



SAFETY COORDINATORS

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SAFETY CHECKLIST

JOB HAZARD(S) – ELIMINATION/REDUCTION

(Leaks, Overhead Power Lines, Hot Surfaces, Slipping/Tripping, Line Breaks, Falling)

1. Permits (see pages 8 and 9)
2. Barricade Ribbon Rigid
3. Scaffolds: Complete / Incomplete
4. PPE.
5. LT-3 Review
6. Safety Shower / Eye Wash
7. Housekeeping
8. Hidden Hazards
 - a. Stability
 - b. Rigging (Softeners / Shackles)
 - c. Lighting
 - d. Low Spots in Line or Pockets of Liquid
 - e. Access/Egress
9. Proper Safety Equipment (Acid Suit, GFCI)
10. Proper Tools
11. Job Complete
 - a. Housekeeping
 - b. Properly Stored Equipment
12. Emergency Response
 - a. Wind Direction
 - b. Assembly Points
 - c. Fume Fire Alarm Card



To: _____

I have been issued a copy of the
I.M.I. Safety Handbook.

I will read and abide by all rules and regulations in the Handbook and any additional safety rules and regulations that may be required on my job.

Signature _____

Date _____

Craft _____

INDUSTRIAL MECHANICAL, INC. SAFETY MISSION STATEMENT

It is the mission of Industrial Mechanical, Inc. to make certain that all aspects of our operation are conducted in the safest manner possible. Project safety is the number one priority, uncompromised by scheduling constraints, weather, deadlines or profit margin. Our policy provides for a safe and healthy workplace for each and every employee.

All employees shall not only be current on training as it applies to their particular task, but shall have a full understanding of why certain precautions must be taken when working in an industrial environment. We firmly contend that the health and welfare of our employees and the employees of our customers is of the utmost importance.

SAFETY HANDBOOK

The provisions of this Handbook are intended to supplement but not replace the provisions of the Occupational Safety and Health Act of 1970 and any regulations thereunder. Any and all deviations from the guidelines and rules set forth in this Handbook shall have prior approval.

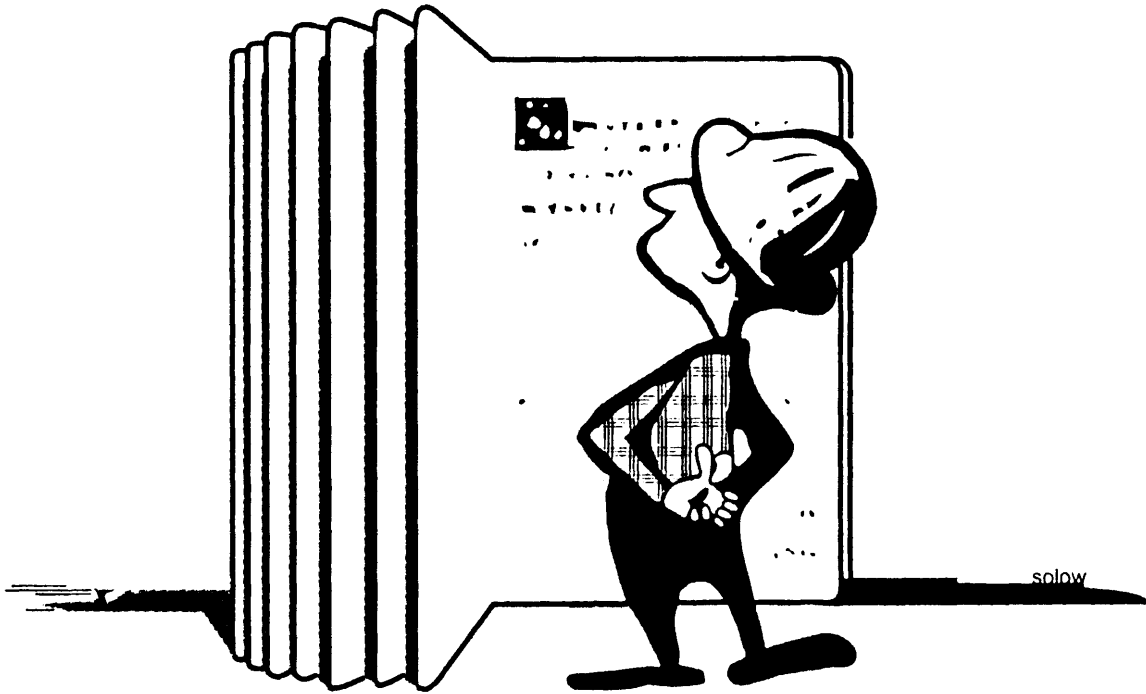
It is the policy of *Industrial Mechanical, Inc.* to stress safe working habits and provide the safest possible working environment for all employees. This can be achieved only if each employee is “Safety Conscious” and participates on a daily basis. **Each individual employee should be aware that job safety is an integral part of employment at *Industrial Mechanical, Inc.* and should take on the responsibility to observe all safety rules for the preservation of not only themselves, but also their fellow workers.**

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INTRODUCTION

This Handbook sets forth safety guidelines and rules. *It obviously cannot cover every situation and is not intended to do so.* Each job, regardless of the type of work involved, presents problems that require special alertness, awareness, and good judgment on your part. In addition, you shall comply with requirements established by the particular site where the work is being performed.



In all cases, you shall review the safety hazards present and establish additional practices as needed to minimize them. It is your obligation to work safely and to correct unsafe acts, practices, and/or conditions for the protection of yourself and others.

It is extremely important that you understand how each task is to be done in a safe manner...and if you do not know, *stop and ask* before you begin work.

IT TAKES ACTION!

SAFETY...

- Is performing your daily tasks in a safe manner.
- Is protecting people, equipment, and the environment.
- On the job, is ***required!*** During orientation you will be informed of the safety requirements for your job.

SAFETY FIRST...

Prior to beginning any task, it is important to understand and consider all of the potential risks of the tasks to be performed and the necessary precautions to maintain safety. This can be accomplished through a safety line-up, pre-work checklist, (see inside cover of this handbook), or a Safety Task Assignment.

SAFETY WITH TASK ASSIGNMENT (STA)

Before assigning any person to any job, new or repetitive, his supervision is responsible for giving him STA—that is, showing and explaining to him the safety precautions and action that must be taken before proceeding with the task.

You are responsible for understanding and following this STA—if you don't understand, ASK.—

Safety is most frequently achieved by dropping the *right word* to the *right person* at the *right time* and by doing so often enough.

DEFINITIONS

ANSI—American National Standards Institute

Authorized Operator—A qualified and properly trained person assigned by the Supervisor to operate a given vehicle, piece of equipment, or tool.

Contract Administrator—The on-site person responsible for the coordination and completion of the contract. *Plant contact or person(s) who are approving the work.*

Fall Prevention—The elimination of a fall hazard. Fall prevention where achievable is always preferred over fall protection techniques.

Fall Protection—A series of steps taken to minimize exposure to a fall hazard, such as reducing fall distance and exposure time in conjunction with the use of fall arresting equipment.

Industrial Mechanical, Inc. Qualified Person—An experienced and trained person, in a specific trade, who has the authority to correct unsafe practices and whom Industrial Mechanical, Inc. designates to inspect tools, equipment, safety equipment, and methods of use.

Industrial Mechanical, Inc. Supervisor—An experienced supervisor whom the contractor designates to carry out the contractor's supervisory, statutory, and contractual obligations, and to represent Industrial Mechanical, Inc. at the work site.

MSDS—Material Safety Data Sheets – A publication, required by federal law, that describes the safe handling, storage, and disposal of a hazardous material. It gives details on chemical and physical dangers, safety procedures, protective equipment, and emergency response techniques. A MSDS, plus the safety equipment required by the MSDS, must be available to anyone handling the material.

MSHA—Mine Safety and Health Administration.

NIOSH—National Institute for Occupational Safety and Health.

NARF—Non-asbestos respirable fiber.

OSHA—Occupational Safety and Health Act.

Protective Barricades—Barricades that alert personnel to a hazard as well as protect them from it (see also page 44-45).

Shall—Designates a mandatory obligation.

Should—Indicates a strong recommendation.

Warning Barricades—Barricades that alert personnel to a hazard but offer no physical protection (see also page 44).

GENERAL INFORMATION

SITE ENTRY

Personnel, equipment, and materials shall enter and exit the job site only through the designated gate. Specific pass procedures and safety orientation shall be followed.

SEARCH

Personnel, vehicles, and equipment are subject to search upon entering, exiting, or while on the job site premises.

VEHICLES ON SITE ROADS

Operators of vehicles and construction equipment shall observe all job site traffic regulations. Seat belts should be worn at all times by all personnel in the vehicle. Personnel shall not ride in the bed of any vehicle. All Industrial Mechanical, Inc. vehicles are to be equipped with a fire extinguisher, first aid kit, and accident investigation kit. Accident investigation information, including photographs, is to be documented and completed for **all accidents**.

PEDESTRIANS

Pedestrians have the right of way. Pedestrians should use walkways where provided. If not provided, they should walk on the left side of the road facing oncoming traffic. Shortcuts shall not be taken through operating areas, buildings, or other areas.

