



## Code of Safe Work Practices

### *Plumbing, HVAC, and Fire Division* Section 3

For the protection and safety of all employees, The Company has established the following basic set of rules designed to prevent accidents and injuries. Compliance with these rules and guidelines is mandatory as well as compliance with any State Regulated Safety Guideline, Safety Data Sheets (SDS), (manufacturer information & instruction), State and County Health Departments, etc. The following rules and guidelines are given to all new employees and any updates to current employees.

Become aware of the hazards that lead to injury and waste and think about your own safety as well as that of your fellow employees. "Safety is Everyone's Concern and Responsibility".

All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or supervisor.

1. Foremen and supervisors shall insist on all employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work and shall take such action as is necessary to obtain observance.
2. All employees shall be given frequent accident prevention instructions and training. These are "Tailgate Safety Meetings" to be given at least every 10 working days.
3. Anyone suspected of being under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition and may be requested to obtain a drug or alcohol test.
4. All employees must sign and acknowledge the Company Drug & Alcohol Policy. Therein the employee will agree to be tested for drugs or alcohol for cause or upon an accident or injury.
5. Report all injuries immediately so arrangements can be made for medical treatment or first aid. Even if you feel you don't need medical treatment, you must report all incidents immediately.
6. Horseplay, scuffling, and other acts, which tend to have an adverse influence on the safety or well-being of the employees, are prohibited.
7. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment. Act and perform as a team!
8. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
9. If you become ill at work and do not feel you can continue, notify your foreman that you need to go home.
10. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted and shall report any deficiencies promptly to the foreman or supervisor.



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11. Be aware of those around you, what they are doing, and where they are.
12. Lift properly! Lift with your legs, not your back.
  - a. Face the load squarely, feet should be planted firmly about 10-12 inches apart.
  - b. Assume a squatting position with knees bent and tuck your chin.
  - c. Grasp with both hands, keep a straight back and lift by straightening your legs.
  - d. Lift slowly and evenly, avoid jerking, twisting, or turning,
13. If an object is too heavy, ask for help!
14. Keep work areas hazard-free, clean up scraps and trash; do not leave tools, materials, or other objects on the ground which might cause others to trip and fall.
15. Walk carefully while on slippery or angled surfaces, areas with trenches, slopes, and in general all areas of the job site.
16. Work boots are required and have "tread soles." Inappropriate footwear (slick bottom), or thin, badly worn soles shall not be worn.
17. When handling any hazardous materials, be sure to follow prescribed safety procedures and use the required safety equipment.
18. Employees shall cleanse thoroughly after handling hazardous substances and follow special instructions from authorized sources such as packaging instructions. For additional product information refer to the Safety Data Sheets (SDS) available from your supervisor.
19. When using any secondary containers filled by others, ensure that they are labeled as to contents and hazards prior to using them.
20. Use only approved containers for storage of materials, substances, or flammable liquids.
21. Use eye, ear, and hand protection when operating the following power tools: drills, saws, jackhammers, etc.
22. Secure all ladders, both when in use and when loaded onto work trucks. Ladder work shall be so arranged that employees are able to face the ladder and use both hands while climbing.
23. Gasoline shall not be used for cleaning purposes.
24. Report all unsafe conditions! Either to your foreman or supervisor or by means of the "Safety Suggestion Form," available from your supervisor or the office. Remember, your safety and that of your co-workers



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depends on your being careful and reporting all unsafe conditions (even that of other subcontractors or the owners). Employees are to stop work if unsafe conditions exist.

25. Housekeeping (jobsite keeping) is one of the first rules of a good accident prevention program. Keep operations, equipment, tools, supplies, etc. in a neat and orderly arrangement.
26. Keep first aid supplies in a sanitary and useable condition, and readily accessible.
27. A minimum of two (2) employees are required to lift and / or move, but not limited to the following items:
  - a. Water heater
  - b. Gas/rough fab bundles
  - c. Back water vault boxes
  - d. Loading/unloading full bundles of copper
  - e. Tubs
  - f. Mules (pipe machine)
  - g. Cast iron kitchen sinks
  - h. Hooking up compressors (jackhammers) to vehicle
28. Anytime a load is too big or awkward, ask a fellow employee or supervisor for help when lifting.
29. Operating machinery with all guards in place. Tampering with safety devices such as skill saw guards or chain saw chain guards is cause for immediate disciplinary action.
30. Hard hats are required during all top out work where exposure to falling objects such as unfinished ceilings, framing, roofing, and scaffolding is present.
31. Extension ladders must extend 3 feet over the leading edge and be secured from movement.
32. Protruding nails immediately pulled from forms and scrap wood.
33. Work areas kept dry and free from electrical and slip hazards.
34. Fire extinguisher equipment is located within the immediate area.
35. Stop work-All employees are empowered to stop work if unsafe conditions or actions are identified.



