

# Con App Inc. Workplace Safety Manual

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Safety

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# Workplace Safety Manual

## Con App Inc.

### I. Safety Overview

Con App Inc. has determined a need for a safety policy to ensure the wellbeing of the employees that work for them. A safety policy will also be crucial to Con App Inc. retaining all current business and also will help in the acquisition of new business. A safety policy will help lower the possibility of incidents through risk assessment and enforcement. Employees will be trained how to spot and report possible unsafe conditions to their supervisor utilizing daily safety inspection forms. Management will be trained on accident investigation and analysis. A Near Miss Reporting Program will be utilized to gain information on accidents that were nearly avoided. This program will allow us to possibly correct an unsafe condition before it occurs.

### II. Current and New Hire Safety Orientation

All current and new hire employees will be issued and will be responsible to read safety manual (Document 1) when hired on as employees of Con App Inc. The employees will then acknowledge that they have in fact read and understand all safety rules and regulations. The employees will also acknowledge that they have been given their assigned PPE (Personal Protective Equipment).

### III. Safety Enforcement

Con App Inc. will be using a progressive disciplinary policy to enforce their safety program. Any employee cited for any infraction will be given a safety violation (Document 3) stating the category of the infraction and what the penalty is. The penalties range from a verbal warning to termination of employment. A progressive disciplinary program allows for Con App Inc. to teach employees proper safety while also tracking the infractions. All violations will be recorded and data that is collected can be used to determine areas that need stronger attention. A Safety Checklist (Document 2) will also be given to employees to help check jobsite safety. This checklist will give them a list of possible infractions to look for. All safety checks will be done randomly and without prejudice.

### IV. Training

#### A. Portable Heaters

Con App Inc. works for several different builders and in some instances is responsible for heater set-up, and in other cases is not responsible for heater set-up. Regardless of who the set-up was done by, if any of the following safety guidelines for portable heaters are not followed, a supervisor must be

contacted to correct the unsafe condition. All employees will be given procedures to read for proper heater set-up (Document 4). Gloves are to be worn when working with gas bottles and heaters.

- i. All heaters in the house need to be set on 2 pieces of 4'x4' 5/8" drywall.
- ii. The propane gas tank must be located outside of the home, both stable (either strapped or on plywood) and in an upright vertical position.
- iii. The window opening must be blocked to prevent crimping of the hose.
- iv. Windows must be opened at least 6" in the room with heater and in the top story of the house to allow proper air flow and gas escape.
- v. The heater must be at least 4' from combustible materials.
- vi. No generators or power equipment should be within 25' from gas bottles.
- vii. If any hoses appear to be damaged, if there are leaks present, or if there are several hoses connected together, contact a supervisor.
- viii. Hose should have 4' of slack in them to prevent heater movement in the event that a bottle is knocked over.
- ix. Before firing a heater ensure there are no leaks.

## B. Scaffold

Scaffold is commonly used by both drywall and paint trades for Con App Inc. Con App Inc. field supervisors are to ensure that the proper equipment is given to the employees so that they may abide by the safety guidelines. Once the equipment is given to them, it will again be up to the management to follow through and see that it is being used correctly.

- i. Bracing must be installed on all sides
- ii. Bases or castors must be used to properly disperse the weight of the scaffold to the floor
- iii. Guardrail system must be installed at the top deck on all four sides with toe kicks
- iv. The entire top deck must be planked using OSHA approved boards (cleats, overhang, or fabricated decking)
- v. Caution tape must be used to keep traffic away from work area
- vi. Approved couplers must be used to attach sections of scaffold frames

Observe the following illustration showing proper bracing on all sides, castors (bases may also be used in place), safety rails on top deck on all sides, top level fully planked, toe kick in place on top deck, and integrated ladder system.

