Dry Ice Blasting
OF ATLANTA

Dry Ice Blasting of Atlanta

Health & Safety

Report and Forms

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1.1 Management Commitment

Our goal is zero injury jobsites

Dry Ice Blasting of Atlanta's safety commitment begins with senior management's pledge to protect our employees, subcontractors and visitors by providing safe workplaces. The protection of our workers and the public is of paramount importance. Safety in all operations, including those of our subcontractors, is not just a corporate goal; it is a requirement.

It is a condition of employment on our jobsites that all site personnel adhere to our company and site-specific safety policies, rules, regulations, instructions, and procedures. Further, it is a condition of all subcontracts issued by Dry Ice Blasting of Atlanta that our safety policies, regulations, procedures, and all federal, state, and local codes and regulations are adhered to at all times. Subcontractors who fail to comply with the same will be deemed to be in breach of the subcontract and subject to contract cancellation.

1.2 Company President Responsibilities

The president of Dry Ice Blasting of Atlanta (DIBA) has ultimate responsibility for job safety:

- Provide direction, motivation, and accountability to ensure a strong, vibrant, safety culture for all DIBA projects.
- Provide adequate resources to support safety efforts, equipment, training and personnel.
- As part of performance evaluations, hold superintendents accountable for the success or failure in achieving specific project safety performance and insurance cost-control goals.
- Participate in supervisory safety training programs and management safety meetings.
- Establish the incentive and disciplinary actions necessary to motivate employee and supervisors in their safety performance.

1.3 Senior Vice President Responsibilities

- Participate in supervisory safety training programs and management safety meetings.
- Provide direction to the project superintendent in managing safety on our jobsites

1.4 Project Superintendent Responsibilities

The project superintendent is the primary individual who will oversee the company's safe operations on each jobsite. He/she is authorized as a competent person for the company and may delegate responsibilities to other company personnel as appropriate.

- Ensure compliance with all DIBA and OSHA safety requirements contained in this manual.
- Notify subcontractors of non-compliance to safety requirements (in writing) using the DIBA Notification of Safety Violation form (11.5). If the same employee receives three safety violations, the superintendent may remove the employee from the project.
- Maintain a list of all "competent persons" on site. A competent person as defined by OSHA is: "One who is capable of identifying existing and predictable hazards in the workplace or surroundings that are unsanitary or dangerous to employees and has the authority to take prompt corrective action."
- Look for safety problems at all times and initiate corrective actions as necessary.
- Conduct weekly site inspections using the DIBA Weekly Safety Inspection Report (11.3) and forward to Janet Masiarczyk at the corporate office and keep a copy on site.
- Obtain from each subcontractor a Material Safety Data Sheet for each chemical to be used on site. Place each MSDS in the binder provided by DIBA.
- Conduct a weekly toolbox safety training session for all jobsite employees. The corporate office will provide tool-box topic material.
- Notify Janet Masiarczyk by phone, as soon as possible, in the event of any serious accident or OSHA inspection.

1.5 Employee Responsibilities

Safety is everyone's responsibility. Management cannot be solely responsible for the acts of employees. Each employee is expected to work in a safe manner. It is important that each employee understands that responsibility for his or her own safety is integral to the job.

Each employee will:

- Comply with all safety rules and regulations
- Report all accidents, injuries, and near misses immediately to their supervisor
- Use the proper tools and personal protective equipment for the job
- Report all unsafe conditions to their supervisor
- Know what emergency telephone number to call in case of fire or injury.
- Help to maintain a safe and clean work area
- Participate in DIBA safety training
- Set a good example for others to follow

1.6 Subcontractor Responsibilities

Subcontractors are required to establish and maintain their own safety and health programs and to comply with all Dry Ice Blasting of Atlanta (DIBA) requirements.

Each subcontractor is expected to:

- Comply with the applicable federal and state OSHA regulations.
- Supply a copy of their hazard communication program, material safety data sheets (MSDS), list of competent persons, and it is recommended they provide proof of competent person training, to the DIBA project superintendent.
- Report immediately all accidents or incidents that have occurred on the project.
- Provide a copy of all First Report of Injury forms to the DIBA project superintendent.
- Supply the proper personal protective equipment and any other necessary safety equipment to their employees and ensure their use.
- Provide all required safety training to their employees and attend DIBA safety meetings as required by the DIBA project superintendent.
- Report all unsafe conditions to the DIBA project superintendent.
- Attend DIBA weekly jobsite safety meetings while onsite.

2.1 Accountability

No phase of Dry Ice Blasting of Atlanta (DIBA) operations is of greater importance than safety. All of us must be aware of and vigorously pursue both company and project safety goals. We must also ensure that proper planning allows for safe work practices to be used.

