plan elements will occur.
5. Roadside safety must be a priority.
6. Each worker whose actions affect the TTC must be trained on the plan and safe work practices to adhere with the plan.
7. The plan must provide good public relations with the community regarding traffic changes.

Worker Safety in Traffic Control Zones

Roadside work is hazard, and employees must be protected. The following are key elements for worker safety when developing a TTC plan.

1. All employees must be trained how to work next to motor vehicle traffic while minimizing their risk.
2. Temporary traffic barriers should be placed along the work space to protect employees.
3. The speed of vehicle traffic must be reduced to an appropriate level.
4. Activity areas should be planned that minimize the backing-up maneuvers of construction vehicles.
5. A trained, designated employee should conduct a hazard assessment of the work site and job classifications required in the activity area. This safety professional should determine the appropriate engineering, administrative, and personal protection measures to be implemented.

Safety Training Requirements

Proper training is the key to employee safety. Management believes that employee involvement in the site's safety and health program can only be successful when everyone on the site receives sufficient training to understand what their safety and health responsibilities and opportunities are and how to fulfill them. All training time will be paid according to normal company work hour's policy.

Company Safety Orientation

All new employees receive a safety and health orientation before they begin work. This training will include a review of all the company safety policies. New employees will not be permitted to work without direct oversight from an experienced employees until they have completed all required safety training and the area supervisor has deemed the competent to perform work on their own.

The safety orientation program will include:

1. The company safety mission statement.

1. Designated by management.
2. Skilled at communicating important safety concepts to employees.
3. Experts in their area of work.
4. Able to recognize the hazards of the workplace and take steps to mitigate those hazards.
5. Sufficiently qualified to train employees as determined by the relevant OSHA standards.

Trainee Designation Form	
Company:	Palmer Industries
Training Subject:	Physical Communication
Trainee Name:	Tom Stride
Date:	8/11/2011
This person has been designated as a trainer for this subject, and is competent to train and coach employees. This designation is made based on the following qualifications:	
Knowledge	
<ul style="list-style-type: none"> • OSHA General Communication Standard • OSHA Requirements • Labeling requirements • Company shipping and receiving policy 	
Training	
<ul style="list-style-type: none"> • Completed initial 20 hours of OSHA Training • Completed OSHA class • Completed safety orientation 	
Experience	
<ul style="list-style-type: none"> • 15 years in shipping and receiving • 10 years in safety compliance • 2 years in safety training 	
Designated By:	[Signature]

Company Safety Policy Review

The company safety policy will be reviewed at least annually cooperatively by both management and employee representatives. The reviewers will consider:

1. The rate of injury and illnesses in the workplace.
2. The effectiveness of written safety policies.
3. The effectiveness of company safety training.
4. The overall company safety culture.

Once the review has been completed, the group will make recommendations for improvements and assist management in setting the next year's safety and health goals. Recommendations will be presented to management and made available to employees for review.

SAMPLE PAGES

OSHA Injury and Recordkeeping Program

Purpose

The purpose of the Injury and Illness Policy is to record all work-related injuries and illnesses. The company is committed to providing a safe work environment for all employees. Any identified causes of these injuries will be immediately corrected. All company employees and any outside workers that are supervised by company employees are covered by this program. The OSHA recordkeeping program is for data recording only, and is separate from the company's incident investigation and correction program.

Program Coordinator

Name of Person or Position is in charge of the company injury and illness recordkeeping program. The responsibilities of the coordinator are as follows:

1. Maintain the OSHA 300 Log.
2. Review and file all OSHA 301 Incident Report Forms.
3. Complete the OSHA 300A Annual Summary every January.
4. Assist managers with to determine if injuries are work related.
5. Provide training to managers and employees on the company injury and illness reporting policies.

Determination of Work-Relatedness

An injury or illness will be considered work related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting injury or illness. Work-Relatedness is presumed for all events or exposures that occur in the work environment, unless an exception specifically applies.

Working from Home

Injuries or illnesses that occur while an employee is working at home, including work in the home office, will be considered work-related if it occurs while the employee is working for pay, and the incident is directly related to the performance of that work. Injuries or illnesses that are caused by the general home environment and are not related to work will not be considered work-related.

Travelling Employees

An injury or illness that occurs while the employee is in work-related travel status will be considered work-related. This includes injuries that may occur in the airport or other travel

Fire Prevention

Purpose

The purpose of this Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire, and to comply with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention. Fire is a dangerous hazard, and we will take all the precautions necessary to protect our employees.

Objectives

The company is committed to minimizing the threat of fire to employees, visitors, and property. The company will comply with all applicable laws, regulations, codes, and best practices pertaining to fire prevention. The Fire Prevention Plan serves to reduce the risk of fires at the workplace by:

1. Identifying materials that are potential fire hazards and their proper handling and storage procedures.
2. Distinguishing potential ignition sources and the proper control procedures of those materials.
3. Describing fire protection equipment and/or systems used to control fire hazards.
4. Identifying persons responsible for maintaining the equipment and systems installed to prevent or control ignition of fires.
5. Identifying persons responsible for the control and accumulation of flammable or combustible materials.
6. Describing good housekeeping procedures necessary to insure the control of accumulated flammable and combustible waste material and residues to avoid a fire emergency.
7. Providing training to employees on fire hazards to which they may be exposed.