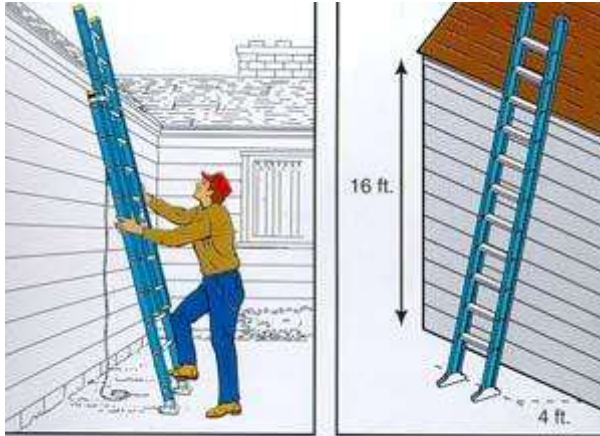


### C. Ladders

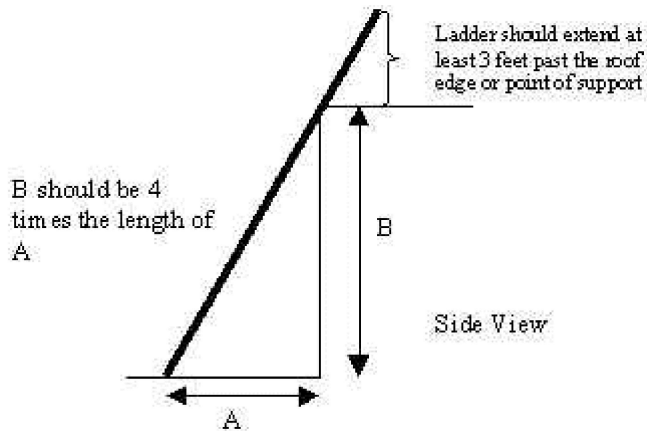
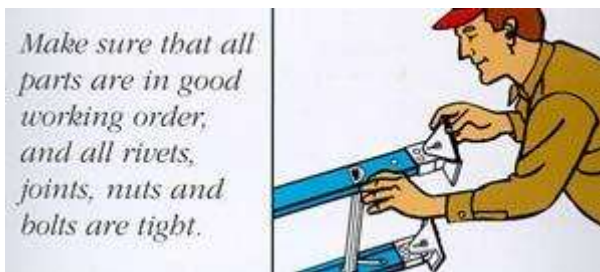
Ladders are a very common tool in the drywall and paint industry and help with efficiency, but the potential for injury can be high. Ladders must be kept in safe working condition through basic maintenance and inspection. Any unsafe ladders must be removed from use to be inspected and determined as to whether repairs can be made or if disposal is the best option. Basic ladder recommendations are as follows:

- i. Keep area around the top and the bottom of ladder clear
- ii. Ensure rungs, cleats, and steps are level and uniformly spaced
- iii. Keep ladders free from slipping hazards
- iv. Use ladders only for their designed purposes. Ladders are not walk boards and are not designed to be tied together to reach higher areas
- v. Position ladders at an angle where the horizontal distance from the top support to the foot of the ladder is  $\frac{1}{4}$  the working length of the ladder
- vi. Secure ladders if situation exists that could cause movement in ladder
- vii. Ladders should extend at least 36" above the landing
- viii. Stepladders should only be used in fully open position
- ix. Do not step on or above top two rungs of ladder
- x. The 3 point rule should always be in effect when working on ladders. This is when either 2 feet and a hand or 2 hands and a foot are always in contact with the rungs of the ladder.

- xi. Extra caution should be used when working with ladders around overhead electrical wires
- xii. Maximum suggested weight of ladders needs to be followed to avoid ladder failure and only 1 person should be working on ladder at a time



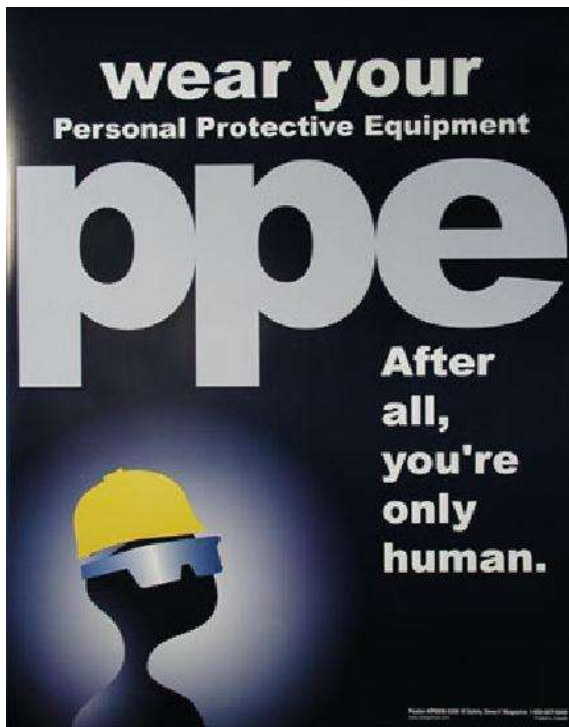
*Use the 4-to-1 rule when setting up a ladder.*



