

Stier Supply Company, Inc

Field Safety Guide



We Make It Happen!

5-1-2020

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Management Commitment and Policy Statement

The management of Stier Supply Company, Inc. is committed to providing a safe and healthful workplace for all employees. The company will make every reasonable effort to provide a workplace that is free from recognized or known potential hazards. Management is committed to complying with laws and regulations related to workplace safety. In addition to our safety rules, it shall be the duty of Stier Supply Company, Inc. and each employee to comply with the Occupational Safety and Health Act provisions, and the standards stated under the act. It is also the duty of Stier Supply Company and their employees to adhere to the safety rules of their customers while working on the customers' job sites.

It is our policy that employees do not perform tasks if the work is considered unsafe. Employees are encouraged to report unsafe practices or safety hazards to their supervisor with no fear of retaliation. Management encourages suggestions from employees to improve safety and health conditions on the job. Employee suggestions will be reviewed and top priority will be given to the correction of unsafe practices and conditions. It is the responsibility of each employee to report all accidents or incidents to their supervisor immediately, no matter how minor.

Management is dedicated to establishing and maintaining an effective safety program. Everyone must work together as a team to prevent accidents and injuries. It is the responsibility of each employee to follow company safety rules and procedures as outlined in Stier Supply Company's Safety Guides and Manuals or those presented in safety meetings or training classes. Any willful or repeated violations of Company safety rules and/or procedures may result in disciplinary action, up to and including termination. Compliance with the safety rules of Stier Supply Company is not an option. It is a condition of employment. Our safety program applies to all employees, contractors, subcontractors, and vendors, as well as to all persons or companies associated with our business.

Responsibilities

Company Management

Overall responsibility for development and implementation of safety program.

Supervision and Field Managers

- Insure compliance with company safety rules, regulations, and procedures in their area of responsibility.
- Train employees in proper use of equipment and safe work practices.
- Know the local phone numbers for emergency services for the job site.
- Locate medical facility near job site for treating injuries.
- Insure an individual authorized to render first-aid is on site.
- Have a first aid kit available.
- Coordinate information for emergency services, if needed.
- Insure a competent person is on the job site.
- Perform safety inspections to identify hazards.
- Insure timely correction of observed unsafe work practices or unsafe conditions.
- Conduct job site or department safety meetings.
- Report all accidents to management.
- Perform timely investigation of accidents.
- Keep all equipment in good, safe working condition.
- Insure appropriate MSDS are available on each job site.

Employees

- Comply with safety rules, regulations, and procedures.
- Attend company safety meetings and safety training classes.
- Report all unsafe conditions to supervisor or field manager.
- Report all workplace accidents or incidents to supervisor or field manager, no matter how minor.
- Cooperate in the investigation of all accidents or incidents.
- Wear required Personal Protective Equipment.
- Encourage other employees to work safely.

Safety Coordinator

- Implement and monitor company safety and compliance program.
- Provide topics and schedule safety training programs.
- Maintain employee safety file.
- Oversee accident and incident investigations.
- Insure first aid supplies are available.
- Maintain required written safety programs and conduct required training.
- Conduct random safety inspections of plant and job sites.

General Safety Rules and Regulations

The following list serves as a guideline of general safety rules and is not intended to be all inclusive. Any questions should be directed to the Supervisor or Field Manager. Violations of these rules may result in disciplinary action, up to and including termination from employment. Each employee is expected to work in a safe manner and to respect the welfare and rights of the company and other employees.