RUNNING

Running is permitted only during an emergency.

CAMERAS

Cameras are not permitted on the job site without the prior approval of the Contract Administrator. This includes cell phones that are equipped with cameras.

SMOKING

Smoking is permitted only in approved areas. "Strike Anywhere" matches are prohibited. Smoking in vehicles on site is prohibited. Smoking materials shall be disposed of in approved containers.

CONDUCT

Horseplay, fighting, gambling, and the possession or use of firearms, ammunition, alcoholic beverages, and illegal drugs are prohibited. Explosives are not allowed except where approved by the Contract Administrator. ***Sexual harassment is strictly prohibited.***

EQUIPMENT

All necessary tools and equipment, including personal protective equipment, shall be properly maintained and shall be appropriate for the safe accomplishment of the task. Further, all such equipment shall be used only by employees who have been properly trained and are otherwise **qualified** to use the tools and equipment safely. Owner retains the right to refuse or restrict the use of tools, equipment, or chemicals on the job site. Owner-provided equipment shall be used by Industrial Mechanical, Inc. personnel only with documented prior-to-use inspection by owner and

written approval from the Contract Administrator. Industrial Mechanical, Inc. equipment shall not be used by the owner's personnel.

HOUSEKEEPING

Scrap, trash, and other wastes shall be placed in designated containers. Work areas shall be cleaned up as the job progresses. Cords, hoses, and leads shall be routed in a manner that will present no tripping hazard—preferably overhead. All materials, tools, and equipment shall be stored in a stable position (tied, stacked, or chocked) to prevent rolling or falling. A safe access way shall be maintained to all work areas and emergency exits.

INSPECTIONS

All work areas shall be checked at the beginning of and throughout each shift to ensure safe conditions are maintained. At the end of each shift works areas shall be checked to be sure that all flames are extinguished and other hazards are properly contained. All applicable federal, state, and/or local codes shall be followed.

MEDICAL

Site medical facilities will be available only in emergency situations in which the severity of the injury requires immediate attention. *Report all job-related injuries or hazardous material exposures to the Industrial Mechanical, Inc. Supervisor immediately.* Release of blood or other body fluids must be handled per OSHA Standards.

RADIOS

Playing of radios at work sites is not permitted. The wearing of radio headphones or earphones is prohibited.

CELLULAR PHONES

Use of personal cellular phones during working hours is prohibited.

TESTING

New and repaired piping shall be tested in accordance with a procedure furnished by the Contract Administrator.

TWO-WAY RADIOS (Walkie-Talkies)

Two-way radios shall not be used on site without the approval of the Contract Administrator. Radios used in hazardous areas (Class 1, Division 1 or 2) shall be intrinsically safe and approved by Underwriters Laboratories (UL) or Factory Mutual (FM).

PERSONNEL PROTECTION

Suitable protective equipment required for personnel, such as eye protection, gloves, respiratory equipment, hard hats, and hearing protection, shall be provided by Industrial Mechanical, Inc. and worn where required.

Industrial Mechanical, Inc. shall train and require all employees to wear appropriate personal protective equipment that is maintained in good condition. Employees shall not commence work until they are wearing proper protective equipment.

Rings, bracelets, dangling earrings, long neck chains, and continuous wrist straps (including watches) are prohibited on Industrial Mechanical, Inc. work sites. If Medical Alert Identification is required, it must be approved by Industrial Mechanical Inc.'s Safety Coordinators. Tied long neckties (not tucked in), unbuttoned or loose long sleeves, and other loose clothing or items (including hair or beards long enough to be considered a hazard) shall be tied back, tucked in, or secured by persons working on or near moving machinery, or in areas so posted.

CLOTHING

Shirts made from 100 % natural fibers, with a minimum of 4 1/2 inch long sleeves, covering the shoulders and trousers covering the legs and ankles, shall be worn at all times. Complete arm protection may be required on some sites.

HEAD AND SCALP

Hard hats (ANSI Z98.1), worn properly and in good condition, **shall be worn on all Industrial Mechanical, Inc. work sites** (metal hard hats and "Bump" caps are not acceptable).

EYES AND EARS

Eyes—Every worker should know the location of the nearest eye wash station and/or safety shower prior to beginning work.

- Safety glasses (ANSI Z87.1) are required for all job sites and shall be worn by everyone who is (a) doing mechanical/electrical work, (b) in an area where mechanical/electrical work is being done, or (c) in an area where chemicals are stored or handled (which includes, but is not limited to all laboratories). Safety glasses with side shields shall be worn on all Industrial Mechanical, Inc. work sites.
- Before using any cut-off tool, you must have the approval of your supervisor. The proper PPE is welding gloves, safety glasses, and face shield. Additional PPE may be required.
- Cover-all goggles or full face shields (worn over approved safety glasses) shall be worn for power chipping, removing or installing ceiling panels, and drilling above shoulder height (chips or particles might enter the eye).



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- Full face shields shall be worn (over approved safety glasses) for handling molten materials (such as lead or tar), grinding or performing abrasive cutting.
 - Special protection shall be worn for handling acids or caustics, or for abrasive blasting. The Contract Administrator should be consulted.
 - A full tinted face shield shall be worn for all gas welding and burning. They shall have a No. 3 density minimum filter lens and a safety lens on both sides of the filter lens.

Ears—Hearing protection shall be worn in areas where noise levels exceed 90dBA, where exposure to 85—90dBA exceeds 8 hours per day, or where posted. If not posted, see the Contract Administrator to verify if hearing protection is needed.

FINGERS, HANDS, AND WRISTS

- Gloves suitable for the job being performed shall be worn, unless the job cannot be done with gloves or wearing gloves increases the hazard.
- Welding gloves must be worn while using cut-off wheels.

TOES, FEET, AND LEGS

- Industrial-quality leather work shoes, safety shoes (ANSI Z41) or toe protection shall be worn at all times by persons doing mechanical/electrical/construction work, or in an area where such work is being performed. Safety shoes or toe protection shall be worn on all Industrial Mechanical, Inc. work sites.
- Rubber boots with safety toe protection shall be used on jobs with the potential for chemically hazardous conditions.
- Foot guards shall be worn for using jack hammers, tampers, and similar equipment.
- Shin guards, chaps, spats, etc., should be worn for using some special equipment, such as chainsaws and brush hooks, and where snake bites are possible.

RESPIRATORY (Breathing)

Respirators (including all disposable styles) must be approved by the National Institute for Occupational Safety and Health, and the Mine Safety and Health Administration (NIOSH/MSHA)—and they shall be worn per OSHA (29CFR-1910.134). Respirator users shall have a physician's approval, be fit tested and trained (ANSI Z88.2). Facial hair in the area of the respirator sealing surface is prohibited.

SKIN

If the possibility exists of exposure to creosote or other irritants, proper personal protective equipment, as specified on the material's MSDS, shall be worn.

BACK

Never try to lift more than you can handle safely. Consider the size, shape, and weight of the load. Get help when needed. Back belts/supports are not allowed unless prescribed by a medical professional.

JOB REQUIREMENTS

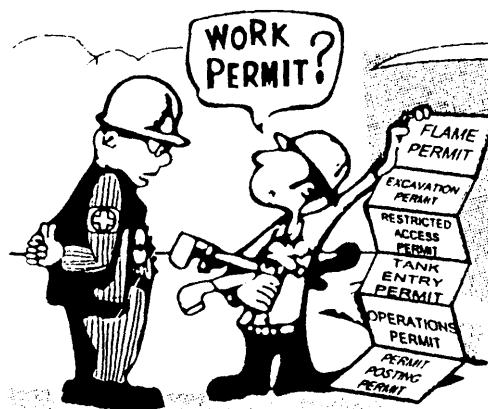
WORKING IN SITE AREAS

Prior to working in an area not previously discussed or approved during a prework review, or where process-related hazards may be present, consult the Industrial Mechanical, Inc. Supervisor or Contract Administrator for the following information:

- Special instructions.
- Restrictions.
- Permits required.
- Location of lockout.
- Potential changes in work environment, including unexpected liquids or vapors (Report any such changes to the Contract Administrator immediately.)
- Special training.
- Location of emergency alarms, emergency equipment, eye-wash stations, safety showers, evacuation routes, and assembly points for work areas.
- Type of emergency escape equipment available and how to use it.
- Environmental protection.

PERMITS/AUTHORIZATIONS

Written, properly authorized, current permits are required and must be signed by the Contract Administrator *before* you may begin work. Permits shall be posted at the worksite when required. Table 1 (see on page 13-14) lists the permits and authorizations commonly required for work on a site (others may be needed). Industrial Mechanical, Inc. requires welding/hot work, excavation, line break, energized electric, and confined space permits for **ALL** work.