Every employee shall be held accountable for his or her safety performance. This accountability will be reflected as a part of their overall evaluation for retention, promotions, salary increases, and bonuses. The safety performance of each project, and each project manager, and superintendent will be monitored and measured against established company safety goals. Management accountability will also be reflected as part of their overall evaluation for retention, salary increases, and bonuses.

2.2 Safety Enforcement Procedures

Commitment for the safety of our employees is foremost in the development of this Safety & Health Program. Each employee's commitment is required. A disciplinary action program will be installed to promote a sense of awareness for employee participation. A disciplinary policy is included in this Program and will be enforced at all company workplaces.

When it is necessary, the superintendent will issue a reprimand as soon as an infraction has been observed. The reprimand serves to:

- Allow employee to change unsafe work practices.
- Document an infraction that will go in an employee's personnel file.
- Guarantee that employees are warned of rule infractions prior to further disciplinary action being taken.

It would be appropriate to issue a reprimand for the following reasons:

- Failure to wear proper protective equipment.
- Willfully endangering one's life or the lives of other employee, this is gross misconduct and can be cause for immediate dismissal.
- Performing work in an unsafe manner.

The severity of the discipline will be determined by the extent of the exposure to the employee in question, other employee, and the company. If the incident is the likely cause of an accident, or if the violation had a high probability of resulting in an accident, the employee may be terminated. If the incident had a moderate probability of causing an accident; time off without pay may result. If the incident had a low probability of causing an accident, the superintendent should personally advise the employee that three written reprimands for safety violations would result in immediate termination.

2.3 Safety Enforcement Subcontractors

Subcontractors are required to establish and maintain their own safety and health programs and to comply with Dry Ice Blasting of Atlanta (DIBA) requirements.

When it is necessary to warn a subcontractor of an infraction of safety rules, a warning must be issued by the project superintendent using the DIBA Subcontractor Safety Violation Form (11.5). A copy of the notice must be given to the subcontractor supervisors, a copy sent to the subcontractor's office and a copy maintained at the jobsite.

If the same employee receives three consecutive safety violations, the superintendent may Permanently remove the employee from the project.

3.1 Incident Reporting Procedures

The project superintendent must complete the DIBA Incident Report Form (11.1) on all accidents or "near misses" involving employees, subcontractors, property damage or incidents involving the general public.

When an incident or near miss occurs the project superintendent must:

- Ensure that any injured party receives prompt first aid treatment for all injuries.
- Review and correct the causes of all accidents or incidents to prevent their re-occurrence.
- Take any emergency action necessary to minimize the extent of loss to both employee and property when a serious accident occurs.
- Investigate and report findings and recommendations and document those findings on the DIBA Incident Report Form (11.1). This must be completed within 24 hours.
- Incidents involving property damage or injury to non DIBA employees are to be reported to Janet Masiarczyk.
- Incidents involving DIBA employees are to be documented on the Worker's Compensation First Report of Injury Form (attachment) and forwarded to Janet Masiarczyk in the Kennesaw office.
- Whenever 3 or more employees are hospitalized due to a job-related injury or illness, or a workplace fatality occurs, a report must be filed with OSHA within 8 hours of the event. The Senior Vice President is to be notified and he will contact OSHA.

When a crisis situation occurs, only the DIBA CEO is permitted to release a statement, or answer media questions regarding the emergency.

Please forward the following list of items to Janet Masiarczyk for **all** accidents/near misses:

- A copy of the Incident Report Form (11.1)
- Photos of the damage and/or the location that the injury occurred
- Eyewitness statements from employee and/or other witnesses
- A copy of the police report (if applicable)

4.1 Emergency Preparedness Procedures

Dry Ice Blasting of Atlanta (DIBA) Senior Vice President is to be contacted at the beginning of each project. He will determine the location of appropriate medical providers. Telephone numbers for medical providers and other emergency services must be posted on the job site.

Superintendents or other trained certified personnel will render first aid and CPR, if qualified, until medical emergency personnel take over treatment. Gloves and mouthpieces are to be available in the first aid kit and used when First Aid/CPR is administered.

Personnel who are trained in First Aid/CPR may potentially be exposed to blood borne pathogens in the event a serious accident occurs. Although the risk of exposure is low, in the event our supervisors administer First Aid/CPR they are to treat all bodily fluids as infectious.

DIBA employees who have occupational exposure to blood will be provided at no cost, the Hepatitis B vaccination.

The Emergency Action Plan is to be completed prior to work beginning. The Plan must be posted in conspicuous locations at the project. The superintendent will review the plan with all new employees, when duties change, in weekly safety meetings, and when the plan is revised.

All resources will be made available to respond to an emergency. Each superintendent/supervisor will ensure that all employee understand what their roles are what to do in the event an emergency occurs.