#### D. Personal Protective Equipment – PPE

PPE will be required to be an employee of Con App Inc. There are several PPE items that are needed to help ensure a safe workplace. All PPE must be in safe and reliable condition. PPE must be inspected, cleaned, and maintained to ensure it provided the protection it was designed for. The following PPE is required on all job sites:

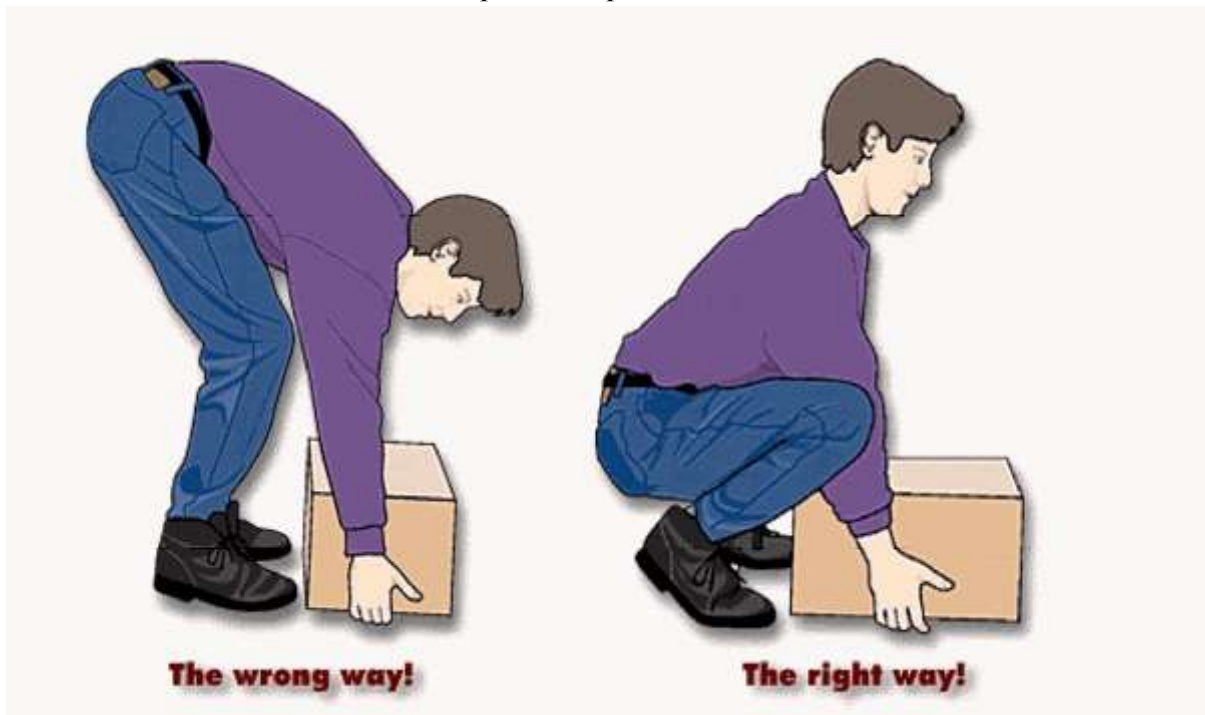
- i. Hardhats will be issued and will be the responsibility of that employee to hold possession of and maintain. Hardhats will be worn 100% of the time on the jobsite. As soon as the vehicle arrives on the jobsite, employees should be wearing their hardhats.
- ii. Work boots are the responsibility of the employee to have and wear at all times on the jobsite. Only in finished houses will work boots be removed.
- iii. Work gloves should be worn when handling materials that may cause injury to your hands.
- iv. Dust masks need to be used when sanding in houses
- v. Respirators should be worn when spraying paint in houses or when vapors from shellac products are being used. Respirators should be fit tested to ensure proper
- vi. Eye protection should be worn when working in areas that are having materials being sprayed or sanded



## E. Lifting

Back injuries are one of the most common injuries in the workplace. Simple rules for lifting can prevent many of these injuries.