General Safety Rules

1. Employees must be in good physical and mental condition when reporting to work.
2. Employees are expected to comply with all government safety regulations and company safety rules, procedures, and practices.
3. Immediately report all accidents, injuries, unsafe conditions, and unsafe practices to your supervisor or field manager. Texting is not acceptable; you must call supervisor.
4. The sale, possession, use, or being under the influence of alcoholic beverages and/or illegal substances is prohibited.
5. The possession of firearms and other weapons is prohibited.
6. Fighting, running, practical jokes, throwing of objects and horseplay is prohibited.
7. Smoking is prohibited except in authorized areas.
8. Employees are to report any presence of blood or body fluids.
9. No employee is to engage in any type of work activity for which they have not been trained.
10. All equipment is to be kept in its proper place when not in use.
11. Employees are not permitted to post, damage, or remove notices or postings on posting areas of the company or on any job site.
12. Employees must obtain permission before distributing any literature on company property or on job sites.
13. Employees are prohibited from using profane or abusive language to, or in the presence of, other employees, contractors, customers, or vendors.
14. Fire extinguishers must not be blocked and have free access at all times.
15. Gasoline and other flammable items must be stored and transported in approved safety cans.
16. Good housekeeping will be practiced at all times.
17. Employees are prohibited from altering, tampering, or disabling safety features on any equipment.
18. Never operate any machinery, tools, or equipment unless all guards and safety devices are in place and in proper operating condition.
19. Eye and face protection must be worn where there is a danger from flying objects or particles.
20. Hard hats must be worn in areas where there is a danger of falling objects or on job sites as required by the general contractor.

Accident/Incident Reporting

Employees must report all accidents and injuries, no matter how minor, to their supervisor or field manager. Employees are required to obtain proper first-aid treatment. The supervisor or field manager will complete an Accident Report for all accidents, whether or not first aid is necessary. Accidents will be reported using forms provided by Stier Supply Company located at the end of this guide and forwarded to the Safety Coordinator or designee.

The Safety Coordinator, or designee, will complete the First Report of Injury as required by the Workers Compensation Insurance Carrier. The First Report of Injury will be forwarded to the Workers Comp Insurance Carrier. The Safety Coordinator will insure that any recordable injury or illness is recorded on the OSHA 300 form and orally notify OSHA within 8 hours if a work-related incident results in the death of any employee or the in-patient hospitalization of three or more employees.

Accident/Incident Investigation

Accidents are rarely simple and almost never result from a single cause. Accidents require some type of corrective action to help prevent recurring accidents and possible injuries. The purpose of the accident investigation is prevention, not to "place blame." Fault-finding should never be part of the investigation.

The Supervisor/Field Manager is familiar with the job site, the employee, and the work being performed. Therefore, it is reasonable that the Supervisor/Field Manager is the individual assigned to perform accident investigations.

Investigation Procedure:

Any accident/incident causing injury resulting in first-aid or medical treatment will be investigated.

1. Interview witnesses and the injured employee.
2. Check for faulty equipment, proper material use and handling, qualifications and training of employee involved, hazardous conditions, etc.
3. Using the information collected, determine the specific cause, take corrective action, and prepare a written report to be forwarded to the Safety Coordinator.
4. Insure that prompt corrective action is taken.
5. Follow-up

Personal Protective Equipment (PPE)

Personal Protective Equipment is not meant to replace safe work practices, but to be properly selected and used while working in accordance with safe work practices and procedures.

The Supervisor/Field Manager at each job site is responsible for establishing requirements for the use of specific protective equipment where corporate policies have not been established. The Supervisor/Field Manager is responsible for training employees in the use of PPE and for strictly enforcing the use of proper personal protective equipment. Any PPE required by the general contractor to be worn on the job site is considered required PPE for employees of Stier Supply Company.

Employees are required to use PPE as instructed and trained. Employees will be trained in

1. when PPE is necessary
2. what PPE is necessary
3. how to properly don, doff, adjust, and wear PPE
4. the limitations of the PPE; and
5. the proper care, maintenance, useful life, and disposal of PPE

Defective or damaged PPE will not be used. Any defects should be reported to their Supervisor/Field Manager immediately. Any employee who does not use the required PPE will be subject to disciplinary action up to and including termination.

Employee-provided equipment must be properly maintained and meet the requirements of Stier Supply Company's Personal Protective Equipment Policy.