The superintendent will determine the appropriate emergency phone numbers for fire, ambulance or police at the assigned project. He/she will also determine the evacuation routes and assembly points.

5.1 OSHA Inspection Procedures

If OSHA visits a Dry Ice Blasting of Atlanta project, be courteous and helpful. Do not be argumentative. If you feel that a statement made by the OSHA Compliance Officer is incorrect in regards to regulations, discuss your point in a calm, business-like manner. Contact the national safety director for clarification of any regulation.

Explain to the OSHA representative that we will provide access as soon as notification is made to the corporate office. The superintendent should immediately notify Janet Masiarczyk that an OSHA official has arrived to perform an inspection.

Provide access to the DIBA Safety Program, Hazard Communication Program, and any training documents requested.

After notifying the DIBA corporate office complete the opening interview with OSHA and document the reasons given for the inspection.

The project superintendent should ask the OSHA representative(s):

- To see any official papers related to this visit.
- If the site inspection is based on a complaint.
- If the site visit is directed at DIBA or a subcontractor.

The superintendent must accompany the OSHA representatives on the walk-round inspection of the jobsite.

The superintendent must take pictures of anything that OSHA takes a picture of (or films), preferably from the same angle(s).

Do not release any piece of equipment, tool, or other possible evidence to OSHA. If they want to take any evidence with them, DIBA will require OSHA to subpoena such evidence.

If the OSHA representative points out a hazard or possible OSHA violation, have it corrected immediately (preferable in front of the OSHA representatives). Never ignore any hazard pointed out by OSHA.

When the inspection is completed, OSHA will conduct a closing conference to discuss the findings. An abatement date will be given for correction of any hazards noted. Make sure and correct all hazards within the abatement dates.

If a citation is written, OSHA has up to 180 days to issue the citation(s). They may or may not have a monetary penalty attached.

If an OSHA citation is received, DIBA has **15** days to pay the fine or file a Notice of Contest to have the case heard before the OSHA Review Commission. The Notice of Contest must be filed in writing before the 1S-day deadline or the employer loses the right to contest the citation or penalty. Any citation received from OSHA must be posted on the jobsite in a conspicuous location for review by all workers.

All OSHA reports, citations, penalties, and / or correspondence should be copied and forwarded to Janet Masiarczyk.

Specific Safety Requirements

In this section you will find specific safety requirements for the various hazards encountered on our projects. Also included are basic Project Safety Rules in English and in Spanish.

The following specific safety requirements are not full and complete regulatory standards as published in the Federal Register. They are simplified highlights of the most common exposures faced on our projects. These highlights are intended to function as a guide to assist Dry Ice Blasting of Atlanta supervisors in managing safety on our projects.

Great effort has been made to assure technical accuracy and thoroughness of content to meet compliance requirements of regulatory agencies. If however, at any time, a concern develops regarding the accuracy or intent of the contents of this Program, we ask that you contact the DIBA safety department for assistance.

In addition, you may wish to refer to the complete CFR 1926 standards, available at: www.osha.gov

6.1 Project Safety Rules

The Project Safety Rules must be posted in a conspicuous location that is visible to Dry Ice Blasting of Atlanta employee and subcontractor employees on the project.

These jobsite rules are to be reviewed with all new hires and available on the project site:

- Report all injuries, illnesses, near misses, and unsafe conditions to your supervisor promptly.
- Hard hats are required at all times until ceiling grid is installed. After ceiling grid is installed, hardhats are required whenever overhead or flying debris hazards exist or when there is possible contact with live electrical.
- Shirts with a minimum 4-inch sleeve are required.
- Shorts are not allowed on DIBA projects.
- Hard soled shoes/boots are required - no tennis shoes.
- Proper eye protection is required on all DIBA projects. Eyewear must meet the requirements of ANSI 2.87.
- Learn the location of emergency phone numbers, first aid kits, fire extinguishers and emergency evacuation routes.
- Observe all caution and danger signs, barricades and safety tags on the job site.
- Remove trash and debris daily. Keep walkways clear at all times.
- No glass bottles are allowed on the project.
- Store flammable liquids in approved containers.
- No alcohol or drugs allowed on the job site.

6.2 Normas de seguridad del proyecto

Las normas de seguridad del proyecto se deben anunciar en un 1ugar destacado que sea visible para todos 10s emp1eados de DIBA y emp1eados del subcontratista del proyecto.