**Table 1:
Commonly Required Work Permits/Authorizations**

Type of Permit	When Required
Confined Space Entry Permit	To enter vessels and confined spaces such as underground manholes
Crane Permit	Whenever a crane is used
Crane Suspended Work Platforms Permit	To work from a crane-suspended work platform
Excavation Permit	For any excavating (<u>including drilling</u>) in earth, roads, parking lots, slabs, core drilling holes, saw cutting slabs, and slab floors (including slab floors above grade in some buildings) and for installing fence posts and/or grade or lay-out stakes.
Line Break Permit	To open any process or service line
Roof Permit	To allow access to roof
Welding, Open Flame, and Sparking Equipment Permit	For ALL flame or spark-producing activity
Asbestos/Refractory Ceramic Fiber (RCF)/Respirable Fiber Permit	To remove or work with materials containing asbestos, RCFs or respirable fibers
Blasting Permit	For blasting and handling explosives
Building(s) Services Shutoff Permit	For temporary shutoff of building services, including piping, ventilation, and electrical, that will affect more than one room or area of a building
Close Proximity Permit	To operate power equipment near power, process or utility lines
Contaminated and Hazardous Equipment and Facilities Release Permit	To repair, transport, scrap, modify, or store any equipment, instrument, piping, ductwork, process units, or other miscellaneous facilities that have contacted hazardous materials
Electrically Hazardous Task Plan	To perform work on or near exposed energized electrical conductors
Powder Actuated Tool Permit	To use explosive tools
Process Barricade Structure Modification Permit	To modify an existing, site-approved process barricade
Radiation Permit	Prior to bringing radioactive sources on site
Transformer Room Permit	To work in a transformer room or vault
Work Permit	For work of any type
Work on Fire Protection Water Pipelines Permit	To modify any fire protection water system

INDUSTRIAL MECHANICAL, INC. LOCKOUT/ TAGOUT (LOTO) AND 0-ENERGY STATE (ZES) PROCEDURE

This procedure establishes the requirements for the lockout and ZES of machinery and equipment. It shall be used to ensure that the machine or equipment is isolated from ALL potentially hazardous energy and locked out and tagged out before employees perform any service or maintenance activities where the unexpected energization, start up or release of stored energy could cause injury.

Responsibility

All employees shall be instructed in the safety significance of the LOTO/ZES procedure. New employees as part of safety orientation will receive LOTO/ZES training and will be required as part of the required tool list to supply two (2) - 1 1/2" hasp #3 Master brand locks. Industrial Mechanical, Inc. will supply two lock shrink wrap covers for identification and two Lockout Tags. These locks and tags are only to be used for lockout purposes and are to be with the employee on ALL job sites at ALL times.

Preparation for LOTO/ZES

Make a survey to locate and identify all isolation devices to be certain which switches, valves or other energy-isolating devices apply to the equipment to be locked out. More than one energy source (electrical, mechanical or others) may be involved. Be sure to record the locations of all sources found.

Sequence of LOTO/ZES system procedures

Prior to getting started, be sure to obtain a copy of our customers LOTO program. Although all programs end results are the same, there may be some additional procedures our customers want our personnel to follow. Note, unless our customers LOTO/ZES procedures are substandard, Industrial Mechanical, Inc. personnel are to abide by customer procedure.

- Notify all affected employees that a LOTO/ZES system is going to be utilized and the reason why. All employees performing work on the affected equipment or machine shall know the types magnitude and location of all energy sources.
- If the machine or equipment is operating, notify production of the person(s) responsible for the service, maintenance, repairs or modifications to the equipment or machine. Never attempt to shut down a machine or equipment without operator assistance.
- Operate the switches, valves or other energy-isolating devices so that the equipment is isolated from its energy sources. Stored energy (such as that springs, elevated machine members, rotating flywheel, hydraulic systems and air, gas, steam or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc stored energy to accomplish ZES.
- Lockout and Tagout the energy-isolating devices with assigned individual locks or tags or other approved LOTO devices.
- After insuring that no personnel are exposed and is a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. (When removing electrical devices or pressure devices always use meters or gauges to ensure total ZES).

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- The equipment is now locked and tagged out and is found to be in complete Zero Energy State and work can begin.
 - In the event of more than two energy-isolating devices per equipment or machine or an entire production lines which may have several LOTO devices then it will be necessary to use a gang LOTO system or (Lock Box System).
 - The foreman or crew leader will be responsible for gang lockout. He will remove locks from the Lock Box and place on all energy-isolating devices. The lock keys will be placed back in the box and all employees involved in the shutdown will affix there personal lock to the lock box. As individuals complete their assigned task, they will remove there personal lock from the lock box. No keys can be removed from the lock box until the last employees personal lock has been removed from the lock box, which would be the foreman or crew leader.
 - Should the lockout go into a second shift, then the first shift personnel will remove their locks and the on coming shift will install theirs to the lock box.

Restoring machines or equipment to normal operation

- After Task have been completed and the equipment is ready for normal operation, check the area around the machine or equipment to ensure that no one is exposed.
- After all tools have been removed from the machine or equipment, guards have been re-installed, and employees are in the clear, remove all locks or tag out devices. Operate the energy-isolating devices to restore energy to machine or equipment.
- Notify production or responsible persons that the machine or equipment is ready for operation. (*NEVER* attempt to start equipment without operator assistance.)

Violations - Should an employee violate the Lockout/Tagout & O-Energy State Procedure:

**1st violation – Employee’s rate of pay will be reduced by \$1.00 per hour
for 60 working days**

2nd violation in calendar year - Immediate Termination

ELECTRICAL

TOOLS AND TEMPORARY OR PORTABLE EQUIPMENT

- Ground Fault Circuit Interrupters (GFCIs) shall be used on all extension cords and portable tools. Deviations, including substitution of an “assured grounding program” in lieu of 100% GFCI protection, may be authorized only by site management.
- All 120 volt receptacle outlets and all extension cords shall have third wire grounding conductors installed and intact. Two wire, double insulated portable tools are acceptable for use if the tool and power cord are approved by a recognized testing laboratory, such as UL. All power cords used by Industrial Mechanical, Inc. shall be No. 12 gauge or larger.
- GFCIs shall not be used on temporary lighting circuits. Every temporary lamp holder shall have a lamp installed and a lamp guard in place. Non-conductive materials shall be used for securing lighting strings to supports.
- GFCIs shall be placed as close to the power source as possible.

Hot Work

- Hot work is ***not allowed*** without specific approval from an electrical superintendent.
- Hot work is defined as any work that involves the possibility of making physical contact to energized equipment with any part of the body or tool. The “Restricted Approach Boundary” is designated as being twelve inches from energized electrical parts of 50-750 volts. A person working within this twelve inch zone is considered to be working on “Hot Work.”
- Unqualified persons should maintain a minimum distance of four feet away from exposed fixed energized parts with any body part, equipment, or tool. A minimum distance of ten feet shall be maintained away from any exposed movable conductor or power line with any body-part, equipment, or tool.
- Any person working within four feet of energized equipment should be properly trained in electrical shock and arc flash hazards and be able to utilize proper personal protective equipment.
- Proximity work is defined as: any work performed near exposed and unguarded energized electrical systems, where tools, equipment, hands, etc., could come in contact with live circuits.
- Proximity work ***should be avoided***. Approval is necessary, and specific instructions shall be furnished by the Industrial Mechanical, Inc. electrical superintendent.
- All Industrial Mechanical, Inc. employees in the electrical department must wear safety shoes or safety boots which are “EH” or Electrical Hazard Rated. Electrical department employees must also wear clothing made of 100% natural fibers (i.e. cotton or wool).

CRANES

- Proof of inspection and / or written certification that material-handling equipment (i.e., equipment used to lift materials) is safe and appropriate for the intended work shall be required. Operation of this equipment shall be restricted to properly trained personnel.

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- The area around crane and load swing shall be barricaded.
 - A load shall never be raised or swung over people or an occupied building.
 - Tag lines shall be made from non-conductive material and should be used to control all loads. The tag line shall not be wrapped around the hands or body.
 - The Contract Administrator shall be notified prior to use of a crane or derrick of any type.
 - The following requirement also applies:
 - Equipment shall meet OSHA requirements as stated in Construction Industry-Subpart N, 1926.550 - Cranes and Derricks.
 - Cranes with “live” booms are not permitted on site.
 - Riding on crane hooks and / or “headache” balls is prohibited.
 - Make sure at least six (6) wraps of wire rope remain on the drum when the load hook is in the extreme low position.
 - No cranes are to be left unattended by the operator when holding loads.

MATERIAL HANDLING

(see also “Rigging Equipment,” page 30-32).

- Riggers and equipment operators shall know the weight to be handled and the capacity and proper use of handling devices (cranes, forklifts, chain falls, come-alongs, clamps, chokers, and shackles) before proceeding.
- All protruding nails, wires, and ragged metal edges shall be removed or hammered flush before handling.
- Material shall be stacked, stored, or positioned so it can be reached safely by personnel and material handling equipment.
- If at any point when operating a forklift the load being carried is two (2) times the width of the forklift, either a spotter shall be used or the forklift can be driven backwards.
- No lift will be left unattended by the operator when loaded or running.

STABILITY CONTROL—PERSONNEL, MATERIALS, AND EQUIPMENT

Ensure that personnel, material, and equipment are safe from unexpected movement—falling, slipping, rolling, tripping, or any other uncontrolled motion (including that caused by high winds).

