

INSTALLERS (IN HOUSE-SUBCONTRACTORS) – PPE & WORK RULES

- PPE requirements as determined by location and JSA analysis- Associates should be trained on how to properly use and inspect PPE.
 - Safety footwear
 - Outerwear (high visibility)
 - Work gloves
 - ANSI Z87 Rated Safety Glasses
 - Hard hat Type Minimum Type 2 class G
 - Knee pads
 - Personal fall arrest system Harness, Lifeline, Anchor Points

Installers General Work Rules

1. All accidents and near miss incidents must be reported to the associate's supervisor at the time they occur. Reporting an accident late (more than 24 hours after it has occurred) is considered a serious violation of safety rules and is subject to disciplinary action, up to and including termination.
2. Any unsafe condition, hazard, or safety rule violation noted in the work environment must be reported to the supervisor.
3. Any associate directly involved or injured in a work related accident which is considered an OSHA recordable event will be required to submit to a drug screen and breath alcohol test (subject to state law).
4. Use of electronic device with earphones or earbuds is prohibited in the facilities or yard by associates in safety sensitive positions.
5. Seat belts must be worn while operating all company vehicles, including sit-down forklifts.
6. Do not block access to fire extinguishers and exits
7. Smoking is limited to designated, outside areas only.
8. If an accident occurs involving a customer, contact the supervisor immediately.
9. Associates may not use cell phones (including texting and photographing) while operating company equipment.

General Associate Work Rules

Housekeeping

1. Each associate will do their part to maintain a clean and orderly work area.
2. aisles and walking and working surfaces must be free from debris and other materials that would present a hazard to pedestrians or equipment.
3. Exit routes and stairways shall be clean and free of obstruction at all times.
4. Do not block or obstruct accesses to safety and emergency equipment such as fire extinguishers, AED's or fire alarms.
5. A clean yard will be a safe yard. If you see a chock, pick it up, if you see a band, pick it up. The rule is always that the area you are working in should be cleaner when you leave it than when you arrived.
6. Do not leave loose tools or other items on a ledge or lying around the floor. Return tools to their storage places after use.
7. Keep walking surfaces of elevated working platforms, such as scaffolds and equipment, clear of tools and materials that are not being used.
8. Do not use gasoline for cleaning purposes.

Ladder and Step Ladder Safety

1. All employees are required to have documented training on the use and inspection of ladders before use.
2. Inspect all ladders before use, tag out and remove any equipment from service that is found to be defective. Follow location tag out procedures for notifications.

Working at elevation

1. All installation associates are required to have training on the location specific fall protection plan covering hazard recognition and abatement strategies.
2. In the construction setting all fall exposures of 6 feet or greater must be properly guarded, covered or other means of protections must be in place.
3. Associates required to use Personal Fall Arrest Systems or Restraint systems must have regular specific and documented training on its use and limitations.

Lifting Safety

1. All employees are required to have specific, documented, safety training on proper lifting.
2. Plan the move before lifting; remove obstructions from your chosen pathway.
3. Test the weight of the load before lifting.
4. Know your limits and get help when needed or use a mechanical aid.
5. Get a good grip on the object or materials being moved.
6. Use proper lifting techniques.

Electrical Safety

1. All employees are required to have specific, documented, safety training on Electrical Safety.
2. Do not attempt to make electrical changes unless you are authorized and trained to do so.

Electrical Powered Hand Tools

1. All employees are required to have specific, documented training on each type of electrical powered hand tools prior to its use. i.e(Saws, drills, grinders)
2. Review JSA for additional task specific PPE Requirements
3. Do not use power equipment or tools on which you have not been trained.
4. Inspect the tool before use, tag out any tool that is found to be defective and remove it from service. Follow location tag out procedures.
5. Do not leave tools that are "On" unattended.

Electrical Cords

1. Inspect power cords prior to use, remove any defective cord from service and tag it out. Follow location specific tag out procedures.
2. common defects include but are not limited to, splices, exposed wires, cuts of any kind that expose insulation, cracks, separation from the cord at the plug ends, cords that become excessively hot during use, missing ground prongs.
3. Do not remove the ground prong from electrical cords.
4. Do not use an adapter such as a cheater plug that eliminates the ground.
5. Do not plug multiple electrical cords into a single outlet.
6. Use of extension cords should be limited, positioned as to not present a trip hazard and approved for proper use.
7. Extension cords shall be used to provide temporary power only, do not secure or fasten them to and object or structures.

Pneumatic Tools

1. All employees are required to specific, documented training on each type of pneumatic tool prior to its use.
2. Review JSA for task specific PPE REQUIREMENTS.
3. Do not point a compressed air hose at bystanders or use it to clean your clothing.
4. Inspect the saw prior to use ensuring operational functions, guards and other safety's devices are working properly. Follow location specific LOTO if any item fails to pass inspection.

Hand Tool Safety

1. All employees are required to have specific, documented training on hand
2. Tool use prior to assignment.
3. Inspect each tool prior to its use, tag out and or replace any tool that fails to pass inspection.
4. Use the tool for its intended purpose only.
5. Do not throw tools from one location to another.
6. **Review JSA for task specific PPE REQUIREMENTS**

Snips

1. Safety glasses must be worn.
2. Wear your work gloves.
3. Use the right tool for the desired cut. Straight vs Curved
4. Ensure the tool is in good working order and passes an inspection.
5. Do not use snips as a hammer, screwdriver or pry bar.
6. Engage the locking clip on the snips after use.
7. **Review JSA for task specific PPE REQUIREMENTS**

Knives/Sharp Instruments

1. Direct sharp points and edges away from you.
2. Cut away from your body.
3. Cutting blades should be sharp, dull blades require too much force.
4. Retract the blade or place sharp tools in a sheath or holster immediately after use.
5. Do not use knives as screwdrivers.
6. Do not pick up knives by their blades or hand-off an open blade.

Forklift Safety Rules

1. All employees are required to have specific, documented training on the model/type of forklift prior to its use.
2. Complete a Forklift inspection on the DVIR app prior to its use. If the machine does not pass the inspection criteria follow the location specific LOTO policy

Propane Safety

1. All employees using propane are required to have specific, documented propane safety training.
2. **Review JSA for task specific PPE REQUIREMENTS.**
3. Be aware of leaks, if tank is defective or leaks in any way, it must be replaced.
4. associates should not handle propane for customers or other trades on the jobsite unless, it's within the scope of work and authorized associates receive documented and specific training that covers the entire scope of work.

Specialty Equipment & Attachments

(this is to include, but not limited to: Man lifts, loaders, bobcat, any type of boom or crane, truck loaded or not)

1. All employees are required to have specific, documented training on the model/type of equipment used.
2. For any type Boom/Crane, all operators must have specific, documented training and testing on equipment to become qualified

Hand Truck Operations

1. All employees are required to have specific, safety training on hand truck use.
2. Conduct a daily inspection prior to use.
3. Keep the center of gravity as low as possible by placing heavier objects below the lighter objects.
4. Do not stack materials over the operator's line of sight.
5. Push the load so that the weight will be carried by the axle and not the handles.
6. When going down an incline, keep the hand truck downhill and in front of you so that it can be controlled at all times

Disclaimer:

These safe practices and requirements are general only and do not cover every situation. Also, there may be regional, divisional and/or location specific requirements above the requirements laid out in this section based on Job Hazard Analysis, PPE assessments, contractor client requirements and/or any other situations that require further protections and procedures.