Se deben repasar 1as siguientes normas del sitio de trabajo con todos 10s nuevos emp1eados, y deben estar disponib1es en el1ugar del proyecto:

- Informe todas 1as 1esiones, enfermedades, accidentes fallidos y condiciones de inseguridad a su supervisor de inmediato.
- Se deben usar cascos en todos 10s proyectos residencia1es de DIBA.
- Se deben usar camisetas con mangas que tengan por 10 menos 4 pu1gadas.
- Se deben usar zapatos/botas de sue1a dura, en vez de zapatos tenis.
- Se deben usar gafas de seguridad en to do momenta en todos 10s proyectos residencia1es de DIBA. Las gafas de seguridad deben satisfacer 1as normas ANSI 2.87.
- Conozca el1ugar donde se encuentran 10s numeros de telefonos de ernergencia, botiquines de primeros auxilios, extintores de incendios y rutas de evacuacion de emergencia.
- No se puedeencender fogatas.
- Preste atenci6n a todos 10s carteles de peligro y advertencia, barricadas y etiquetas de seguridad en ellugar de trabajo.
- E1imine 1a basura y 10s residuos cada dia. Mantenga despejadas 1as vias de transire en todo momento.
- No se permiten botellas de vidrio en el1ugar del proyecto.
- Los liquidos inflamab1es se deben a1macenar en recipientes aprobados.
- No se permite el consumo de alcohol 0 drogas en el1ugar de trabajo.

6.3 Concrete

Whenever possible, concrete cutting or grinding operations will be done wet to reduce the respiratory hazard.

Where wet cutting is not possible, respiratory protection is required. At a minimum, all exposed workers must wear NIOSH approved respirators/masks. The minimum protection allowed on Dry Ice Blasting of Atlanta projects is the N-95 double strap dust mask.

6.4 Electrical

- Ground Fault Circuit Interrupters (GFCI) must be utilized for all temporary electrical power
- All 120-volt single phase, 15 and 20 amp receptacle outlets must be protected by GFCI either at the temporary panel - or - each extension cord used on site must be protected by portable GFCI.
- All portable generators rated at 5KW or more used to power individual tools must be equipped with GFCI protection.
- All extension cords must be rated for hard or extra hard usage. 12-gauge extension cords are recommended. 14 gauge cords that are damaged may not be repaired; they must be removed from the site.
- Extension cords must be of the three-wire type, and must be equipped with a ground pin on the male end of the cord. Any damaged cords, or cords missing ground pins, must be removed from the project.
- Cords may not be subject to damage. Any cords running through doorways, windows, across roadways or other areas that subject them to damage requires the cord(s) to be protected Romex or other non-flexible cords may not be used as extension cords.
- All energized panels and receptacles must be protected with face- plates or covers at all times. Cardboard, duct tape, etc. is not acceptable for panel receptacle covers.
- When a tool is plugged into a receptacle (on permanent power) it must be protected by GFCI.

6.5 Fall Protection

All workers and visitors must be protected from fall hazards resulting from the dry ice blasting process.
Fall protection planning is to be performed any time someone will be exposed to a fall at six feet or above.

- Anchorage points for fall protection must be able to support 5000 lb. per worker or be designed to meet a safety factor of two by a qualified person.
- All workers exposed to potential fall hazards must receive training in hazard recognition, fall protection measures, how to properly wear and use personal fall arrest equipment, and proper anchorage points.

Receiving Materials at upper levels:

In most cases fall restraint will be the preferred method of fall protection when employees or subcontractors receive materials at upper levels. Fall restraint may be used when the employee is not capable of reaching the exposed edge of the building. If the employee may travel beyond the exposed edge of the building fall arrest must be utilized.

If fall restraint is utilized the following shall apply:

- A safety belt may be used in lieu of a full body harness however the full body harness is the preferred method.
- Anchor points for fall restraint must be capable of supporting 3000 pounds.
- The worker must not be able to reach the edge using restraint system.

Guardrail requirements:

A proper guardrail system consists of a top rail, mid rail and toe board. Whether the guardrail system is constructed of wood or wire rope, the following shall always apply:

- Top rail to be installed at 42 inches +/- 3 inches and capable of supporting 200 lbs of force.
- Mid rail to be installed at 21 inches + /- 3 inches and capable of supporting 150 lbs of force.
- Toe board must be 4 inches nominal in height and capable of supporting 200 lbs of force. (Note: although a wood 2x4 is actually 3 11 inches in height, it meets the nominal requirement).

Wood guardrails:

- Wood guardrails must be constructed of 2x4's at minimum.
- Uprights must be installed at least every eight feet.

Wire rope guardrails:

- At minimum, wire rope guardrails must consist of *3/8"* cable.
- At least 3 wire rope clips must be installed at each termination point.
- Saddles of wire rope clips must rest on the live end of the wire rope.
- Connection of wire rope must be "eye to eye" and never spliced.
- Wire rope must be flagged for visibility every 6 feet.
- Wire rope guardrails must not be used as anchorage points for fall arrest unless designed by a qualified person to support 5000lbs per employee.
- Only forged wire rope clips may be used. No malleable metal clips are allowed.