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36. Employees working at grade or at the same surface as exposed protruding reinforcing steel or other similar projections shall be protected against the hazard of impalement by guarding all exposed ends that extend up to 6 feet above grade or other work surfaces, with protective covers, or troughs.

### **Use of Tools and Equipment**

1. Do not operate any power tools, machinery, or equipment unless you have been trained to do so.
2. Do not watch an arc welder.
3. All tools and equipment shall be maintained in good condition.
4. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE".
5. Pipe wrenches (also known as Stillson wrench) shall not be used as a substitute for other wrenches. Only appropriate tools shall be used for the job.
6. Wrenches shall not be altered by the addition of handle extensions or "cheaters."
7. Files shall be equipped with handles and not used to punch or pry.
8. A screwdriver shall not be used as a chisel.
9. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
10. Electric cords shall not be exposed to damage from vehicles driving over them.
11. Hand tools are the property of each truck. The person and crew to whom the truck is assigned are responsible for these tools.
12. Keep tools clean. Do not leave tools scattered around where you or others could trip on them or break them.
13. All electric tools must be properly grounded.
14. Guards on all tools must be kept in proper operating conditions at all times.
15. Lock out/Tag out-never operate any power equipment that is locked out/tag out.

### **Machinery and Vehicles**

1. Only trained and authorized persons shall operate machinery or equipment.



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2. Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.
3. Shut off machinery when being serviced, repaired, or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
4. Where appropriate, lock-out tag-out procedures will be used.
5. All equipment operators will wear seat belts and ear protection.
6. Do not attempt to get on or off a moving piece of equipment.
7. Always settle cutting edges of blades, dozers, buckets, booms, etc. to the ground before leaving equipment for any reason.
8. Smoking or using open-flame devices is prohibited around flammable liquids, gases, and any and all equipment that use them.
9. Fire extinguishers should be placed in a conspicuous and accessible location. (Usually behind the seat of each work truck.)
10. Employees shall not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fail.
11. Air hoses shall not be disconnected at compressors until hose line has been bled.
12. All excavations shall be visually inspected before backfilling, to ensure that it is safe to backfill.
13. Excavating equipment shall not be operated near tops of cuts, banks, and cliffs if employees are working below.
14. Tractors, bulldozers, scrapers, and carryalls shall not operate where there is the possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes. Keep equipment away from edges of banks or slopes!
15. When loading where there is a probability of sliding or movement, the wheels or treads of loading equipment should be turned in the direction which will facilitate escape and avoid danger.



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### **Hand & Portable Power Tools**

1. All hand-held powered drills, fastener drivers, grinders with wheels greater than 2" diameter, disc sanders, belt sanders, reciprocating saws, sabre saws, and similar power tools are equipped with a momentary off/on control and may have a lock-on control provided that turn off can be accomplished with a single motion of the same finger or fingers that turns it on.
2. All other hand-held power-powered tools such as circular saws, chain saws, and percussion tools with positive accessory holding means, are equipped with a constant pressure switch that will shut off power when the pressure is released.
3. Electrical cords not being used for hoisting or lowering tools.
4. All worn or damaged tools are promptly repaired or replaced.
5. All electrically powered tools shall be properly grounded.
6. Gasoline-powered tools are used in well-ventilated areas only.

### **Ladders**

1. ALWAYS follow the manufacturer's recommendations for proper use.
2. Inspect ladders before each use.
3. Wear shoes with slip-resistant soles, clean mud, and other slippery substances off your shoes/ladder rungs before climbing the ladder. Tie, block, or otherwise secure the ladder to prevent it from being displaced.
4. When climbing and descending on ladders always face the ladder and keep 3 alternate contact points (two feet and one hand or two hands and one foot).
5. Ladders are not to be used as platforms or scaffold supports.



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6. Only use extension ladders to access and come down from elevated landings and work surfaces. Extend the ladder used for access at least 36 inches above the elevated landing or work surface.
7. DO NOT use damaged or defective ladders or ladders inappropriate for the specific job.
8. NEVER take your extension ladder apart and ALWAYS use your ladder in the way it was intended or seek an appropriate alternative.
9. When moving an extension ladder always retract the “fly” section(s).
10. Portable ladders are equipped with non-skid safety feet and need to be placed on a stable base.
11. Make sure the hinges on stepladders are fully open and locked.
12. Store ladders to protect them from weathering effects.

#### **Forklifts**

1. Only company-trained and certified employees can operate a power industrial truck (forklift).
2. Forklifts need to be inspected daily prior to use, or after each shift when used around the clock.
3. Make sure the load is balanced and fully secure to prevent a forklift from tipping over
4. Ensure both forks are as far under the load as possible before lifting
5. Drive with the load as low as safely possible
6. Pay attention to posted speed limits and warning signs
7. Always look in the direction you’re traveling; if a load blocks the view ahead, travel in reverse
8. Steer clear of areas where forklifts are prohibited or restricted
9. Keep an eye out for signs, floor marking, and other warnings for pedestrians and forklifts
10. Use the horn at intersections and in areas where pedestrians may be present.