Program Responsibilities

Management

Management has the following responsibilities:

1. To provide adequate controls and procedures to maintain a workplace with minimal fire risk.
2. To ensure that regular fire hazard assessments are performed.
3. To select equipment and work processes that minimize the risk of fire.
4. To create and authorize a fire prevention plan.
5. To designate a company fire prevention coordinator.
6. To provide training to employees on fire prevention and how to manage the fire hazards of the workplace.

Fall Protection

The objective of the company fall protection program is to make sure that employees are protected from the hazards of working at heights. This program outlines the requirements for assessment and mitigation of fall hazards. This program operates in conjunction with fall protection regulations. It does not replace or supersede rules on the use of fall protection. The company will always comply with the regulations, but at times may impose stricter rules in order to improve employee safety.

Program Responsibilities

Management

Management has the following responsibilities:

1. To provide a workplace that minimizes fall protection hazards.
2. To provide ANSI compliant fall protection systems.
3. To develop a company fall protection program that complies with regulations.
4. To designate a company fall protection coordinator.
5. To identify employees who are affected by this policy and ensure that they receive the required training.
6. To provide required protective equipment at no cost to employees.
7. To provide technical support to employees for fall protection issues.
8. To ensure the company is operating in accordance with this policy by performing periodic reviews and audits.
9. To review this safety policy for effectiveness periodically and when deficiencies are discovered.

Fall Protection Coordinator

The company Fall Protection Coordinator is (enter name or position). The fall protection coordinator has the following responsibilities:

1. To coordinate or perform fall protection hazard assessments for job tasks.
2. To coordinate the acquisition of ANSI compliant fall protection systems.
3. To perform routine safety checks of work operations.
4. To supervise the enforcement of the company fall protection program.
5. To train employees and supervisors in recognizing fall hazards and the use of fall protection systems.
6. To designate trainers who are competent in the use of fall protection and proficient in training techniques.
7. To maintain records of employee training, equipment issue, fall protection systems used at jobsites.
8. To monitor employees to verify they are using safe work practices.
9. To investigate and document fall protection incidents.

Ladders and Stairways

The purpose of this program is to establish the policies and requirements for using ladders and stairways. The company is committed to providing a safe work environment for all employees. All employees who are involved with the construction, usage, or maintenance of ladders and stairways on the construction site must be familiar with the policies of this program.

Program Responsibilities

Management

Management has the following responsibilities:

1. To provide ladders and stairways that are safe and meet the safety requirements of OSHA.
2. To develop a ladder safety policy and revise it when necessary.
3. To identify employees who are affected by this policy and ensure that they receive the required training.
4. To provide required protective equipment to employees.
5. To provide technical support to employees for ladder and stairway issues.
6. To ensure the company is operating in accordance with this policy by performing periodic reviews and audits.
7. To review this safety policy for effectiveness periodically and when deficiencies are discovered.

Supervisors

Supervisors have the following responsibilities:

1. To ensure that no employees perform work on ladders and stairways without receiving the required safety training.
2. To provide communication between employees and management on safety issues.
3. To make sure that employees have available and use all required personal protective equipment.
4. To monitor employees to verify they are using safe work practices.

Employees

Employees have the following responsibilities.

1. To complete all required safety training before using ladders and stairways.
2. To wear all required personal protective equipment.
3. To work in accordance with the rules of this program.
4. To immediately report any safety issues to a supervisor.

Training Requirements

Scaffolding

The purpose of this program is to establish safety guidelines for employees who perform work on scaffolding. The company is committed to providing a safe working environment for all employees. All employees who work on or near scaffolding will be trained on the hazards of working with scaffolding and the requirements of this program.

Program Responsibilities

Management

Management has the following responsibilities:

1. To provide scaffolding and related equipment that is OSHA and ANSI compliant.
2. To identify employees who are affected by this policy and ensure that they receive the required training.
3. To provide required personal protective equipment to affected employees.
4. To ensure the company is operating in accordance with this policy by performing periodic reviews and audits.
5. To review this safety policy for effectiveness periodically and when program deficiencies are discovered.

Supervisors

Supervisors have the following responsibilities:

1. To ensure that no employees perform work on or near scaffolding without receiving the required safety training.
2. To provide communication between employees and management on scaffolding issues.
3. To make sure that employees have available and use all required personal protective equipment.

Employees

Employees have the following responsibilities:

1. To complete all required safety training prior to performing work on scaffolding.
2. To wear all required personal protective equipment.
3. To immediately report any scaffolding safety issues to a supervisor.

Definitions

For the purposes of this program, the following definitions apply:

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 authorization to take prompt corrective measures to eliminate those hazards.