Hole Cover Specifications

The following procedures govern the covering and marking of floor openings and holes:

- All holes/openings, greater than 2 inches must be marked and secured
- Covers must be marked with orange/ red spray paint to alert employees that a
- hole/opening exists
- All covers shall be capable of supporting without failure, at least twice the total weight of
- employees, equipment, and materials that may be imposed on the cover at any one time.
- Covers must be secured to prevent displacement

Window Openings

If windows are to be removed creating a fall hazard the fallowing shall apply:

- When the sill is less than 21 inches from the floor, a guardrail system must be installed consisting of a midrail at 21 inches and a top rail at 42 inches.
- When the sill height is 21 inches or higher from the floor, a top rail alone will be adequate if installed at 42 inches.
- Regardless of the sill height, the top rail must be capable of supporting 200 pounds of force.
- When midrials are installed they must be capable of supporting 150 pounds of force.

6.6 Fire Protection

- All extinguishers must be regularly inspected and maintained.
- Workers must be trained in use of fire extinguishers.
- A minimum of a 5ABC fire extinguisher is required:
  - On each floor of a multi-story building
  - At least one fire extinguisher is needed at stairway on each floor
  - Where welding or cutting operations are being done
  - Where fuels/flammables are stored
- Tools or equipment that is powered by internal combustion engines must be located so that exhausts are well away from any combustible materials.
- Flammable liquids must be stored in a metal safety can with spring-loaded cover and flash arrestor. No plastic gas cans are allowed on the project.

6.7 First Aid CPR Training

- Each project must have at least one person trained and certified to provide First Aid / CPR in the event of an emergency.
- This certification must be current.

6.8 Forklifts

- All forklift operators must be trained, certified and possess a card authorizing use of each type
- of forklift used.

- If observed operating in an unsafe manner, or if the operator is involved in an accident or near-miss incident, the operator must be retrained.

- Seatbelts must be worn at all times while operating forklifts.

- A workplace evaluation must be conducted of each forklift operator every three years to verify that forklifts are being operated in accordance to training requirements.

- Any damaged forklift that may affect worker safety must be removed from service until repaired.

- Forklifts may not be left running while unattended. If the operator is to be more than 25 feet away from lift, the forklift must be shut down.

- Lifting personnel with a forklift is prohibited unless the manufacturer allows and an approved and engineered personnel basket is be used.

- Forklift manufacturer requirements must be followed when lifting below the forks.

- No modifications may be made to any forklift without the manufacturers express written permission.

6.9 Hand & Power Tools

- All tools and equipment shall be maintained in good condition.
- Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE".
- Only appropriate tools shall be used for the job.
- Wrenches shall not be altered by the addition of handle-extensions or "cheaters".
- Files shall be equipped with handles and not used to punch or pry.
- A screwdriver shall not be used as a chisel.
- Do not remove guards from portable tools or ground pins on portable electric tool plugs.
- Guards must remain operational on all tools equipped for a guard, i.e. circular saws, cut off saws, nail guns, etc.
- Portable electric tools shall not be lifted or lowered by means of the power cord.
- Electric cords shall not be exposed to damage from traffic.
- Use of powder-actuated tools (Hilti/Ramset) requires specific training and certification. Contact your vendor representative for this specific training.

6.10 Housekeeping

- All scrap, debris, lumber with protruding nails, etc must be kept clear of all aisles, passageways, and work areas in and around the structure, and must be done so during the course of each work day.
- Aisles, stairways, passageways, etc. must not be used for storage areas.
- Trash containers must be provided.

6.11 Illumination

- Adequate lighting must be provided in all work areas. General construction area lighting must not be less than 5-foot candles.
- Special attention to lighting needs must be paid to stairwells and building access points.
- Bulb guards are required.
- Branch circuits serving temporary lighting are not permitted to serve other loads.
- Temporary wiring must be secured at intervals that will ensure that the wire is sufficiently protected from contact with people, equipment, or other such items that could cause serious harm to workers if they strike or damage the wiring.

6.12 Ladder Safety

- No damaged ladders are allowed on the project.
- No field repairs may be made to manufactured ladders.
- Metal ladders may not be used near electrical sources where contact could occur.
- Single rail ladders are not allowed.
- All workers must face and maintain a 3-point contact when climbing or descending ladders.
- Extension ladders must be set up so that the base of the ladder is set out at a distance from the wall equal to ¼ the working length of the ladder.
- Ladders must be secured properly and tied off at the top wherever possible. At a minimum, extension ladders must be equipped with slip resistant feet.
- When ladders are used for access to an upper elevation, the side rails must extend at least 36 inches above the landing.
- Ladders must never be connected together to gain additional height.
- In general, ladders are to be used for access/egress and not as work platforms. Where work must be performed, it is preferable to use scaffolds or lifts.

