

<b>Safety Policy &amp; Procedure Manual</b>		Section:	Date: 11-16-2015
		Revision:	
Subject: <p style="text-align: center;"><b>General Safety and Health Provision</b></p>			

## **Purpose**

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This safety program provides safety information and instructions for carrying out basic acceptable safety practices for Light Tower Rentals, Inc., (LTR). It should not be assumed that all basic safety practices have been included in this program. Training and experience must be applied when considering safety on any specific work assignment.

Employees must assume the responsibility for following the policies, procedures, instructions, and requirements found in this safety program.

## **Key Responsibilities**

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### **Safety Managers**

- Responsible for developing and maintaining the General Safety Requirements program.
- Developing accident prevention programs, systems, and techniques.
- Developing safety/training programs.
- Requiring safety/training meetings.
- Developing standard operating procedures (SOPs) for the pre-check inspection, loading, transport, delivery, set-up and rig down of all LTR equipment.
- Requiring training on SOPs.

### **Managers/Safety Officers**

- Responsible for the implementation and maintenance of the plan for their site and ensuring all assets are made available for compliance with the plan.
- Promoting safety on and off the job.
- Implementing safety/training programs.
- Implementing safety/training meetings.
- Implementing training on SOPs.
- Establishing safe work practices.
- Ensuring that equipment is in a safe condition.
- Reporting unsafe conditions to **Safety Managers** so that the proper measures can be taken to correct the situation.
- Ensuring only qualified employees are allowed to operate equipment.
- Providing a reasonably safe work environment.

### **Employees**

- All shall be familiar with this procedure and the workplace General Safety Requirements program.
- Follow all requirements, report unsafe conditions, and follow all posted requirements.

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- Shall use the safeguards, safety appliances and personal protective equipment while following all safe work practices and procedures for the workplace.
- Shall follow SOPs for the pre-check inspection, loading, transport, delivery, set-up and rig down of all LTR equipment.
- Shall perform their jobs in the safest manner prescribed.
- Required to report accidents or near misses to their supervisor immediately.
- Attend safety/training meetings.
- Contact their supervisor with any questions or concerns regarding safety.
- No employee is permitted to ride in the bed of a truck standing up or sit on the outside edges of a truck. Employees must be sitting down inside the truck with seat belts fastened when the vehicle is in motion.
- “Horseplay” on the premises is strictly prohibited.
- Employees shall not use compressed air to dust off hands, face, clothing or PPE.
- All OSHA Safety Standards concerning Lockout/Tagout, Hazard Communication, Personal Protective Equipment, Emergency Action Plan, Respiratory Protection, Fire Prevention, Hearing Conservation, Fall Protection, Confined Spaces, Occupational Exposure to Bloodborne Pathogens, Hot Work – Welding, Cutting and Brazing, Powered Industrial Equipment, Machine Guarding, Overhead Hoists and Cranes, etc., will be followed. **SEE LTR’S WRITTEN SAFETY PROGRAMS**

## Competency and Training

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Employees shall be competent on LTR’s standard operating procedures (SOPs) for operating equipment and performing job tasks. A competent employee means - adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. Work that may endanger an employee must be completed by an employee who is competent to do the work or by an employee who is working under the direct supervision of a mentor who is competent to do the work. All employees must be trained on LTR’s standard operating procedures (SOPs) until they are competent. **(LTR will only permit competent employees to operate equipment and machinery without supervision).**

Training must include: standard operating procedures (SOPs) for the pre-check inspection, loading, transport, delivery, set-up and rig down of all LTR equipment, required PPE to be used in performing job tasks, procedures to be taken in the event of a fire or other emergency, the location of first aid facilities, identification of prohibited or restricted areas, precautions to be taken for the protection of the worker from physical, chemical or biological hazards, any procedures, plans, policies and programs that LTR is required to develop and any other matters that are necessary to ensure the health and safety of employees.

LTR shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his/her work environment to control or eliminate any hazards or other exposure to illness or injury.

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## **Inspections**

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LTR shall ensure that frequent and regular inspections of the workplace, jobsites, materials, equipment and work processes and procedures are conducted by a competent person to identify any risk to the safety or health of any person at the workplace.

LTR shall ensure that every dangerous occurrence is investigated as soon as is reasonably possible. If a risk is identified, we will correct the unsafe condition as soon as is reasonably practicable and, in the interim, take immediate steps to protect the safety and health of any person who may be at risk.

## **General Facility Requirements**

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### **Housekeeping**

Each work site shall be kept clean and free from debris, materials and equipment that could cause employees to slip or trip. A floor or other surface used by any employee shall be kept free of obstructions, hazards and accumulations of refuse, snow or ice.

LTR requires that a worksite is sanitary and kept as clean as is reasonably practicable.

### **Safe Equipment Maintenance**

LTR has a duty to ensure that all equipment is maintained at intervals that are sufficient to ensure the safe functioning of the equipment.

When damage or a defect is found on equipment, LTR will ensure that steps are taken immediately to protect the health and safety of any employee who may be at risk. All damaged and faulty equipment should be taken out of service, locked/tagged out, and reported to management so repairs can be made by a competent person.

Any machinery, tool, material, or equipment which is not in compliance with any applicable OSHA requirement is prohibited. The machine, tool, material or equipment shall either be identified as unsafe by tagging or locking the controls to render them inoperable or shall be physically removed from its place of operation.

Employees who know or have reason to believe that equipment under their control is not in a safe condition shall immediately “Stop Work” and report the condition of the equipment to LTR management so repairs to the equipment can be made by a competent person.

LTR prohibits and will not permit compressed air to be directed towards an employee for the purpose of cleaning clothing or personal protective equipment used by that employee, or for any other purpose if the use of compressed air may cause dispersion into the air of contaminants that may be harmful to employees.

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Whenever employees are present at a worksite, LTR will provide lighting that is sufficient to protect the health and safety of employees and suitable for the work to be done at the worksite.

No worker is allowed to smoke in an enclosed place of employment, worksite or work-related area except in an area designated for smoking.

## **Impairment**

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No person shall enter or remain at any place of employment while the person's behaviour or ability to work is affected by alcohol, drugs or other substance so as to create a nuisance or if his or her abilities are impaired so as to endanger any person, or to create an undue risk to workers, endanger the person or anyone else.

## **Improper Conduct**

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All employees shall engage in proper activity or behaviour. Improper behaviour that might create or constitute a hazard to any person is not acceptable. Improper activity or behaviour includes horseplay, scuffling, fighting, practical jokes, and unnecessary running or jumping.

## **Industrial Hygiene**

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Where an employee is exposed to a potential eye injury hazard due to flying debris or contact with a biological or chemical substance, an eyewash station shall be provided.

Employees who may be exposed to a biological, chemical or physical agent that may endanger their safety or health shall be trained to use the precautions and procedures to be followed in the handling, use and storage of the agent, in the proper use and care of required personal protective equipment, and in the proper use of emergency measures and procedures.

No food, drink or tobacco shall be taken into, left or consumed in any room, area or place where any substance that is poisonous by ingestion is exposed.

Protective clothing or other safety device that has been worn next to the skin shall be cleaned and disinfected prior to being worn by another employee.

Employees who handle or use corrosive, poisonous or other substances likely to endanger their health shall be provided with washing facilities with clean water, soap and individual towels.