Eye Protection

Approved eye protection with side shields is required on all job sites to protect eyes from flying particles such as wood splinters, nails from nail guns, or other objects that may be driven into the eye by force. Some particles, such as wood dust, can be blown into the eye by wind. Eye protection shall be in compliance with ANSI Z87.1-1989. General use glasses or contact lenses do not provide the protection from hazards that may occur; therefore employees who require prescription glasses should wear goggles over their prescription glasses or prescription safety glasses. Goggles worn over the prescription glasses must not affect the adjustment of the glasses.

Foot Protection

Employees will wear work boots on job sites where there is a danger of foot injury due to falling or rolling objects, objects capable of piercing the sole of the foot, or where exposed to electrical hazards. Under no circumstances is open-toed footwear allowed on any job site.

Head Protection

Employees are required to wear hard hats when working in areas where there is a potential for injury to the head from falling objects. When working near exposed electrical conductors, head protection must be designed to reduce electrical shock. This requirement will be determined by the Supervisor/Field Manager based on the job site and the requirements of the general contractor. The use of head protection is mandated in OSHA standard 29 CFR 1910.132 and 1910.135 and shall meet the requirements of ANSI Z89.1 or Z89.2 when protection from electrical shock is required.

Voluntary Use of Dust Mask

Stier Supply Company, Inc. does not require the use of respirators. From time to time employees may choose to wear dust masks for protection from dust generated on the job site. Employees who voluntarily wear dust masks will be given a copy of Appendix D of 29 CFR 1910.134 as required by the standard. A copy of Appendix D is located with other forms at the back of this guide. Do not wear your dust mask in atmospheres for which the dust mask is not designed. For instance, the dust mask will not protect you against gases, vapors, or very small particles of fumes or smoke.

Hazard Communication

All employees have a right to know what chemicals they work with and their associated hazards. Supervisors/Field Managers will train employees in the hazards of the chemicals they are working with.

Material Safety Data Sheets (MSDS)

Material Safety Data Sheets are documents received from the supplier of a chemical. MSDS outline the contents of the chemical, the hazards of the chemical, safe handling guidelines, symptoms of exposure, and recommended first aid procedures in the event of an exposure. Employees are free to use the MSDS as needed.

Supervisors/Field Managers will have copies of MSDS for hazardous materials used by our employees on job sites. These include but are not limited to caulking, adhesives, glue, liquid nails, lubricants, gasoline, etc. When work is to be performed on a job site, the Supervisor/Field Manager of the crew will contact the general contractor on the site to determine the best means to make this information available to other contractors and to receive information from other contractors on the job site. If MSDS are to be maintained in one central location, the Supervisor/Field Manager will arrange for copies of the MSDS to be forwarded to the general contractor to be placed in the central file. The central location must be made known to all employees on the site. If no central location exists, the Supervisor/Field Manager will contact contractors in the work area to determine the best way to exchange MSDS information.

Labeling

The Hazard Communication Standard requires that all chemical containers are labeled to identify the contents of the container and hazards of the chemical. Most labels use colors to identify the hazard and numbers to rank the hazard. When portable containers are used, Stier Supply Company will use the NFPA labeling system.

Colors	
■ Red	Flammability
■ Blue	Health
■ Yellow	Reactivity
□ White	Other Hazards

Numbers	
0	Minimal
1	Slight
2	Moderate
3	Serious
4	Danger

Employees should read labels carefully to determine hazards before using a chemical.

Hazardous Material Spill Clean-Up

If a hazardous material spill occurs on the job site, consult the MSDS for clean-up information. If a spill is too large to handle, involves a high hazard material, or is a threat to life or health, contact the Supervisor/Field Manager immediately.

A low hazard material spill involves material which has no fire hazard, low volatility, and is not toxic or corrosive. These spills can be neutralized using an absorbent material. Absorbents include sand, sodium bicarbonate for acids, and other absorbents such as "Speed-Dri". Wear protective clothing as recommended by the MSDS (i.e. rubber gloves, goggles, etc.). Clean the area with soap and water. Follow proper disposal procedures placing the residue in a container, labeling the container, and contacting the Supervisor/Field Manager for further disposal procedures.