Step Ladders

- Stepladders must be opened fully with side braces locked.
- Under no circumstance, may anyone work above the second rung from the top of stepladders.

6.13 Material Handling

- Scrap lumber, waste material, and rubbish must not be disposed of by burning.
- All materials must be stored in a stable and self-supporting manner to prevent them from falling.
- All lumber to be reused must have the nails removed before stacking.
- Masonry blocks must be tapered back one half block per tier when stacked over 6 ft.
- When manually lifting materials use the following safe lifting procedures:
    - Bend at the knees (not at the waist)
    - Keep the load close
    - Stand straight up, using leg muscles to lift
    - Do not twist
    - Pivot the feet to change directions

6.14 Personal Protective Equipment

- Hardhats are required at all times on DIBA projects until ceiling grid is installed. Once ceiling grid is installed, hardhats are required for overhead hazards, flying debris or possible contact with live electrical.

- Eye protection is required when operations create potential for flying debris or hot work.

- Gloves must be used whenever handling materials that may produce lacerations, abrasions, punctures, burns, or chemical contact. The appropriate gloves must be used for the type hazard to which the employee is exposed.

6.15 Public Protection

It is the policy of DIBA to eliminate or minimize any damage or injury to the public during dry ice blasting operations. Before performing work on a project, determine if any or all phases of the dry ice blasting process will create hazardous situations for members of the public. If the public may be exposed to hazardous situations, develop a plan for eliminating those hazards. Following are guidelines for potential hazards that may be present on DIBA jobsites:

- Determine if excessive noise will affect the daily operations of the public. If so the superintendent may schedule loud operations at night or off hours when the public is not exposed. If this is not feasible, other measures such as the use of sound dampening materials may be required.

- Ensure fumes, vapors, mists, sprays or dusts do not create respiratory hazards for the public. First refer to the MSDS of the product in use to determine if there is a potential respiratory hazard. If the product in use has the potential to create a respiratory hazard, the MSDS may provide methods of protection such as ventilation. If the superintendent determines that a hazardous chemical may enter
areas occupied by the public, contact Janet Masiarczyk at the corporate office for further direction.

- Ensure access points for members of the public are not exposed to falling objects created by the dry ice blasting process.

- Ensure trip hazards created from dry ice blasting operations are eliminated from public walkways.

- Provide signage, barricades and other traffic control measures when dry ice blasting operations are in close proximity to the traveling public.

6.16 Sanitation

The minimum number of temporary toilets on Dry Ice Blasting of Atlanta projects consists of:

Number of Workers	Minimum Number of Toilets
10 or less	1
More than 10	1 for every 40 workers

- Employee, subcontractors, and their employees must use only designated toilets and washing facilities.
- Clean drinking water must be provided for each DIBA employee.
- Subcontractors must provide clean drinking water for their employees. Containers must be labeled as drinking water. Disposable cups must be provided.
- Some means of hand washing must be available on all dry ice blasting projects.

6.17 Scaffolds

- Subcontractors must identify their scaffold competent person for scaffolds erected on DIBA projects. The competent person is required to inspect all scaffolds at the beginning of each day, to supervise all erection, modification, and dismantling of scaffolds; train all workers; and take immediate corrective action when a hazard occurs.

- All scaffolds must be designed to support, without failure, 4 times the intended load.

- All scaffolds must be plumb, level, and square at all times.

- All cross braces must be in place on frame-type scaffolds.

- Cross braces may be used for handrails or mid rails on frame scaffolds where the cross lands at a height to serve that purpose. Where it is used as a mid rail, a handrail still must be added. Where used as a handrail, a mid rail still must be added.

- All wooden scaffold boards must be of scaffold grade lumber.

- Climbing cross braces on scaffolds is strictly prohibited.

- Safe access to scaffolds must be provided. Where climbing frames allow, employee may climb
- the frame. Climbing frames is prohibited on non-climbing frames, such as "A" frame or
- walk-through scaffold frames.

- Where frames are not designed for climbing, either attachable scaffold ladders, or portable ladders must be used for safe access.

- When scaffolds exceed 4 times the least base dimension, they must be tied off, guyed off, or have the base extended with outriggers to prevent tipping.

- Fall protection is required on all scaffold systems at ten feet or above on DIBA Dry ice blasting projects. This must be accomplished with standard guardrail systems or personal fall arrest equipment.

- Toe boards must be installed on all scaffolds where employee may pass underneath or near the scaffold.

- All working levels of scaffolds must be fully planked.

- Workers are not allowed to move Perry and Baker scaffolding while they are working on them by pulling/pushing. This may result in tipping of the scaffold.

- Perry and Baker scaffolding is subject to tipping due to the narrowness of the base. It is essential that outriggers be used whenever scaffolding exceeds four times the minimum base dimension.