- Use fall protection.
- Protect the area below you.
- Immediately salt or sand icy walk areas within the boundaries of your area.
- Immediately clean up all spills and report them to the Industrial Mechanical, Inc. Supervisor.

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- Chock all material and equipment as necessary to prevent rolling—pipe, drums, tanks, reels, trailers, and wagons.
 - Tie down all light, large-surface-area materials that might be moved by the wind.
 - When working at heights, secure tools and equipment against falling.
 - Do not store materials or tools on girts, ducts, lighting fixtures, beam flanges, suspended ceilings, or similar elevated locations.

ACCESS

- Keep access routes to and from work sites and safety aisles free and clear of obstructions and adequately lighted. Consult with the Contract Administrator as to access routes for roofs*, process areas, and special equipment areas.
- *Do not block* emergency equipment, electrical disconnect switches, breaker panels, or safety showers. Do not attach cables, ropes, barricade tape, hoses, or leads to such equipment.

* The Contract Administrator shall arrange for roof entry clearance.

EXCAVATIONS

- **An Excavation Permit shall be required prior to beginning work.**
- All excavations require a “competent person” review as defined by OSHA 1926, 1926.650 Subpart P.
- A warning or protective barricade shall be provided around every excavation area. Excavated materials shall be piled at least three feet back from the edge of the excavation.
- Every excavation shall have a safe access way.
- Excavations shall be shored, sloped, and inspected per OSHA regulations (1926, Subpart P) before being entered.
- All excavation walls shall be inspected before being entered and after heavy rain or thaw as conditions require. Shoring shall be checked daily, or more often in extremely wet weather.
- No one is allowed in an excavation while equipment is working near the edge.

DUCTWORK

Exhaust ductwork shall always be considered contaminated and specific protection requirements shall be provided by the Contract Administrator prior to the start of work.

WORKING IN CONFINED SPACES

A confined space is a space with limited or restricted means of entry or exit. It is large enough for an employee to enter and perform assigned work, but is not designated for continuous employee occupancy. All involved, entry supervisor, attendant, and entrant, shall be trained per 29 CFR1910.146. The Contract Administrator and Industrial Mechanical, Inc. supervisor shall review the written site plan prior to allowing entry into any confined space.

HAZARDOUS MATERIALS

(Corrosives, Flammables, and Toxics)

- All personnel shall be familiar with the hazards of all chemicals in the work place per OSHA 1926, Subpart D (Hazard Communication). Site written programs must address:
 - Container labeling and other forms of warnings
 - Material Safety Data Sheets (MSDS)
 - Employee training based on the chemical inventory list, MSDS, and labeling information
- Methods for communicating hazards and protective measures to follow.
- All hazardous materials intended for use on the job site shall be approved by the Contract Administrator prior to bringing on site. All materials must be accompanied by an MSDS upon arrival at the site.
- All spills shall be cleaned up immediately and reported to the Contract Administrator (see SPILL CONTROL, ENVIRONMENTAL PROTECTION Section, page 24-25.)
- MSDSs shall be on file and immediately available.
- Hazardous materials shall be transported, stored, applied, handled, and identified in accordance with federal, state, and local regulations.
- Chemical liquids in quantities (drums) of 55 gallons or more shall not be delivered to the job site until approved by the Contract Administrator.
- Flammable liquids in quantities of less than 55 gallons shall be in UL or FM “Safety” cans identified according to contents. Other hazardous materials shall be kept in approved containers.
- Flammable liquids in quantities of 55 gallons or more shall be stored either in their original, unopened shipping containers or in drums or tanks that are labeled, grounded, and equipped with self-venting bungs and self-closing faucets. Such containers shall be placed inside a barricaded, diked area located at least 20 feet from smoking, welding, burning, and other sources of heat and at least 25 feet from any other building.
- Acids, caustics, flammables, or other hazardous materials shall not be stored, handled, applied (sprayed), or used without detailed instructions, safety precautions, and proper protective equipment.
- Gasoline shall be used only as a motor fuel, and shall be stored in an approved safety can.
- If you are disconnecting process lines that have been in service, you should expect to encounter process materials and should protect yourself accordingly. Where required acid coat, hood, boots, gloves, etc., should be used. Areas shall be barricaded and standby personnel and emergency procedures and equipment shall be available.

SPILL CONTROL / ENVIRONMENTAL PROTECTION

No material of any kind shall be permitted to enter any waterway or to spill on the ground.

- Settling basins and/or straw barricading around storm sewers shall be required for all ground-breaking or any other condition that could cause silt to enter a waterway or roadway as determined by the Contract Administrator / Industrial Mechanical, Inc
- All spills or releases to the ground or water, of any kind must be reported to the Industrial Mechanical, Inc. Supervisor immediately.
- For all Fire Protection Sprinkler run-off, the Contract Administrator should be contacted.

Petroleum Product Spills

Uncontrolled release (spill) of any petroleum product to the receiving public waterways is contrary to company policy and is a violation of state and federal law. Part 112, Title 40, Code of Federal Regulations (40 CFR 112) requires elimination of petroleum spills.

- Spills of any petroleum product on the ground or into ditches should be prevented. Spill potentials include, but are not limited to, those listed in Table 2 (see below).

TABLE 2.
Spill potentials for Petroleum Product.

Equipment	Spill Potential
Combustible engines and mobile equipment	Leak in holes, tubing, or fittings. Rupture of hoses, tubing. Spills during oil change or refueling.
Pipe –threading machines, hydraulic punches, and benders	Reservoir overflow. Rupture or leak in hoses.
Containers of petroleum products	Rupture or leak in container. Spill during draining of container.

- To prevent petroleum product spills onto the ground, containment pans should be placed under equipment whenever feasible.
- If a spill should occur, the following procedure shall be used:
 - Contain the spill.
 - Notify the Contract Administrator immediately.
 - Clean up the spill using “Oil Dry” or a similar absorbent material.
 - Dispose of all contaminated materials as per the Contract Administrator’s instructions.

ASBESTOS AND NON-ASBESTOS MATERIALS

Composition of any materials to be removed or otherwise disturbed shall be verified by the Contract Administrator before any work starts. Industrial Mechanical, Inc. **does not** perform asbestos removal. See your Industrial Mechanical, Inc. Supervisor for specific instructions.

Asbestos Materials

Asbestos material shall not be used for new installations or repair work. All applicable federal, state, and site regulations for removal, handling, and disposal of asbestos-containing materials shall be followed.

- Asbestos-containing materials can include, but are not limited to, the following:
 - Insulating materials
 - Floor tiles
 - Roofing materials
 - Fireproofing materials
 - Transite
 - Lab stone
 - Gasket materials

NARFS

Refractory Ceramic Fibers (RCFs), Fiberglass, Kao-wool, and other fibrous materials recognized as health hazards, require special handling and disposal procedures. The Contract Administrator shall be consulted for these procedures.

LEAD

Lead exposure in construction activities is regulated by OSHA (29CFR 1926.62). Materials containing lead include paint, films, solders, etc.

- Before cutting, burning, blast cleaning, or otherwise disturbing a paint film, the presence of lead should be determined by field test or laboratory analysis.
- After deciding on the task and tools to be used, the OSHA rule must be followed.
- Lead-based paint films must be removed from the area to be cut before cutting torch is applied to steel.
- Hands, face, and any exposed skin must be thoroughly washed at each break and before handling any food to prevent ingestion of lead materials.
- Only properly trained personnel may perform this work.

TOOLS

HAND TOOLS

REMINDER:

Gloves prevent hand tool injuries (see page 10)



- Use tools to do the job for which they were designed.
- Keep hand tools in good operating condition – sharp, clean, oiled, dressed, etc.
- Keep tools that are subject to impact (chisel, star drills, caulking irons, etc.), which tend “mushroom,” dressed to avoid flying spalls.
- Do not force tools beyond their capacity. Try the next size wrench, heat, penetrating oil, etc. “Cheaters” and job-made tools shall not be used.
- Use tool holders when driving stakes and wedges and when holding star drills, bull points, and similar tools.
- Do not carry pointed tools in pockets.

POWER TOOLS

- Loose clothing, long hair that is not secured, gloves, rings, and other jewelry shall not be worn around rotating equipment. Sleeves should be kept buttoned or rolled up, and shirt-tails should be tucked in.
- Power tools shall not be operated without proper training and instructions.
- Material should be secured when power tools are applied to it.
- Each power tool should be examined before use for: damaged parts, loose fittings, and frayed or cut electrical cords. Defective tools should be tagged, taken out of service, and returned to the shop for repair or exchange.
- Portable electrical equipment and tools shall be grounded unless “double insulated.”
- Ground Fault Circuit Interrupters (GFCIs) shall be used on all extension cords and portable electrical tools.
- Before adjustment servicing, or repair of electric or pneumatic tools, electric cords shall be unplugged and air lines shall be deactivated



and bled. In some cases, this may require a Lock-out to prevent accidental starting (see “Lock-out Procedures,” page 15-17).