A high hazard material spill involves significant spills of material that is volatile, flammable, or toxic. If you are on a job site and a spill occurs involving high hazard material, notify all personnel to vacate the area, extinguish any flames and shut off all ignition sources, and immediately contact the Supervisor/Field Manager and emergency response personnel. In the event of spills into streams or into the ground threatening the environment or people, notify your Supervisor/Field Manager immediately. They, in turn, will notify the proper authorities. These types of spills include petroleum products and by-products, hazardous materials, and hazardous waste.

Emergency Action

Evacuation Procedures

Evacuation procedures are determined by the general contractor. The general contractor will direct and communicate evacuation plans to employees on the site.

- If an evacuation alarm is sounded, evacuate immediately.
- Walk; do not run, to the pre-assigned gathering area.
- The Supervisor/Field Manager will make sure everyone in their work area has evacuated by taking a head count.
- Everyone is to remain in the gathering area until released by the Supervisor/Field Manager.
- No one is to interfere with the emergency organization or with public emergency forces during the execution of their respective functions.

First-Aid on the Job Site

It is the responsibility of the General Contractor to ensure that an individual authorized to render first-aid is on site and that a first aid kit is available.

Very often, employees experience smaller injuries such as burns, nicks, cuts, punctures, or scratches. Unless these injuries are treated, they can develop into serious infections. When any injury occurs, no matter how minor, be sure that you receive the right kind of treatment as early as possible.

In the event of an injury to you or a co-worker, notify your Supervisor/Field Manager who, in turn, will obtain trained, certified assistance. The first-aid provider will assess the injury and determine if emergency medical services should be contacted. Lead installers and sub-contractors will have first-aid kits available on the job sites.

Bloodborne Pathogens

Blood and other bodily fluids can carry pathogens which are capable of causing diseases in others, such as HIV, which leads to AIDS, and hepatitis. Because we cannot tell by looking at a person if they are infected, precautions must be taken to avoid exposure.

At Stier Supply Company, Inc. we observe universal precautions, treating all bodily fluids as if they are contaminated. If there is a possibility of exposure to blood or bodily fluids, use all precautions and PPE to protect yourself from exposure. If possible, stay out of contact with any bodily fluids. If you find spilled bodily fluids, a syringe, or other contaminated materials, do not attempt to clean it up. Call the Supervisor/Field Manager immediately who will dispatch someone trained in exposure control procedures

Fire Protection and Prevention

General Fire Safety

Fire hazards may vary from one job site to another, but whether it's a job site, home, or office, good housekeeping is one of the main fire preventatives. Other general fire prevention rules include:

- Always obey smoking regulations. You cannot see the vapors from flammable materials or conditions in the area, but lighting a match could ignite a fire.
- For disposal, place all flammable wastes (wiping rags, etc.) into metal containers. Never pour gasoline, kerosene, oil, or other flammable liquids down drains or sewers - these liquids must be disposed of in special containers.
- Know where the fire extinguishers are located and what type of fire they are meant to extinguish.
- If clothes get soaked with a flammable liquid, change clothes immediately. This can prevent the possibility of the vapors catching on fire, as well as prevent possible skin reactions or burns.
- Use adequate size electrical cords and GCFI's for power tools.
- Electrical machinery must be grounded or bonded.
- Store flammable liquids in approved containers and follow safe-handling instructions.
- Follow all state and local fire codes.
- In the event of a fire, immediately notify the Supervisor/Field Manager and others in the area and follow the Emergency Action Plan for your job site.

Fire Extinguishers

Fire extinguishers are for use on incipient stage fires (a fire that has just started to flame and has not spread beyond the point it had started). Each class of fire requires the right type of extinguisher. The types of fires and recommended extinguisher is listed below:

Class "A" Fire	Ordinary combustibles such as paper, rags, scrap wood, etc.
Class "B" Fire	Combustible or flammable liquids such as gasoline, kerosene, and paint
Class "C" Fire	Energized electrical equipment such as panel boxes, power tools, and switches
Class "D" Fire	Certain combustible metals

The three basic types of fire extinguishers include:

Type "A"	Water only for use on fires not involving electrical appliances or wiring, or chemicals
Type "ABC"	Dry chemical for use on all types of fires
Type "BC"	CO2 for chemical and electrical fires

Do not use Type A Extinguishers on Type B or C fires, or Type BC extinguishers on Type A fires. This may make the fire more dangerous or uncontrollable. For instance, using a Type A extinguisher on a Type C fire could result in electrical shock and possible death.