Aerial Boom Lifts

- A fall arrest system must be worn and anchored to the designated anchorage at all times when working in boom lifts.

- Workers must be trained in the proper use of the type of equipment they are operating.

- The ground where boom lifts are used must be firm, level, and free of obstructions that could cause the lift to overturn.

- All workers working out of boom lifts or scissors lifts must be trained in the hazards employed with lifts and how to operate the lift safely.

- Under no circumstance may boards, buckets, ladders or other devices to be used to increase the working height of the basket. Workers must stand on the floor of the basket at all times.

- Workers may only use aerial lifts to reach elevated work areas when the manufacturer allows for such use and the manufacturer's procedure is followed.

- The operator's manual must be with the equipment at all times.

Scissors Lifts

- DIBA requires personal fall arrest equipment be used on scissors lifts.

- Workers must not increase working heights by placing boards between the guardrails or by standing on buckets, ladders, or other devices. Workers must stand on the floor of the scissors lift at all times.

- Scissors lifts must be operated on firm; level footing that is free of obstructions that may cause the lift to overturn.

Safety Education and Training

Safety education of all employees, from supervisors to employees, will be conducted through all phases of the work.

New Hire Orientation

The employee's immediate supervisor will conduct a formal New Hire Safety Orientation for employees as part of the hiring process. Project safety rules, regulations and procedures applicable to the employee's work assignments will be covered. The employee will be required to sign an attendance roster, which will become part of that employee's training record.

Conducting Toolbox Talks

The superintendent will conduct weekly safety meeting talks that last approximately 15 minutes. The talks will include time for active participation by DIBA employee and subcontractor employees, including a question-and-answer session.

Talks will also be scheduled at the beginning of new operations to ensure that employees are familiar with safe work practices and the requirements of upcoming work.

The superintendent will have all DIBA employee and subcontractor employees who attend safety talks sign the Safety Training Sign-In Sheet.

Fall Protection Training

When DIBA employees are required to wear a personal fall arrest system, the superintendent will train the employee in proper use and document the training using the "Safety Training Attendance Roster" located in Tab 11.

Safety Inspections

The superintendent will ensure daily safety inspections of the work area are conducted as part of their ongoing job responsibilities. A more formal inspection will be performed weekly on all active projects and documented on the Weekly Inspection Site Assessment Checklist.

The project superintendent is responsible for ensuring all open safety deficiencies are corrected in a timely manner.

Completed inspections are to be maintained in the field office.

Recordkeeping and Documentation

Recordkeeping is essential for safety effectiveness and is required under OSHA regulations.

Items that must be maintained:

- OSHA 300 Log and supporting' 301 Form or equivalent. OSHA recordable logs must be retained for five years. The OSHA 300 must be filled out by February 1st of each year, signed by a company executive and be posted in a visible area until April 30th of that year.
- Incident Investigation Forms
- Safety Meeting Attendance Sheets
- Posters required for Federal & State Agencies
- Records of Disciplinary Action'
- Material Safety Data Sheets (MSDS). All MSDS sheets must be filed in the MSDS binder. Additional binders are available from the national safety director.
- Training Records
- Inspection Reports

All documents must be maintained onsite along with a copy of the Dry Ice Blasting of Atlanta Safety Manual.

Hazard communication program

Dry Ice Blasting of Atlanta will provide information about chemical hazards and other hazardous substances, and the control of hazards via our Hazard Communication Program, which includes container labeling, Material Safety Data Sheets (MSDS) and training.

Container Labeling

Following are the requirements for container labeling:

- Containers are clearly labeled as to the contents.
- Appropriate hazard warnings are noted.
- The name and address of the manufacturer are listed.

When hazardous substances are transferred to a secondary container, that container must be properly labeled if the material is not used up by the end of the day. Secondary containers that are not labeled must be in the control of the user while in use.

A label for secondary containers must identify what the material is and the hazards and protective requirements.

Material Safety Data Sheets (MSDS)
The superintendent will be responsible for obtaining and maintaining the material safety data sheets for DIBA exposures.

The superintendent will maintain copies of MSDS for all hazardous substances to which DIBA employee may be exposed.

Subcontractors will be required to submit their MSDS and hazard communication plan prior to start of work.

All MSDS will be available to all DIBA employee and subcontractor employees for review during each work shift.

Training and Information

Each DIBA employee will receive information and training on the following:

- Location and contents of the Hazard Communication Program.
- Physical and health effects of the hazardous substances.
- How to lessen or prevent exposure to these hazardous substances through usage of control/work practices and personal protective equipment.
- Steps the company has taken to lessen or prevent exposure to these substances.
- Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
- How to read labels and review MSDS to obtain appropriate hazard information.