- Any pneumatic hose exceeding 1/2 inch ID shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.
- Machines shall be shut off and brought to a complete stop before removal of waste.
- Interlocking devices shall be in working order and never be bypassed.
- All fuel-powered tools used inside buildings or enclosures require special considerations regarding ventilation, noise generation, refueling, etc. Approval shall be obtained from the Contract Administrator prior to their use.
- All tools shall be used with the correct shield, guard, or attachment recommended by the manufacturer.
- Before using any cut-off tool you must have approval of your Industrial Mechanical, Inc. Supervisor. The proper PPE is welding gloves, safety glasses and face shield. Additional PPE may be required.

RIGGING EQUIPMENT

- Use a shackle to hold two (2) or more eyes of a choker on a hook.
- Make sure that hooks have a safety latch or are moused, except when using a shake-out hook properly.
- Do not rig from any structural member without the approval of the Contract Administrator.
- Use only rigging equipment designed for the intended use. Never use plate grips, tongs, pipe clamps, etc., as substitutes for beam clamps.
- Inspect all hooks, shackles, chain-hoists, wire rope, and beam clamps before use. If anything is defective, take it out of service immediately.
- Do not load chain-hoists beyond their rated capacity. Chain-hoists are designed so that one person can operate the hand chain to lift the maximum load for the hoist.
- Do not leave unsecured and unattended loads suspended.
- **Do not allow any part of the body below a suspended load.**
- Do not wrap the load chain around the load.
- Use softeners where possible, to obtain a “bite” on the material being rigged.
- Do not use fiber rope, slings, or chokers (manila or synthetics) in or near operations involving corrosive substances.
- Inspect every rope before each use for excessive broken fibers, wear, and deteriorated strands, and take it out of service if defective.
- Do not use wire rope to hoist equipment after such a rope has been exposed to fire or extreme heat or burned by contact with electricity, or when inspection shows damaged strands, corrosion, or more than 10 percent of the wires broken in one lay.

- **Make sure at least six (6) wraps of wire rope remain on the drum when the load hook is in the extreme low position.**
- Use a *minimum* of three (3) wire rope clips, properly spaced and installed, when forming loop eye splices.
- Use Table 3 (see page 32) as a guide to safe working loads for wire rope.
- For further information on rigging see EN-3964 “Hand Rigging Book.”

TABLE 3.
Safe Working Load for Wire Rope*

Rope Size (inches)	Safe Working Load (tons) [†]		
	Straight Pull	Choke Hitch	Basket Hitch
3/8	1.1	.8	2.2
7/16	1.5	1.1	3.0
1/2	2.0	1.5	4.0
9/16	2.5	1.8	5.0
5/8	3.1	2.3	6.2
3/4	4.5	3.3	9.0
7/8	6.5	4.8	13.0
1	7.9	5.9	15.8

* These figures are for 6 x 37 improved plow steel, fiber core, mechanical eye splice.
This chart does not apply to crane reeving.

[†] In tons of 2,000 lb with a design factor of 5.

EQUIPMENT

- You shall always use safe equipment. *It is your responsibility to inspect your equipment before using it.* If the equipment becomes defective in any way, place a “DEFECTIVE—DO NOT USE” tag on and take it out of service and return to shop for repair or exchange!
- Know the limitations of the equipment you use. Do not exceed those limitations. Do not use the equipment for any purpose other than its intended purpose.
- Do not work on equipment, belts, drives, conveyors, or vehicles while they are in operation. Equipment to be shut down shall be locked, tagged, cleared, and tried before work is begun.
- Do not use owner’s equipment without prior approval of the Contract Administrator.

INDUSTRIAL MECHANICAL INC. FALL PROTECTION WRITTEN PROGRAM

This program supports compliance with Occupational Safety and Health Administration (OSHA) Fall Protection Standard as found in 29 CFR 1925.500,501,502 and 503. This program applies to all company employees who work in areas that contain fall hazards of 6 feet or greater.

Definitions

Anchorage A secure point where lifelines, lanyards or deceleration devices are attached.

Body Harness: Straps around the employee that distribute the forces from stopping the fall over at least the thighs, pelvis, waist, chest, and shoulders, along with a means for attaching the harness to other components of the personal fall arrest system.

Connector: A device used to connect parts of the personal fall arrest system and positioning device systems; may be an independent component of the system (such as a carabiner) or an integral component of the system (such as a buckle or D-ring sewn into a body harness or a snaphook spliced or sewn to a lanyard or self-retracting lanyard).

Controlled Access Zone (CAZ): An area which certain work (for example, bricklaying may take place without the use of guardrail systems, personal fall arrest systems or safety net systems; access to the zone is controlled.

Deceleration Distance: The additional vertical distance a falling employee travels from the point at which the deceleration device begins to operate to the point at which the employee stops; measured as the distance between the location of the employee’s body harness attachment point at the moment the deceleration device is activated and the location of that attachment point after the employee comes to a full stop.

Free Fall: The act of falling before a personal fall arrest system begins to apply force to stop the fall.

Free Fall Distance: The distance between the location of the fall arrest attachment point on the employee’s body harness before the fall and it’s location just before the system begins to apply force to arrest the fall; does not include deceleration distance and lifeline/lanyard elongation.

Lanyard: A flexible line of rope or strap that generally has a connector at each end for connecting the body harness to a deceleration device, lifeline or anchorage.

Leading Edge: The edge of a floor, roof or formwork for a floor or other walking/working surface (such as the deck) that changes location as additional floor, roof, decking or formwork sections are placed, formed or constructed; considered to be an unprotected side and edge during periods when it is not actively and continuously under construction.

Lifeline: A component consisting of a flexible line that connects to an anchorage at one end to hang vertically (*vertical lifeline*) or connects to anchorages at both ends to stretch horizontally (*horizontal lifeline*); a means for connecting other components of a personal fall arrest system to the anchorage.

Personal Fall Arrest System: A system worn by an employee to stop a fall before he or she reaches a lower level; consists of an anchorage, connectors, a body harness and perhaps a lanyard, deceleration device, lifeline or suitable combination of these; as of January 1, 1998, the use of body belts for fall arrest are prohibited.

Self-Retracting Lifeline/Lanyard: A deceleration device containing a drum-wound line that can be slowly extracted from or retracted onto the drum under slight tension during normal employee movement and that, after onset of a fall, automatically locks the drum and stops the fall.

Unprotected Sides And Edges: Any side or edge (except at entrances to points of access) of a walking/working surface (such as a floor, roof, ramp or runway) where there is no wall or guardrail system at least 39 inches (1.0m) high.

Responsibilities

The Program Administrator

Name/Title

This person is responsible for:

- Issuing and administering this program and making sure that it satisfies the requirements of all applicable federal, state and local fall protection requirements.
- Providing initial and periodic training to employees on fall protection.
- Maintaining the training records of all employees included in training sessions.
- Assuring that a fall protection assessment is completed for each job in which fall hazards may be present.

Supervisors Whose Employees May Be Exposed To Fall Hazards

These people are responsible for:

- Knowing the hazards in their areas that require fall protection.
- Assuring that fall protection is utilized on all jobs where fall hazards exist.
- Enforcing the use of fall protection in the areas in which it is required.
- Completing a fall protection assessment for each job in which fall hazards may be present.

Employees Who Are Required To Use Fall Protection

These people are responsible for:

- Using fall protection according to the training and manufacturers' instructions provided.
- Properly maintaining their personal fall protection systems.

Program Activities

General

- Fall hazards will be assessed on each jobsite and appropriate fall protection will be provided for all affected employees who have potential fall hazards of 6 feet or greater.

Personal Fall Arrest Systems

- Employees are required to use personal fall arrest systems in all situations in which fall hazards exist on the jobsite and guardrails or other forms of permanent fall protection are not available.
- All personal fall protection equipment must meet ANSI standard Z359.1-1992, and applicable OSHA Standards including 1926 Subpart M-Fall Protection.
- All lanyards must be equipped with double-locking snaphooks.
- A personal fall arrest system must consist of a full-body harness, a shock-absorbing lanyard and an anchorage point rated for 5,000 pounds per person.
- Personal fall protection equipment must be replaced when damaged.
- Personal fall protection must be used on all ladders and vertical concrete formwork higher than 24 feet.
- Personal fall protection equipment will be available from:
Britt Daniels, Safety Coordinator – Billy Dudley, Purchasing Mgr – Melissa Wildonger, Office Manager.

Training

- Training will be provided for all employees who may be exposed to fall hazards as part of their jobs.
- The training will enable each employee to recognize fall hazards and teach the procedures to be followed to minimize those hazards.
- The training will consist of the following:
 - The nature of fall hazards in the work area.
 - The proper procedures for using, operating, erecting, maintaining, disassembling and inspecting the fall protection systems to be used.
 - The role of each employee in the safety monitoring system, when it is used.
 - The limitations of mechanical equipment during the performance of roofing work on low-sloped roofs
 - The proper procedures for handling and storing equipment and materials and erecting overhead protection.
 - The roles of employees in fall protection plans.
 - The content of the OSHA Fall Protection Standard

Recordkeeping

Safety Net Installation Certification

If the employer can demonstrate that it is unreasonable to perform the droop test on a safety net, OSHA requires him or her (or a designated competent person) to certify that the net and net installation comply with the standard by preparing a certification record prior to using the safety net. The certification record must contain:

- An identification of the net and net installation.
- The date on which it was determined that the identified net and net installation were in compliance with the standard.
- The signature of the person making the determination and certification.