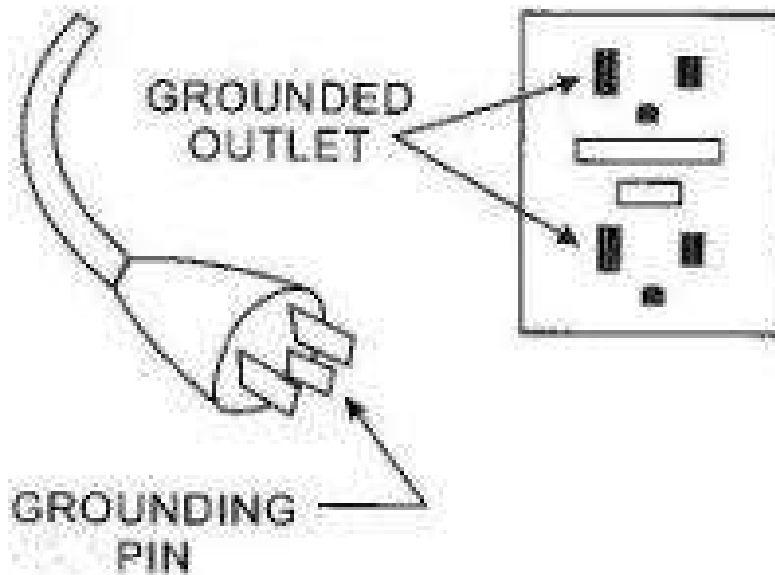
- i. Place your feet apart for good balance
- ii. Bend at your knees
- iii. Hold objects as close to your body as possible
- iv. Lift smoothly and slowly, do not jerk
- v. Pivot with your feet and do not twist your back
- vi. Push rather than pull a load if possible
- vii. Work with a partner if possible



## F. Temporary Power and Electric Cords

Due to the frequency of houses with no power, there is a heavy reliance on temporary power equipment. This means that guidelines for generators, electric cords, and proper set-up must be followed.

- i. Generators must be placed outside the house to avoid the possibility of toxic gas build-up
- ii. Any power cords being used must be properly inspected to see that no frays, cuts, or end plug damage is present
- iii. Electric cords must be in a position as to avoid tripping hazards
- iv. GFI circuits must be used
- v. Ground pin must be in place on any cord or equipment being used





## G. Stilts

Stilts must be inspected to ensure that all proper parts are in safe and working condition. Straps on stilts must not be damaged and if so must be replaced immediately. All areas of floor must be kept clear to avoid tripping hazards. If tripping hazards are not kept clear or it is out of the employees control then they must immediately contact their supervisor. Stilts are not to be worn on scaffold or walk boards. Nothing may be strapped to the bottom of stilts to increase height of the stilt since the stilts were not designed that way.

## H. Fall Protection

Fall protection is key in the safety of employees and involves interior and exterior work areas. Fall protection must be used at all times when working on roofs. The proper equipment must be provided and properly used to avoid injuries.

- i. All safety rails must be properly located, secured, and complete inside the house in any areas where a fall is possible
- ii. When working on roofs, the employee must be in a body harness with a lanyard and safety rope. This is also called a Personal Fall Arrest System. The safety rope must be adjusted in accordance with the height of the structure being worked on.
- iii. The safety rope must be tied off to roof line device
- iv. If roofline device is not present, supervisor must be contacted and work cannot begin until one is present
- v. D-ring of harness must be located in the center of employees back



## I. Hazard Communication Standard

Hazard Communication Standard (HCS) is based on a simple concept that employees have both a right to know the hazards and identities of the chemicals that they may be exposed to when working. Knowledge from the HCS can also help employers provide safer workplaces for their employees by understanding the chemicals that are being worked with, taking steps to reduce exposure, and establish workplace practices for these chemicals. Material safety data sheets (MSDS) must be gathered from suppliers of any product that is used by the employer. MSDS then need to be on hand at all times when any employer is working with one of these products. The MSDS will provide the information necessary to determine what steps need to be taken to ensure the safety of the employees due to the materials they are working with.

## J. Vehicle Safety Equipment

Vehicles will be assigned certain safety equipment and this will be periodically inspected to ensure it is still present. Anything found missing will be restocked or replaced if damaged.