How to Use a Portable Fire Extinguisher

Remember **PASS**

P — **Pull** the Pin

A — **Aim** the nozzle at the base of the flames

S — **Squeeze** the trigger while holding the extinguisher upright

S — **Sweep** the extinguisher from side to side, covering the area of the fire.

******* Using a fire extinguisher is a choice and not a requirement of employment. If you choose to use one, please do so safely. *******

Ladders and Stepladders

Inspect ladders before use. A Ladder Inspection Form is located at the end of this guide. Do not use ladders that have loose rungs, cracked or split side rails, or are otherwise visibly damaged. Tag the ladder "out of service" and report it to the Supervisor/Field Manager.

- Read and follow the manufacturer's instructions label affixed to the ladder.
- Do not use a ladder if the manufacturer's label has been removed.
- Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
- Do not place ladders in a passageway or doorway without posting warning signs or cones that keep pedestrians away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will move the traffic away from your work.
- If a ladder must be placed at a blind corner or doorway, block or rope off the area.
- Allow only one person on the ladder at a time.
- Face the ladder when climbing up or down it.
- Maintain a three-point contact at all times when climbing up or down the ladder.
- When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
- Do not stand on tables, chairs, boxes, or other improvised climbing devices to reach high places. Use the ladder or stepstool.
- Do not stand on the top two rungs of any ladder.
- Do not stand on a ladder that wobbles, or that leans to the left or right of center.
- When using a straight or extension ladder, extend the top of the ladder at least three feet above the edge of the landing.
- Secure the ladder in place by having another employee hold it if it cannot be tied to the structure. Do not move a rolling ladder while someone else is on that ladder.

Fall Protection

Excavations, working platforms, and other areas on job sites can expose workers to fall hazards. If you are exposed to a hazard of falling from a location six (6) feet or more in height, Supervisors/Field Managers shall ensure that fall restraint systems are provided and properly installed. If any employee is in an area 6 feet or more in height that does not have an approved fall restraint system (guardrail, etc.), they should contact the Supervisor/Field Manager immediately.

Electrical Powered Tools

- Do not use power equipment or tools on which you have not been trained.
- Keep power cords away from the path of drills, saws, knives, etc.
- Do not use cords that have splices, exposed wires, or cracked or frayed ends.
- Do not try to repair an extension cord with electrical tape.
- Do not carry plugged-in equipment with your finger of the switch.
- Do not carry equipment or tools by the cord.
- Disconnect the tool from the outlet by pulling on the plug, not the cord.
- Turn the tool off before plugging or unplugging it.
- Do not leave tools that are "On" unattended.
- Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- Do not use extension cords or other three-pronged power cords that have a missing prong.
- Do not use an adapter that eliminates the ground.
- Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
- Do not operate a power hand tool while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping.

Power Saws

Wear the prescribed PPE such as safety glasses, gloves, dust masks and hearing protection when operating the power saw.

- Turn the power switch "Off" before making measurements, adjustments or repairs. Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.
- Pneumatic and Hydraulic Tools
- Do not point a charged compressed air hose at bystanders or use it to clean your clothing. Lock and/or tag tools "Out of Service" to prevent usage of the defective or damaged tool. Do not use tools that have damaged handles.
- Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
- Turn the power Switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.
- Disconnect the tool from the air line before making any adjustments or repairs to the tool. Do not alter, tamper, remove, or damage tool safety devices.

Stier Field Safety Guide Acknowledgement Sheet

Initial as you read each section.

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- Power Saws
- Pneumatic and Hydraulic Tools

By signing this document, I, _____, acknowledge that I have reviewed and understand Stier Supply Company's Field Safety Guide and the policies therein. I have been provided with a copy of the Field Safety Guide for my reference.

Employee Signature

Date