Hazardous Non-Routine Tasks

Should employee be required to perform hazardous non-routine tasks, they will be given information about hazards to which they may be exposed during such an activity.

This information will include:

- Specific hazards.
- Protective/safety measures which must be utilized.
- Measures the company has taken to lessen the hazards.

Checklists & Forms

This section contains checklists and forms referred to throughout the manual.

Forms:

11.1 Incident Report Form

11.2 Emergency Action Plan

11.3 Weekly Inspection

11.4 Safety Training Attendance Roster

11.5 Safety Violation Notice

11.6 OSHA 300 Form

11.1 Incident Report Form

Project Name/Location: _____

Prepared By:_____

Date of Incident: _____Time: _____

Date reported to project superintendent: _____

Describe the nature of the incident: _____
_____
_____
_____
_____
_____
_____

Where on the premises did the incident occur? _____
_____
_____
_____

Description of injury/accident: _____
_____
_____
_____
_____
_____

Did subcontractor's action cause or contribute to accident? Yes _____ No _____

If yes, provide name of carrier and contact information: _____
_____
_____
_____
_____

Name(s) and addresses of parties involved in the incident: _____

_____
_____
_____

Complete description of accident/injury: (If more room is needed, attach a separate sheet of Paper)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Name of any witness(s): _____
Address: _____
City:_____ State:_____ Zip: _____Phone: _____

Please attach photographs of area where the incident or damage occurred, clearly marked with date and description of location indicated on photograph.

Additional Comments: _____

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

11.2 Emergency Action Plan

Project Name/Location: _____

The project superintendent will be trained in this plan. He/She will ensure that all employees and subcontractors understand what their roles are and what to do in the event an emergency occurs.

Emergency phone numbers for this project are:

Medical:_____
Hospital:_____
Ambulance:_____
Fire: _____
Police:_____
Utilities:_____
Other:_____
Other:_____
Other:_____
Other:_____

The project superintendent for this project is:_____

The following employees/supervisors have current CPR/First Aid Certification on this project:

_____
_____
_____
_____

Jobsite Alarm System
Project superintendents have cell phone to inform employees in the field in the event an emergency occurs; and for contacting Emergency Medical Services, fire and police.

Medical Facility
Identify the address/phone number/directions of closest medical facility/clinic for your specific job:

_____
_____
_____
_____

Training Requirements
The project superintendent will review the above plan with all employees and subcontractors, and when the plan is revised.

Evacuation Route
Indentify assembly points and evacuation routes to this plan:_____
_____
_____
_____
_____
_____
_____
_____

Posting:
Maintain this plan at each project where immediately accessible when needed.

11.3 Weekly Inspection

	ACCEPTABLE	NEEDS	N/A
Material Safety Data Sheets Available			
Emergency Action Plan Completed			
Competent Persons Identified			
OSHA Recordkeeping/Posters			
First Aid/Blood Borne Pathogen Kit			
Sanitation Facilities/rinsing water			
Tool box Meetings one/documented			
Housekeeping Adequate			
Temporary Lighting Adequate			
Personal Protective Equipment			
GFCI Program			
Condition/Use of Extension Cords			
Electrical Panels Covered/Marked			
Adequate Fire Extinguishers			
Flammable Liquid Storage			
Exits Maintained			
Sprinkler System			
Adequate Fall Protection			
Guardrails Installed/Maintained			
Floor holes properly covered and marked			
All Scaffolds Correctly Built/ Used			
Scaffold Users Trained			
All Tools in Good Condition			
Inspected by:			
Comments: Any item not checked as acceptable should be explained in detail with what corrective actions have been taken:			

11.4 SAFETY TRAINING/MEETING ATTENDANCE ROSTER

Date:	Check Applicable: ☐ Safety Training Session ☐ New Hire Safety Orientation ☐ Weekly Tool Box Safety Meeting

Location of Training/Meeting:
Training/Meeting Conducted By:
Training/Meeting Topic: Note: Where applicable, attach or reference training outline that describes safety material covered:

Print Name	Signature	Company

11.5 Safety Violation Notice

Project Name/Location:_____
Subcontractor: _____
Employee Name: _____

The following items were observed as being in violation with Dry Ice Blasting of Atlanta's jobsite safety requirements. You are required to comply with all Federal/State and Dry Ice Blasting of Atlanta safety requirements when working on this project.

UNSAFE ACT/CONDITION NOTED: _____
_____
_____
_____
_____
_____
_____
_____
_____

SUBCONTRACTOR REPRESENTATIVE SIGNATURE: _____

SUPERINTENDENT: _____DATE: _____

SUBCONTRACTOR RESPONSE/CORRECTIVE ACTION TAKEN:_____
_____
_____
_____
_____
_____
_____
_____
_____