

General Work Rules Policy

1.0 Purpose

The purpose this policy is to provide uniform work rules throughout GSI, MPI's operations.

2.0 Scope

This policy applies to all GSI, MPI employees and GSI, MPI Subcontractors performing work at GSI, MPI facilities (yard and shop) and jobsites.

3.0 Requirements

3.1 General

- A) GSI, MPI' Corporate Health and Safety Policies and Procedures must be followed at all times. A copy of the GSI, MPI' Corporate Health and Safety Policies and Procedures will be kept onsite.
- B) All personnel are responsible for complying with applicable regulations (i.e. OSHA, EPA, DOT).
- C) Smoking is only permitted in areas designated by the site supervisor.
- D) All incidents/injuries, no matter how minor, must be immediately reported to the site supervisor.
- E) Jewelry that presents a safety risk cannot be worn in work areas. Determination of jewelry that presents a safety risk will be at the discretion of the site supervisor.
- F) Loose or improperly fitted clothing that presents a caught-in hazard is not permitted to be worn in work areas. Determination of clothing that presents a safety risk will be at the discretion of the site supervisor.
- G) Before start of job personnel must discuss emergency procedures and were to report in case of an emergency to ensure all personnel are accounted for.

3.2 Utility and Power Line Clearance

- A) A minimum clearance of 20 ft (radius) is required between heavy equipment and any overhead power lines, regardless of voltage.

Exceptions to this rule may occur; however, any deviations/variances from the 20 ft clearance requirement must be approved by the Divisional General Manager and the Director of Safety. Any request for a variance must be submitted in writing and approved prior to any personnel or equipment entering the 20 ft radius limit. The variance will include:

- Power line voltage with name and title of individual providing the information.
- Safety controls that will be implemented to ensure employee safety.
- Drawings that depict working distances and limits.

B) Before subsurface work, a utilities search for underground lines shall occur. The search will be documented (i.e. search number) and expiration dates will be tracked by the site supervisor or his designee.

3.3 Housekeeping

Housekeeping and general cleanliness have a direct effect on safety. Proper housekeeping can prevent slips and falls, allow easy egress in the event of an emergency, prevent falling object injuries and enhance fire protection. The following general procedures will be followed:

- Construction debris will not be permitted to accumulate around the work area.
- Tools shall be properly cleaned and put away after use.
- Walking/working surfaces shall be kept clean.
- Stored materials will be neatly stacked.

3.4 Lifting, Pushing and Pulling

Use proper lifting techniques when manually handling loads. Below are lifting techniques that will reduce the likelihood of injury:

- Lift, push and pull with legs, not arms and back.
- Avoid lifting higher than shoulder height.
- Carry objects close to the body.
- Do not rotate the torso when moving/positioning a load. Move the entire body with the feet keeping the torso straight.
- Avoid jerky motions when lifting.
- Utilize mechanical means of lifting when possible (i.e. forklift).

3.5 Slip/Trip/Fall Hazards

Slip/trip/fall hazards are to be discussed with personnel during toolbox training. Proper housekeeping is vital to reduce slip/trip/fall hazards. **Also all exposed rebar will be capped with appropriate covering as required by the regulation.** Any other hazards that pose a slip/trip/fall hazard will be abated as soon as it is discovered.

3.6 Jobsite Postings

On every jobsite and at each GSI, MPI facility, there will be a bulletin board displayed in a prominent location. On projects where a bulletin board is not practical, jobsite postings will be maintained by the project supervisor. The bulletin board will include at a minimum the following safety items:

- OSHA poster and appropriate state plan postings.
- Emergency numbers and a map to the local emergency medical facility.
- During the period of February 1st to April 30th, the OSHA 300A summary of occupational injuries/illnesses.

3.7 Compressed Gas Cylinders

The following safety procedures will be instituted for the use of compressed gas cylinders:

- Cylinders must remain upright and chained to a substantial support or cart when in use.
- Cylinders must be kept away from open flames and sources of heat.
- Use of flashback arrestors and reverse-flow check valves are required to prevent flashback when using oxygen.
- Cylinders are never to be transported without caps.
- Oxygen cylinders in storage must be separated from fuel-gas cylinders or combustible materials, a minimum of 20 feet or by a noncombustible barrier at least 5 feet high having a fire-resistance rating of at least one-half hour. Cylinders must remain upright and chained to a substantial support during storage.
- Cylinders will be kept far enough away from the actual welding or cutting operation so that sparks, hot slag or flame will not reach them. If this is impractical, fire resistant shields will be used.

3.8 Electrical Safety

- Tools will not be hoisted by their flexible electrical cords.
- Electrical cords will not be suspended with staples, hung from nails or suspended by wire.

- Temporary wiring and extension cords will be kept off of walking/working surfaces and vehicle traffic areas.
- All pull boxes and junction boxes will have covers.
- All circuit boxes and control boards will be clearly labeled indicating their purpose.
- All electrical tools and equipment will be grounded.
- Ground fault circuit interrupters (GFCI) will be used with electrical equipment. GFCI will be tested before use.
- Only qualified persons may work on electric circuits while energized.
- Employees may not enter spaces containing energized parts unless illumination is provided that enables them to work safely.
- Protective barriers, shields or insulating shall be provided as necessary.
- Conductive apparel is prohibited.

3.9 Hand Tools

- Hand tools shall be used only for the purpose for which they are designed.
- Hand tools which are damaged will not be used.
- Hand held cutting tools will be kept sharp and will be sheathed or retracted when not in use.
- Guards will not be altered on power tools.

3.10 Welding and Cutting

- Only authorized personnel are permitted to use welding and cutting equipment.
- Fire extinguishing equipment must be readily available in the work area.
- Welding screens must be available, if necessary.
- The potential for the welding surface to be coated with a material that may become hazardous during welding/cutting (i.e. lead paint, chrome) must be evaluated.
- Welders/cutters must be trained to inspect all flash back arrestors, torches, hoses, fittings, regulators and cylinders before work has started.
- Eye and face protection must be worn for any cutting, grinding or welding activities.
- Hot work permits are required for welding and cutting.
- Proper fire retardant clothing is required.
- Individuals assigned to fire watch must be trained in the proper use of fire extinguishers and the placement of fire alarms in surrounding facilities.
- All fire hazards must be removed from area in which hot work is taking place.
- If fire hazards cannot be removed they will be covered with fire blankets.

- If all hazards cannot be mitigated hot work must not be performed.
- Workman assigned to operate and maintain equipment must be trained in accordance with 1910.254 and 1910(a)(b)&(c)
- Equipment defects should be reported immediately and be tagged as unusable.

4.0 **Training**

Employees will be provided training on the contents of this policy during toolbox talks conducted by site supervision.

4.1 **Fire extinguishers**

- Employees will be trained in the proper use of fire extinguishers and the basic principles and hazards of fighting incipient stage fires.
- Training will be conducted at initial assignment and at least annually thereafter.
- Portable fire extinguishers maintenance program will include monthly visual inspections and annual maintenance checks.

4.2 **Scaffolds**

- 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:
 1. The nature of any electrical hazards, fall hazards and falling object hazards in the work area.
 2. 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.
 3. The proper use of the scaffold, and the proper handling of materials on the scaffold.
 4. The maximum intended load and the load-carrying capacities of the scaffolds used.

5.0 **Responsibilities**

5.1 Site Supervision

Site Supervision (Project Managers/Superintendents) is responsible for enforcement and implementation of this policy.