A copy of this certification record must be kept at the jobsite.

A Safety Net Installation Certificate form that you can use for this purpose is provided in this section.

Fall Protection Plans

OSHA states that if the employer can demonstrate that the use of conventional fall protection equipment is not feasible or will create a greater hazard, plans must be created to provide protection against fall hazards. That is, a plan must be created for each specific location, containing:

- The location of the job.
- The erecting company name.
- The date the plan was created or modified.
- The name of the person who prepared the plan.
- The name of the person who approved the plan.
- The name of the person who supervised the plan.
- A statement of company policy regarding fall protection, including the purpose of the plan.
- Fall protection systems to be used on the project.
- Procedures for implementing the plan.
- Fall protection systems that will not be used, including an explanation as to why.
- Measures for enforcing the plan.
- Accident investigation procedures.
- Procedures for making and approving changes to the plan.

A copy of the fall protection plan, with all the approved changes, must be kept at the jobsite.

Samples of fall protection plans for precast/prestressed concrete erection and residential construction are included in Appendix E of Subpart M in the OSHA Standard found at the end of the “How To Comply” section.

Training Record

A written certification record of all fall protection training activities must be maintained. This record should include:

- The name (or other identity) of the employee trained.
- The Social Security number of the employee trained.
- The date(s) of the training.
- The signature of the person conducting the training or of the employer

A Fall Protection Training Record form that you can use for this purpose is provided in this section.

Violations - Should an employee violate the Fall Protection Written Program:

1st violation – Employee’s rate of pay will be reduced by \$1.00 per hour for 60 working days

2nd violation in calendar year - Immediate Termination

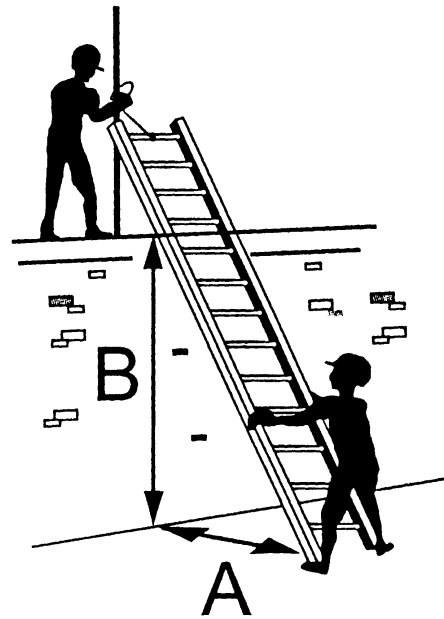
LADDERS

- The user shall inspect every ladder before using it. Remove from service any ladder found defective.
- Painted ladders are not permitted.
- If it is necessary to place a ladder in or behind a doorway, barricade the work area and post warning signs on both sides of the door.
- While ascending and descending a ladder, hold on with both hands. Use a handline to raise or lower materials.
- Keep both feet on the ladder rungs. Do not reach out too far. Do not place one foot on a line or piece of equipment and the other on the ladder rung. Change the position of the ladder as often as necessary to keep within reach of the work.
- Do not allow more than one person on a ladder unless the ladder is designed for more than one person.
- **Metal ladders are prohibited and shall not be used.**
- When it is not practical to work facing a ladder or when work requires both hands, fall protection shall be worn and properly anchored.
- If it is necessary to use a ladder close to the edge of an elevated platform, roof, or floor opening, tie off the ladder and utilize fall protection.

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- Under no circumstances should you use chairs or other furniture as ladders.
 - Use type 1-A ladders (300 lb rating) as a minimum.
 - All ladders shall be inspected by a qualified person.
 - **Fall protection shall be worn when at a height of 6 feet or higher.**

Straight or Extension Ladder

- Place ladder so distance “A” is one-fourth distance “B” as shown in this illustration:
- **Every ladder shall be equipped with a tie-off rope and non-skid safety feet.**
- **Every ladder shall be adequately tied off.**
- The top of a straight or extension ladder shall extend at least three (3) feet beyond the supporting object when such a ladder is used as access to an elevated work area.
- After an extension section has been raised to desired height, check to see that safety dogs or latches are engaged and that the extension rope is secured to a rung on the base section of the ladder.
- Do not work from the top three (3) rungs of any straight or extension ladder.



Stepladders

- Set a stepladder level on all four feet, with spreaders locked in place. Do not use a step ladder as a straight ladder.
- Never stand or sit on the top of a stepladder.
- Do not stand on the step below the top of any stepladder over three (3) feet high.
- Remove tools and equipment from the ladder before moving it.
- Tie off a stepladder when using it close to the edge of an elevated platform, roof, or floor opening, and utilize fall protection.
- Step ladders eight (8) feet tall and taller shall be tied off or attended when in use.

SCAFFOLDING

- Before work on a scaffold is begun, it shall be inspected visually to ascertain that:
 - Handrails, midrails, toeboards, and decking are in place.
 - All wheels are locked, if it is a movable scaffold.
 - Locking pins are in place at each joint.

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- Personnel shall wear fall-arrest equipment, properly tied off, on any scaffold platform not equipped with standard handrails, midrails, or complete decking. ***Incomplete scaffolds shall be reviewed by the Industrial Mechanical, Inc. Supervisor prior to use.***
 - No one shall ride on a rolling scaffold when it is being moved. All tools and material shall be removed from or secured on the deck before moving.
 - Personnel shall not climb on, or work from, any scaffold handrail, midrail, or brace member, but shall use ladders to get onto the scaffold.
 - All scaffolds shall be erected level and plumb, on a firm base.
 - All scaffolds shall be tied off or stabilized with outriggers when its height is more than three (3) times the smaller dimension of its base. Scaffolds shall also be tied off horizontally every 30 feet.
 - Where space permits, all scaffold platforms shall be equipped with standard 42-inch-high handrails rigidly secured (not wired), and standard 21-inch-high midrails, completely decked with safety planks or manufactured scaffold decking, and equipped with rigidly secured toeboards on all four sides. Decking planks shall be secured in place. Planks shall overhang end supports a minimum of 6 inches and maximum of 12 inches. Where space does not permit see “Fall Protection;” 100% tie-off is required.
 - The safe working loads on all scaffolds shall not be exceeded.
 - Rolling scaffolds shall be used only on stable, level, smooth surfaces, or the wheels shall be contained in wooden or channel iron runners. Personnel shall watch for overhead clearance when moving a scaffold. Casters shall be pinned.
 - Personnel shall not alter any scaffold member by welding, burning, cutting, drilling or bending.
 - Bricks, tiles, blocks, and similar material shall not be stacked higher than 24 inches on the scaffold deck.
 - Where uniform spacing of the built-in ladder (including the space between stacked frames) cannot be maintained from the ground to the work platforms, a separate ladder must be used to provide safe access. The built-in ladder rungs shall be of a consistent width of tread and distance between rungs (10 – 14 inches).
 - Scaffolds shall be cleared of snow or ice prior to use.
 - Adjusting screws shall not be extended more than 12 inches of thread.
 - No rigging shall be done from scaffold handrails, midrails, or braces.
 - Patented Metal Scaffolding – Parts and sections of scaffolding made by one manufacturer shall not be used with parts and sections made by another manufacturer.
 - Scaffolds under which personnel are to pass shall be provided with 1/2 inch mesh,
 - No. 18 gauge wire screen or equivalent between the toeboard and handrail.
 - Swinging stages, toothpicks, boatswain (“bos’n”) chairs, floats, and needle beams shall be approved by the Contract Administrator and inspected by a qualified person before each use. Fall protection shall be secured before wearers step onto these scaffolds, and shall not be removed

until the wearers are clear of the scaffold. Workers shall tie off their fall protection to independent lifelines or the building structure—one lifeline per person.

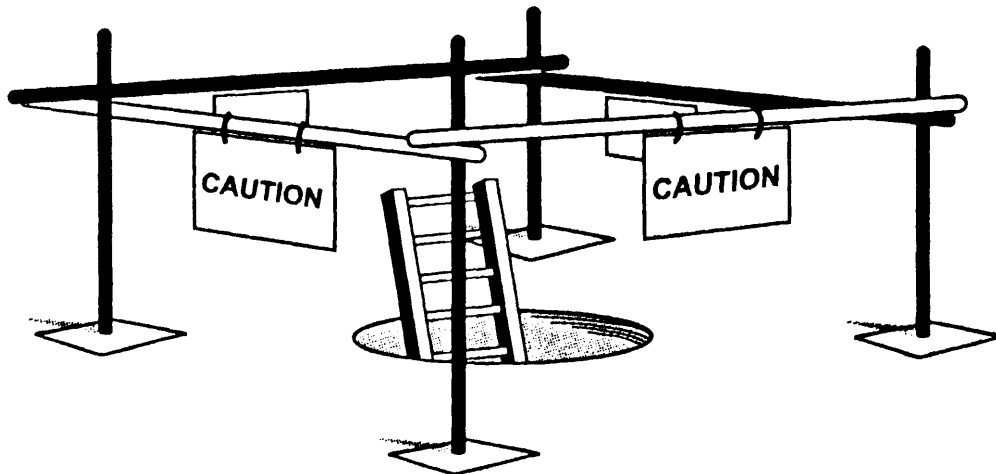
- Decking:
 - Only planks of 2-inch scaffold grade lumber or laminated wood shall be used.
 - Scaffolding planks shall be stored on dunnage separately from ordinary lumber. Scaffolding planks shall be used for scaffold decking only.
 - Manufactured aluminum decking shall be used for scaffolds only.
 - Maximum span of scaffold plank end supports shall not exceed 10 feet.