- i. Vehicles will have a fire extinguisher that is charged and tagged. Vehicles will have signage on the exterior to instruct as to the location of the extinguisher.
- ii. MSDS will be located inside
- iii. First aid kit will be located inside
- iv. Safety manual will be located inside

## K. Power Industrial Trucks

Power Industrial Trucks (PIT) are one of the most efficient ways to move heavy loads in warehouses but extreme caution must be used when operating. Most accidents that occur are not as a result of a failure in the PIT, but in operating error. Proper training is a necessity for operating PIT and should only be operated by someone who has been trained by the employer. These rules should be taken into consideration when training an employee:

- i. No riders permitted on PIT at any time
- ii. No riders on the forks of the truck at any time
- iii. Employees must keep hands and feet inside the runnings lines of the PIT to avoid shear or crushing injuries
- iv. No other employees shall pass, stand, or work under the elevated portion of the PIT
- v. Operators shall look in the direction of travel and proceed in a slow manner
- vi. PIT should not be driven up to any person standing in front of a fixed object as to avoid being caught in between the object and the PIT

- vii. If the operator leaves the vehicle: the engine must be shut off, the mast must be brought to vertical position, the brakes must be set, and forks must be brought down to floor level

## L. Accident Investigation and Analysis

Even with a strong safety policy, accidents and near misses will arise and will need to be dealt with efficiently. A procedure for dealing with the situation at hand, an investigation after the accident has occurred, and a final analysis and response to the accident must be in place

- i. Near Miss incidents are described as incidents that given a slight shift in time or distance an injury could have occurred, but did not this time. These are very important in reporting and using to determine weaknesses in your company's overall safety. These incidents must be addressed in order to help avoid an actual incident next time. By utilizing a Near Miss Form (Document 5), Con App Inc. will be able to better track these incidents and also react to them to correct any issues with training.
- ii. Employees must know who to contact when an incident occurs. Employees will be instructed to report any incident no matter how small it was believed to be to their immediate supervisor. Once the incident is reported to the immediate supervisor, the safety manager will then lead the accident investigation.
- iii. The accident investigation will be a combination of a list of questions to gather as much information as possible and also interviews with any witnesses. This will help aid in the process of deciding upon any corrective measures that need to be taken or implemented.

## M. Drop Zone Safety for Drywall Scrap Townhomes/ Condos

- i. Drywall hangers are permitted to use a drop zone in order to scrap drywall to the dumpster from the upper levels of the unit they are working in.
- ii. The drop zone should have caution tape clearly marking the area that this is a danger zone.
- iii. The drop zone must also consist of a safety monitor directing drywall scrappers when it is safe to drop material.. The safety monitor is also responsible for directing traffic away from the drop zone



## SAFETY CHECKLIST

<b>Builder:</b>	<b>Community:</b>	<b>Lot:</b>	<b>Date:</b>
<b>Forman/Person Inspecting:</b>		<b>Manager:</b>	

### General Equipment Check

Fire Extinguishers Accessible	A	B	C	N/A
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First Aid Kits	A	B	C	N/A
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MSDS Binders Accessible	A	B	C	N/A
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### Personal Protective Equipment

Hard Hats Worn When Necessary	A	B	C	N/A
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Eye Protection In Use When Needed	A	B	C	N/A
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Respirators In Use When Needed	A	B	C	N/A
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Work Shoes/Boots Being Worn	A	B	C	N/A
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### Fall Protection

Safety HandRails Properly Located	A	B	C	N/A	_____
-----------------------------------	---	---	---	-----	-------

Workers Tied Off On Roof	A	B	C	N/A
--------------------------	---	---	---	-----

D-Ring in Center of Back w/Harness in Use	A	B	C	N/A
---	---	---	---	-----

Workers Protected From Falling Objects	A	B	C	N/A
--	---	---	---	-----

### Scaffolding

System in Good Condition w/ Proper Supports	A	B	C	N/A
---	---	---	---	-----

Scaffold Erect w/ Proper Footing or Wheels	A	B	C	N/A
--	---	---	---	-----

Guardrails, Intermediate Rails & Toe Boards	A	B	C	N/A
---	---	---	---	-----

Planking is Completely Across and Sturdy	A	B	C	N/A
--	---	---	---	-----

### Ladders

<b>Ladders in Good Condition: Rungs and Cleats</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>N/A</b>
<b>Ladders in Use Are Secure and Stable</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>N/A</b>
<b>Step Ladders Used in Fully Open Position</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>N/A</b>
<b>No Step on To Two Rungs of Step Ladder</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>N/A</b>