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### **Grading & Excavation**

1. All tractors manufactured after October 25, 1976, must be equipped with ROPS and a seatbelt.
2. Guards are in place on all moving parts on tractors, power take-offs, and other equipment.
3. Seat belts are always used when operating tractors.
4. Parking brakes are always set when leaving equipment.
5. Make sure employees do not tamper with guards.
6. No rider(s) with equipment operator unless the rider is being trained or assisting and the rider is in a safe position.
7. The equipment is clear before starting up.
8. Engines and power sources are deactivated before maintenance servicing begins.
9. Equipment is kept at least 20 feet away from power lines.
10. Vehicles are turned off before refueling.
11. No smoking during the refueling process.
12. Avoid fuel vapor inhalation during refueling.
13. Hearing protection is worn while operating equipment.
14. Walls of trenches and excavations are shored, benched, or sloped to avoid cave-ins.
15. Spoils are at least 2 feet away from the edge of any excavation.
16. Excavations have proper clearance from building foundations, retaining walls, and sidewalks.
17. Safety barricades set around excavations.
18. Call utility companies (811) before digging.
19. No person shall ride in power shovels, backhoe buckets, or other equipment not designated for that purpose.
20. Haulage and grading vehicle equipped with functioning back-up alarm





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### Oxyacetylene Cutting Tools

1. When using oxyacetylene torches, make sure that a multipurpose dry-chemical fire extinguisher is readily available and in working condition. It is recommended that a 10 lb. (4A.40BC) portable extinguisher be on hand.
2. When using a torch indoors, use it only in a well-ventilated place.
3. Wear welding goggles and protective clothing. Keep gloves, hands, and clothing free of oil and grease. Wear gloves to handle hot metal.
4. Avoid breathing toxic fumes like galvanized metal fumes, and some paint fumes.
5. Use welding shield for jobs on jobsites that can be seen from passersby.
6. Do not leave a burning torch unattended.
7. Cut or weld at least 5 feet away from cylinders.
8. Always use regulators; do not use oxygen or acetylene directly from cylinders. Be sure that the regulators used are of the proper design for the cylinder.
9. Use flint lights, **NOT MATCHES**, for lighting the torch.
10. Use hoses designated for oxygen and acetylene only.
11. Do not use oil on regulators, torches, fittings, or any equipment surface that may come in contact with oxygen. Be especially careful not to oil or grease oxygen fittings. These substances will ignite with a violent explosion.
12. Do not use compressed oxygen to clean off clothing, as compressed oxygen is not compressed air. Oxygen speeds up combustion, and if clothes become oxygen-soaked, they will need only a spark to burst into flames.
13. Do not breathe compressed oxygen directly from the cylinder or hose.
14. Use soap and a paintbrush to test connections for leaks.
15. Do not use acetylene at pressures higher than 15 pounds per square inch (psi). Acetylene becomes unstable and highly explosive when pressure is over 15 psi.
16. Do not cut or weld directly on gravel or concrete.



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17. Keep heat, flames, and sparks away from combustibles.
18. Do not cut or weld on containers that have been used to store combustible materials unless containers have been properly cleaned and purged. Containers that fall into this category are ones that once contained nitrogen, carbon dioxide, or argon.

### **Air Conditioning and Refrigeration**

The main safety hazards when working with air conditioning and refrigeration are Freon, electrical components, displaced oxygen levels due to large Freon leaks, and heavy components and equipment. Any hazardous condition encountered must be reported to your supervisor.

When transferring large volumes of Freon (larger than 30 lb. container) and/or working in a confined space, oxygen detectors should be used. Respiratory equipment (oxygen bottle and mask) should be readily available when working with, loading, or recovering Freon due to the hazard of phosgene gas, and odorless, green toxin.

The following steps are necessary if a major Freon leak occurs:

1. Evacuate the area immediately.
2. Call 911. The Company will contact agencies requiring notification (Local Fire Authority, etc.)
3. Contact Environmental Health Services
4. Radio your supervisor to notify him/her of the situation.



## EMPLOYEE ACKNOWLEDGMENT FORM CODE OF SAFE WORK PRACTICES

I \_\_\_\_\_ (print), hereby acknowledge that I have received, read, and understand the "Code of Safe Practices" for the Company.

I agree to conform to all Company practices, rules, and regulations relating to safe work performance.

I understand that my failure to follow these safety procedures will result in disciplinary action up to and including discharge.

I further understand that:

1. It is my responsibility to report all unsafe conditions or violations of the Code of Safe Practices to my supervisor or other management personnel in order to minimize the potential of injury to my fellow workers.
2. I am encouraged to inform my immediate supervisor of any hazards at the worksite without fear of reprisal, and should my assistance create any such action or related intimidation, that I am encouraged to contact his/her supervisor or Safety Manager.

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Supervisor)

\_\_\_\_\_  
(Date)

COPIES TO: PERSONNEL FILE & EMPLOYEE FILE