BARRICADES

Anyone who creates a hazard is responsible for having it barricaded.

Determine whether a warning or a protective type is required.

- Types of Barricades
 - Warning barricades – call your attention to a hazard but offer no physical protection . Examples: yellow and black synthetic tape on stands or posts, plastic or wooden snow fence, saw horse type.
 - Protective barricades – warn as well as provide physical protection and shall be able to withstand 200 lbs of force in any direction with minimal deflection. Examples: wooden posts and rail, cable, wooden post and chain.



- Guidelines
 - Barricades are required around work areas, including areas beneath concrete slab floors that are being drilled or hammered, grating floors, excavations, holes, and openings in floors, roofs, and elevated platforms, around overhead work; and wherever necessary to warn people of falling or tripping hazards.
 - Barricades shall be about 42 inches high and maintained square and level.

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- Warning barricades do not physically deter anyone from a hazard, therefore, this type of barricade shall not be placed to prevent anyone from falling into the hazard. They shall be 6 feet or more away from the hazard. A protective barricade may be placed closer.
 - Barricades shall be erected before a hole is cut and extended as the excavation progresses.
 - Barricades shall be removed when no longer needed.
 - Numerous excavations and work areas in one general area may be barricaded effectively by erecting a barricade around the general area. However, a barricade should not encompass more area than is needed to safely perform the task.
 - Blinking lights shall be used on road closures after dark and as required by the Industrial Mechanical, Inc. Supervisor.
 - An access opening or gate should be provided where practical.
 - Barricade signs shall be fully informative, legible, and visibly displayed.

HOLE COVERS IN FLOORS AND DECKS

- Use of Hole Covers
 - All holes or openings through floors or decking at all elevations shall be provided with hole covers or barricades immediately. Material and equipment shall not be stored on a hole cover.
 - Cover shall support twice the weight of possible traffic.
- Placement
 - Every hole cover shall have a sign reading: “WARNING—TEMPORARYCOVER—DO NOT REMOVE UNLESS AUTHORIZED,” or shall be otherwise identified.
 - A hole cover shall be cleated, wired, or otherwise secured so it cannot slip sideways or horizontally beyond the hole.
 - Every hole cover shall extend adequately beyond the edge of the hole.
- Material
 - Three-quarter-inch (3/4”) plywood may be used, provided that one dimension of the opening is less than 18 inches; otherwise, 2-inch lumber or doubled 3/4” plywood is required. In some areas, steel plate should be used.

MATERIAL HOISTS

- Hoists shall be operated only by authorized operators.
- Hoists shall not be used to transport personnel.
The weight of the material and capacity of the elevator or hoist shall be known before it is used. Material shall be positioned so it cannot shift and does not extend beyond the cage limits.
- The signal system shall be posted at each landing.
- All signal devices shall be protected against unauthorized or unintentional use, breakage, and interference.

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- All landings and openings shall be protected to prevent exposure of hands and bodies.
 - Hoists shall comply with local codes.
 - The operator of a hoisting engine shall have overhead protection of 2-inch unfinished planking, or its equivalent, supported to develop its full strength.
 - Gears, belts, sprockets, drums, sheaves, and contact points between moving parts of power-driven machines, when not guarded by location, shall be enclosed in substantial guards or protected by suitable guardrails.
 - Engines shall be stopped before being refueled. A fire extinguisher shall be present.
 - Hoist brakes shall be capable of stopping and holding 150% of the rated hoisting capacity. In addition, a ratchet and pawl shall be provided on the drum to hold the load.
 - Adequate signs shall be provided stating that the hoist is for materials lifting only and not for personnel use.

PERSONNEL LIFTING EQUIPMENT

The use of any personnel lifting equipment shall have the approval of the Industrial Mechanical, Inc. Supervisor prior to use. This rule applies to, but it not limited to, crane-suspended work platforms, manual personnel lifts, power platform lifts, scissor lifts, high-reach lifts, and bucket lifts. **Fall protection is required while using this equipment.**

WELDING AND BURNING

- **A Welding, Open Flame, and Sparking Equipment Hot Work Permit shall be obtained and signed by the Contract Administrator before and welding or open flame work is done.** All work of this type shall be performed by a qualified person. All Hot Work must have a designated fire watch.
- All exposed combustible materials around and below welding and burning areas shall be removed to 35 feet from site, covered with fire-retardant material, or protected by containing all sparks and slag in a spark catcher approved by the Contract Administrator.
- Each welder and burner is responsible for containing sparks and slag. A fire watch is required on the Welding, Open Flame, and Sparking Equipment Permit.
- One 2-A:40-B:C (as a minimum), UL-rated, fully charged fire extinguisher shall be provided by Industrial Mechanical, Inc. and shall be within 30 feet of any welding, burning, or open flame work. Personnel shall know how to operate the fire extinguisher.
- Hoses and welding leads should not pass through doorways. If there is no alternative, the door shall be braced open and the hoses and leads protected from damage.
- No welding or burning shall be done on a closed vessel or tank, or on any vessel or tank previously in use unless it has been decontaminated and approval is given by the Industrial Mechanical, Inc. Supervisor and Contract Administrator.
- Welding leads, burning hoses, and compressed air hoses shall be bridged over, or shall be supported a minimum of seven (7) feet above passageways. They shall not be hung from conduit, process lines, sprinkler lines, etc.

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- All leads, grounds, clamps, welding machines, hoses, gauges, torches, and cylinders shall be inspected before use.
 - All fittings, couplings, and connections shall be “leak-free.”
 - Ventilation shall be adequate for the material being welded or burned. ***Personnel should avoid breathing fumes.*** An exhaust system, blower, or respirator should be used as required.
 - Areas shall be checked thirty minutes after welding and burning is done to ensure that a safe condition still exists.
 - The Contract Administrator shall be notified prior to leaving the work site.

Welding—Safety

- Make sure that all work has a separate and adequate ground, pulled from the machine to the work location. **Attach the ground connection as close to the work piece as possible.**
- Remove the rod from the electrode holder when laying it down. Discard the stub ends in a metal container.
- Shield all arcs and post warning signs in operating areas.
- Turn the machine off at the end of each workday or when not using it for extended periods.
- Wear an approved welding hood. Use no less than a No. 10 filter with a safety lens on both sides of the filter. **Hard hat-hood combination shall be worn in hard hat areas.**
- Electric welding is prohibited from a metal ladder.
- Welding leads shall be adequately insulated from the machine to the electrode holder.

Burning and Welding—Gas

- Before connecting regulators to cylinders, carefully “crack open” the cylinder valve to blow out any foreign particles. Close the valve. After the regulator is connected, ensure that the second stage of the regulator is closed. Stand to one side and open the cylinder valve slowly.
- Open valves on all fuel gases *except* acetylene (propane, Mapp, natural gas, etc.) completely to backseat valve and prevent leaking. Acetylene valves should be opened *one-quarter turn only*.
- Do not exceed 15 psi on the torch side of the gauge when using acetylene.
- When lighting a torch, (1) open the fuel gas valve, (2) light the torch, (3) then open the oxygen valve. Use an approved spark lighter. Do not use matches, cigarette lighters, or cigarettes to light a torch. **Butane lighters are prohibited on job sites.** Reverse the order to shut down the torch.
- Break down all burning rigs at the end of the shift, or when work is completed, removing the regulators and screwing the protective caps down hand-tight.
- Secure all compressed gas cylinders upright to an adequate support while they are in storage, transit, or use.
- Keep oil and grease away from oxygen regulators, hoses, and fittings. Do not store wrenches, dies, cutters, or other grease-covered tools in the same compartment with oxygen equipment.

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- Do not use compressed gas to clean your clothing, blow out cinch anchor holes, or otherwise clean your work area.
 - Inspect all hoses, gauges, and torches before each use.
 - Wear full tinted face shields. Use at least a No. 3 filter with a safety lens on both sides of the filter.
 - Never leave a torch inside a vessel, tank, or other closed container, because of the potential hazard of leakage.
 - Never take cylinders into a confined space.
 - Never use oxygen in pneumatic tools, to pressurize a container, to blow out lines, or as a substitute for compressed air or other gases.
 - Place cylinders and hoses where they are not exposed to sparks or slag from a burning operation.
 - Handle cylinders with care:
 - Lift cylinders to upper levels with approved methods only. Do not use slings or lift a cylinder by the protective cap.
 - Do not strike an arc on cylinders.
 - Do not use cylinders as rollers.
 - Flashback arrestors shall be an integral part of the oxy/fuel rig. FR11 or equivalent arrestors shall be installed at the torch inlet valves, and FR43 or equivalent arrestors at the regulators.
 - Burning outfits shall be stored with a 5 1/2' firewall between gases or stored 20' apart when not in use.