**Electricity and Gas Powered Equipment**

<b>No Cut or Frayed Cords</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>N/A</b>
<b>Ground Pins Present On All Cords</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>N/A</b>
<b>GFI Circuits in Place and Operable</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>N/A</b>
<b>Fuel Stored Away From Gas Powered Units</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>N/A</b>
<b>Gas Powered Units Running Outside of Home</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>N/A</b>
<b>Temporary Heaters</b>				
<b>Drywall Between Heater and Wood Floor</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>N/A</b>
<b>2 PCS 4' X 8' 5/8" neatly stacked</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>N/A</b>
<b>Propane Tank Outside Stable and Upright</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>N/A</b>
<b>Open Windows in Heater and Upper Rooms</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>N/A</b>
<b>Hose Through Window with Sash Blocked</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>N/A</b>
<b>Heater Min. 4' From Combustible Material</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>N/A</b>
<b>Has CAC Moved, Adjusted, or Ignited Heater</b>	<b>Y</b>	<b>N</b>		<b>N/A</b>
<b>Builder Responsibility</b>				
<b>Has a Safe Work Environment Been Provided by</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>N/A</b>

**Builder**

Document 3  
**Safety Violation Notification**  
Con App Inc.

The following notification is a safety violation due to unsafe practices that have been committed on a jobsite that CAC Construction Group contracts or employs your services on.

Employer/Subcontractor Name: \_\_\_\_\_

Violation Category: \_\_\_\_\_

Verbal Warning

Written Warning

Written Warning #2 (Requires Response)

Written Warning #3 - \$75.00 fine

Written Warning #4 - \$150.00 fine

Suspension from employment

Termination from Employment

Person Issuing Violation: \_\_\_\_\_

Signature of Violator: \_\_\_\_\_

# Temporary Propane Heater Safety

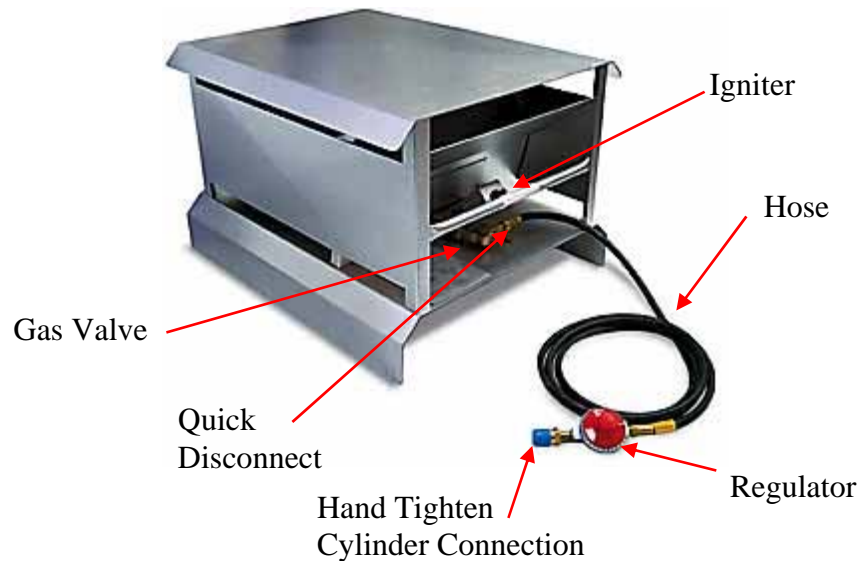
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**Introduction** This document outlines the safety procedures for using temporary propane heaters and propane bottles on the job site.

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## Parts of a Propane Heater

The picture below shows the main parts of a propane heater:



**Definitions** The table below identifies the parts and functions of a propane heater.

Part	Function
Hose	Transports gas from the propane bottle to the heater to be burned.
Quick Disconnect	Easy to disconnect fitting used to connect the hose to the propane heater.
Regulator	Restricts the amount of gas that travels from the propane bottle to the propane heater.
Igniter	Creates the spark that ignites the gas allowing the heater to burn.
Hand Tighten Cylinder Connection	Connects the hose to the propane bottle.
Gas Valve	Controls the amount of gas that enters the heater which also controls the height of the flame.