COMPRESSED AIR

- Check hoses and couplings daily before use. Use only hoses designed to handle compressed air. Provide all hose couplings with a positive locking device. Secure Chicago-type fittings together with wire or clips.
- Never crimp, couple, or uncouple pressurized hoses. Shut off valves and bleed down pressure.
- When using compressed air for cleaning purposes, ensure pressure does not exceed 30 psi. Use monogoggles or a face shield over approved safety glasses for this application. Do not use compressed air to clean dust or debris off your body.
- Make sure all hoses exceeding 1/2 inch ID have a safety device at the source of supply or branch line to reduce the pressure in case of hose failure.

HIGH-PRESSURE CLEANING

High-pressure cleaning processes (pressures greater than 200 psi) will require special procedures and shall be approved by the Industrial Mechanical, Inc. Supervisor prior to the start of work. This type of work shall be performed only by a qualified person.

MOTOR VEHICLES AND POWER EQUIPMENT

Vehicles and mobile power equipment are not allowed on site without approval from the Contract Administrator, and they shall be driven by trained Authorized Operators only. All equipment shall be inspected and documentation completed prior to use.

- In the event of a site emergency, vehicles shall pull off the roadway, turn engine off and proceed on foot.
- The driver is responsible for the safety of all passengers and for the stability of material being hauled or handled by this equipment. Seatbelts shall be worn at all times.
- All speed limit and other regulatory signs shall be obeyed. Pedestrians should be given the right of way.
- Parking on site roads is not permitted without the approval of the Contract Administrator. Blocking or closing of roads shall be approved by the Contract Administrator.
- All on-site refueling procedures shall be reviewed by the Contract Administrator.
- The driver shall shut off the engine, unless a running engine is required for a power take-off, and shall set brakes before leaving the operator's cab. Adequate chocking of a wheel on a downhill side is required when a vehicle is parked and unattended. (*Adequate* is intended to mean sized appropriately for the vehicle and load; *unattended* is defined as not having an operator in the cab or in a position as to have complete control over vehicular motion.)

Project Manager Foremen are expected to meet Delivery Drivers due to the time constraints placed upon them for maintaining their delivery schedules; however, Delivery Drivers are still expected to adhere to all Industrial Mechanical, Inc. safety standards and procedures at job sites.

- All major construction equipment should have a back-up alarm. However, if none is installed, a flagman shall be used or the operator shall sound a horn before backing. A flagman should direct the backing of a vehicle in congested areas.
- Any haulage vehicle whose payload is loaded by means of cranes, power shovels, loaders, or similar equipment shall have a cab shield and/or canopy adequate to protect the operator from shifting or falling materials. Otherwise, the operator shall dismount from the cab and remain clear while the vehicle is being loaded.
- Dozer blades, endloader buckets, forklift forks, and like equipment parts shall be lowered to the ground before the operator may leave the equipment.
- Operation of power equipment near power, process, or utility lines may require a permit. The Contract Administrator shall be consulted before work is begun.

FIRE PROTECTION

Fire alarms, hydrants, fire extinguishers, safety showers, safety stations, etc., shall be plainly marked and shall be kept clear of all obstructions.

ALARMS

You should know:

- Where the nearest fire alarm box is located.
- How to turn in an alarm.
- The site emergency phone numbers (see back cover of handbook).
- The proper exit route and the rally points.
- Contact the Contract Administrator for this information.

EXTINGUISHERS

You should know:

- Where the nearest fire extinguisher is located.
- How to operate it.
- The type of fire on which it should be used.
Check the label.

Be aware that...

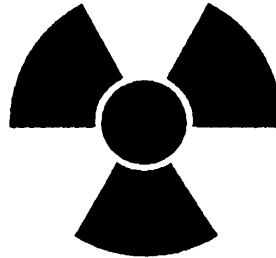
- For each job requiring open flame work or welding, the Industrial Mechanical, Inc. is required to furnish, maintain, and inspect monthly at least one 2-A:40-B:C (as a minimum), UL-1 rated, fully charged fire extinguisher.
- All extinguishers shall be recharged or replaced promptly after use. Use of any company extinguisher shall be reported to the Industrial Mechanical, Inc. Supervisor immediately.

COMBUSTIBLES

Combustible material shall be kept away from steam lines, radiators, heaters, and hot process and service lines. Use nonflammable or flame-retardant materials whenever possible.

RADIOACTIVE/TOXIC MATERIALS, LASERS, AND X-RAY EQUIPMENT

- Prior to bringing these materials or equipment on site, check with the Industrial Mechanical, Inc. Supervisor for specific rules regarding their handling, identification, use, and storage.



- Hazard warning signs are used to identify specific areas and equipment. Do not work in these areas or on this equipment without approval of the Contract Administrator.

RAILROAD SAFETY

- If you work on or close to a track (within 6 feet) you must isolate that section with a locked switch, locked wheel stop or locked derail.
- When derails or wheel stops are locked on the rail, they must be accompanied by:
 - A blue track sign “Stop—Men at Work” at least 55 feet from the work whenever possible.
 - A working blue warning light to supplement the sign at night.
- Derails (portable or permanent) are to be placed on whichever rail is appropriate so that cars are not derailed in a hazardous manner.
- The Contract Administrator is responsible for issuing work permits, closing of track switches, placement of derails/wheel stops, and placing “First Lock.”
- All derails and wheel stops (portable or permanent) when in place on the track, must be in the locked position whether on the rail or in the open position.
- **Do not cross between or under cars.**
- **Do not park on or near the railroad tracks.**



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Industrial Mechanical, Inc.

Emergency Contact Centers:

Athens Area

Regional First Care
706-353-6000
485 Highway 29 North
Athens, Ga. 30601

Athens Regional Medical Center
706-475-7000
1199 Prince Avenue
Athens, Ga. 30606

Carrollton Area

Tanner Occupational
Health Services
770-836-9324
802 Dixie Street
Carrollton, Ga. 30117

Tanner Medical Center
770-836-9387
705 Dixie Street
Carrollton, Ga. 30117

Conyers Area

Family & Occupational
Medicine
770-761-5511
905 Flat Shoals Road SE
Conyers, Ga. 30094

Rockdale Medical Center
770-918-3881
1292 Wellbrook Circle, NE
Conyers, Ga. 30012

Covington Area

Covington One Medical
770-385-0045
5239 Highway 278 NE
Covington, Ga. 30014

Newton Medical Center
770-786-7053
5126 Hospital Drive NE
Covington, Ga. 30014

Forrest Park Area

Concentra Medical Centers
404-765-2400
5044 Clark Howell Hwy.
Atlanta, Ga. 30349

Piedmont Hospital
404-605-4400
1968 Peachtree Road, NW
Atlanta, Ga. 30309

Gainesville Area

Primary Care Clinics
770-536-4886
1240 Jesse Jewel Pkwy #370
Gainesville, Ga. 30501

N.E. Georgia Medical Center
678-343-4000
675 White Sulphur Road
Gainesville, Ga. 30501

Goose Creek Area

Goose Creek Medical &
Urgent Care
843-553-0526
149 Saint James Avenue
Goose Creek, SC 29445

Roper Hospital
843-824-2482
2233 Northwoods Blvd
North Charleston, SC 29406

Hartwell Area

Medlink Hartwell
706-376-6100
63 W. Gibson Street
Hartwell, Ga. 30643

Hart County Hospital
706-856-6100
138 W. Gibson Street
Hartwell, Ga. 30643

N. Augusta Area

North Augusta Urgent Care
803-279-1030
1201 West Avenue
North Augusta, SC 29841

Aiken Regional Medical Center
803-641-5000
302 University Parkway
Aiken, SC 29801

Winder & Monroe Area

Barrow Regional
Medical Center
770-867-3400
316 North Broad Street
Winder, Ga. 30680

Walton Medical Center
770-267-8461
330 Alcovy Street
Monroe, Ga. 30655

Savannah Area

St. Joseph's Candler
Medical Group
912-966-2366
4704 Augusta Road
Garden City, Ga. 31408

St. Joseph's Candler
912-819-4100
11705 Mercy Blvd.
Savannah, Ga. 31419

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Phil Booth (706) 340-2657

Plant Manager:

Ophelia Hart (706) 769-7962

Human Resources Manager:

Melissa Wildonger (706) 340-7240

CONTRACT ADMINISTRATOR

Name _____

Phone Number _____

Radio Page _____

EMERGENCY PHONE NUMBERS

Fire _____

Medical _____

Security _____

Safety _____

Environmental _____

Other _____

Watkinsville Office
1241 Greensboro Highway
Watkinsville, GA 30677

Savannah Office
2025 Louisville Road, Suite D
Savannah, GA 31415
866-927-0777