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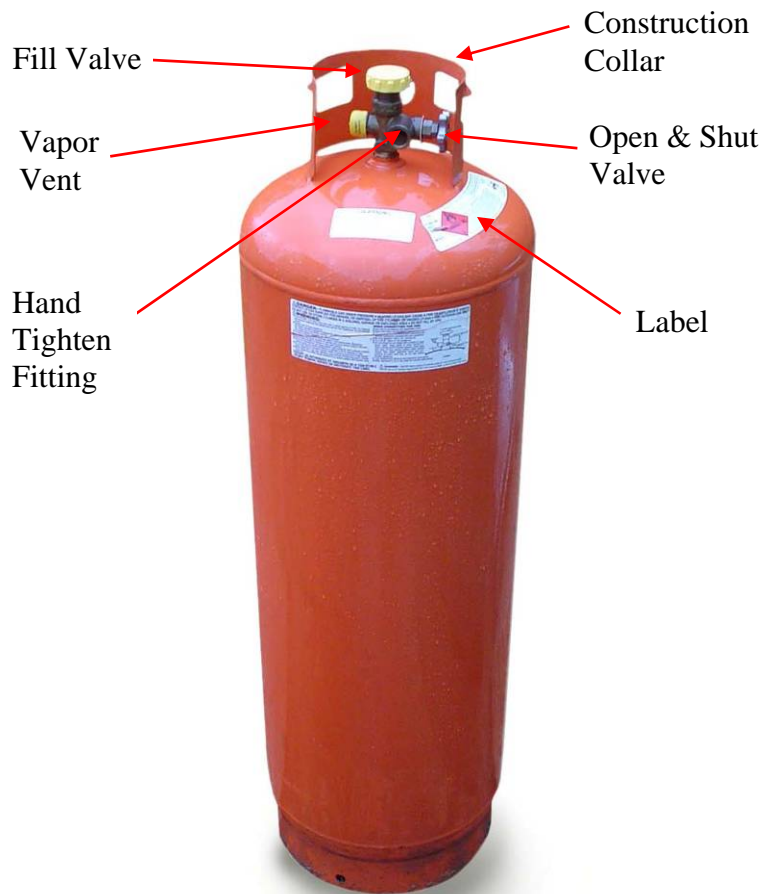
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**Parts of a Propane Bottle**

The picture below shows the main parts of a propane bottle:



**Definitions**

The table below identifies the parts and functions of a propane bottle.

<b>Part</b>	<b>Function</b>
Fill Valve	Used by the distributor to fill/refill the propane bottle with propane.
Vapor Vent	Allows vapor to escape in cases of extreme temperature change or excessive over filling.
Hand Tighten Fitting	Connects the hose to the propane bottle.
Construction Collar	Protects the gas valves from accidental damage on a construction site.
Open & Shut Valve	Controls whether the gas is on or off.
Label	Denotes the type of gas contained in the bottle and the distributor's contact information.

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## Equipment Check

Confirm the following items related to temporary heaters on your site.

- **RED DRAGON (Model CH220)** propane heater. This is the recommended heater to be used on all NVR job sites. If unavailable, review Alternative Propane Heater section for additional options.



- **ONE PIECE HOSE** all propane hoses must be one piece. Never combine multiple hoses together to get a desired length.
- **QUICK DISCONNECT** release on hose to the propane heater is the preferred form of connecting.



Quick Disconnect

- **CURRENT SEASON SERVICE TAG** on heater prior to use.
- **HAND TIGHTEN CYLINDER CONNECTION** and **REGULATOR** on the propane bottle end of the hose.



Hand Tighten Cylinder Connection

- **CONSTRUCTION COLLAR** on each propane bottle.

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**Alternative  
Propane  
Heaters**

The picture below shows alternative propane heaters that are currently in use on some NVR job sites; if you wish to use a different type of heater, other than one of the heaters shown below, please contact the Director of Safety & Construction for approval.



LB White Workman 225 Plus  
(Models CV225, CV250)



Universal  
(Model 200C)



Redding  
(Model RCP80VC)

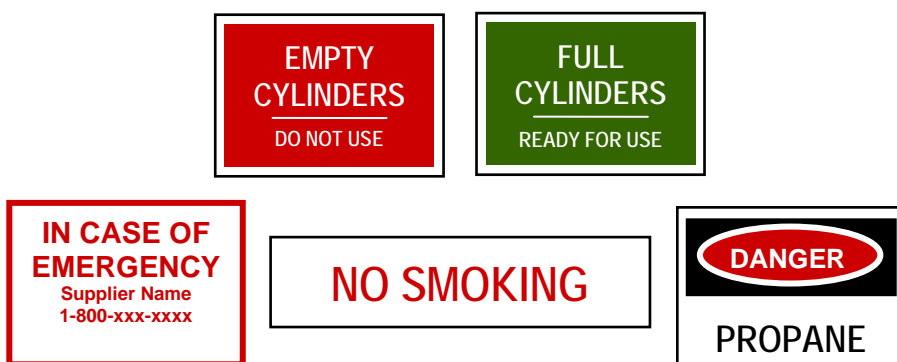
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**Storage Check** Confirm the following items related to storage of propane bottles on your site.

- VERTICAL and SECURE storage only of all propane bottles.
- SOLID LEVEL SURFACE storage only of all propane bottles.
- PORTABLE FIRE EXTINGUISHER rated 20-B units located between 25' to 75' from all propane storage areas.
- GENERATORS and POWER EQUIPMENT located at least 25 feet away from propane bottles.
- LABEL clearly legible, located on each propane bottle on site.
- POST the following signs in all propane storage areas:



---

**Transportation Check** Confirm the following items when delivering or relocating propane bottles or heaters on your site.

- SECURE all propane bottles in the VERTICAL position when transporting to and throughout the job site.
- DISCONNECT the hose from the propane bottle and heater when moving or relocating the unit.

---

**Location Check** Confirm the following items with respect to placement of propane bottles and location of propane heaters on your site.

**Propane Bottles:**

- Locate propane bottles outside of the house or trailer at all times.
- Install propane bottles on a solid level surface, use a piece of OSB or other type of support material if necessary, to prevent the bottle from tipping over due to thawing and freezing of the supporting ground; always secure the top of the bottle to prevent tipping over.

**Propane Heaters:**

- Locate the heater a minimum of 4' from combustible materials and partitions.

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## Set-Up Procedure

Use the following procedure when setting up the propane bottle and heater.

- Confirm that each heater has been serviced for the current winter season before use.
- Hand-tighten both regulator and connecting lugs to the propane bottle; use quick disconnect fitting at the heater, if equipped.
- Run a one-piece hose from the bottle to the heater. Replace any hoses made up of more than one piece with a one-piece hose immediately.
- Install the hose from the propane bottle to the heater through a window; protect the hose by using a block of wood or other suitable material at the windowsill to prevent a pinch point.
- Maintain 4' of slack in the hose between the heater and the bottle to prevent movement of the heater in the event that the propane bottle tips over.
- Place TWO (2) 4' x 4' sheets of fire code, 5/8" thick, drywall centered under the heater on sub floor surface; ensure the heater is not moved from the drywall.
- Open a window in the room where the heater is located as well as a window on the second floor to provide sufficient ventilation in the house.
- Check hoses and connections to the heater for leaks with leak detector or soapy water each time the heater is ignited.

---


## Daily Inspection

Confirm the following items related to propane bottles and temporary heaters are checked on a daily basis while heaters are in use.

- Inspect all hoses for cracks, cuts or excessive wear daily; replace immediately if damaged.
- Inspect drywall under heater for signs of excessive wear; replace immediately if damaged.
- Inspect location of propane bottles and heaters; relocate if necessary.
- Inspect ventilation in house; open additional windows if necessary.
- Perform inspection daily, including Saturday and Sunday.

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## Hazard Warning

When propane is released into the atmosphere it freezes to **-44° F.**  Please note the following precautions to eliminate the chance of frostbite:

- Gloves and safety glasses may be worn while handling propane for protection against potential frostbite hazard.
-

Document 5  
**Near Miss Form**  
Con App Inc.

Name of Person \_\_\_\_\_

Date of Near Miss \_\_\_\_\_

Job Title \_\_\_\_\_

Description of Near Miss \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Task Being Performed \_\_\_\_\_

Was Person Reprimanded \_\_\_\_\_

Why or Why Not? \_\_\_\_\_

\_\_\_\_\_

Training Recommended or Implemented \_\_\_\_\_

\_\_\_\_\_

Reporters Name \_\_\_\_\_

Date of Report \_\_\_\_\_



## **Accident Investigation Form**

**Name of Injured Person:**

**Date of Accident:**

**Job Title:**

**Time of Accident:**

**Location of Accident:**

**Name of Witnesses:**

**Description of Accident:**

**Task Being Performed:**

**Equipment, Tools, Procedure, PPE being used:**

**Description of Injury/Illness:**

**Contributing Factors or Cause of Accident:**

**Description of Work Area:**

**Injured Person Account of Accident:**

**Witness(es) Account of Accident:**

**Corrective Measures to be Implemented:**

**Investigator Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_