



HEALTH AND SAFETY PLAN

I. INTRODUCTION

The University of Wyoming (UW) is committed to providing a safe, incident-free, and healthy work environment for UW personnel. Therefore, it is UW's intention that students, faculty, personnel, and visitors work and learn in an environment free from safety and health hazards.

II. PURPOSE

The purpose of this health and safety plan (HASP) is to establish health and safety as a priority for UW. This plan is intended to provide a "roadmap" for health and safety activities at UW facilities and locations. Additionally, this HASP supports UW Regulation 10-2, Standard Administrative Policies and Procedures – Safety and Security.

III. SCOPE

The Health and Safety Plan applies to all sites owned and operated by UW.

IV. DEFINITIONS

Occupational Safety and Health Administration (OSHA): With the Occupational Safety and Health Act of 1970, Congress created the Occupational Safety and Health Administration to ensure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.

Wyoming Occupational Health and Safety Act: became effective January 1, 1974. The Act provides that every employer engaged in business in the State of Wyoming shall:

- a. Furnish to each employee a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm.
- b. Comply with occupational health and safety standards and rules, regulations and orders pursuant to the Act that are applicable to company business and operations.
- c. Comply with, and require employees to comply with, occupational health and safety standards and regulations under the Act which are applicable to their actions and situations.
- d. Encourage employees to contact their immediate superior for information that will help them understand their responsibilities under the Act.

V. IMPLEMENTATION

A. Health and Safety Policy

UW has established a health and safety policy. The policy, found in the UW Employee Handbook states: "Safety is the responsibility of every employee. Each employee shall conduct their activities in compliance with applicable governmental, University, and campus unit safety and health policies, procedures, and regulations. This includes



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abiding by safety rules, participating in safety trainings as required, and reporting hazards and potential violations. Any employee who believes there is a safety problem in his/her work environment or elsewhere in the University is obligated to bring the problem to the attention of the immediate Supervisor, the UW Safety Office, or the Department of Risk Management and Insurance as appropriate. Additionally, the health and safety of UW personnel is the responsibility of the employee, their Supervisor, and UW upper management.”

B. UW Safety Office

UW has established a Safety Office containing personnel with expertise in general safety, chemical safety, fire/life safety, industrial hygiene, and hazardous materials and waste. Safety Office personnel have the appropriate education and training to be proficient in their area of expertise and are available to assist UW personnel regarding safety within their daily operations.

Additionally, the UW Safety Office has adequate resources to assist with health and safety issues that arise, including but not limited to, personnel or personnel-effort, supplies, equipment, facilities, and training.

Employees’ thoughts, suggestions, or concerns regarding health and safety training issues are solicited, collected, and taken into consideration when training is developed or training decisions are made.

UW Safety Office activities include, but are not limited to:

1. Administering the occupational health and safety program.
2. Overseeing and managing the UW Safety Committee.
3. Developing programs and technical guidance to identify and remove physical, chemical, and biological hazards from facilities, operations, and sites.
4. Assisting management and supervisors regarding employee health and safety training.
5. Completing inspections to identify safety issues and opportunities for improvement.
6. Completing written reports of various Safety Office activities, as applicable.
7. Recommending programs and activities in health and safety to develop and maintain incentives for and motivation of employees.
8. Recommending corrective action for repeated health and safety rule violations.
9. Maintaining the Wyoming OSHA Form 300 and other notices required by the Wyoming Department of Workforce Services.
10. Developing and maintaining accident and incident investigation, and reporting procedures and systems.
11. Investigating serious or reportable incidents and taking action to eliminate or mitigate incident causes.



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12. Reporting incidents that result in an occupational fatality or three or more hospitalized employees to Wyoming OSHA within eight (8) hours of occurrence.
13. Reporting incidents that result in loss of an eye, amputation, or inpatient hospitalization to Wyoming OSHA within twenty-four (24) hours of the occurrence.
14. Maintaining incident records and reports. These records and reports may include the OSHA Form 300 Injury/Illness Log, OSHA Form 301, the OSHA Summary Form 300A, the Wyoming Department of Workforce Services Report of Injury Form, physician notes, and other incident notes, forms, or photos.
15. Maintaining paperwork associated with incidents, on-site inspections, and in-house audits.
16. Maintaining medical records, evaluations, and exposure monitoring records in accordance with regulatory requirements.
17. Maintaining training records in accordance with regulatory requirements.

C. Health and Safety Rules

UW has developed a straightforward set of health and safety rules (Appendix A). These basic rules are established as minimal standards and are not intended to address every potential hazard that UW personnel might encounter.

D. Health and Safety Responsibilities

Health and safety is everybody's responsibility at UW. UW Administration, Managers, and Supervisors must lead by example and are required to abide by UW safety policies and procedures to help promote a positive safety culture within their departments. Additionally, UW employees are also responsible for complying with UW policies and procedures to help promote a positive safety culture as well. Therefore, health and safety performance is an integral part of the performance evaluation process.

E. Authority

Managers and Supervisors with responsibility for the health and safety of their personnel have the necessary authority to stop hazardous work activities, enforce health and safety rules, and conduct corrective action for health and safety rule violations.

F. Training

The UW Safety Office provides training to UW personnel. Training may be completed through online classroom style training or through alternative online learning platforms. UW Administration is committed to supporting this training.

UW personnel will receive appropriate training and continuing education to maintain the knowledge, skills, and abilities necessary to complete their work activities in a healthy



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and safe manner. This training may be formal or informal, including on-the-job training by Supervisors or external consultants. Supervisors will ensure their employees are scheduled and provided training as required. Examples of specified training include (but not limited to): fire extinguisher training, confined space training, respiratory protection, hazard communication, lockout/tagout, powered industrial trucks, ladder safety, bloodborne pathogens, radiation safety, laboratory safety, asbestos, biosafety training for research, hazardous waste generator, laser safety, nuclear gauge (sealed source) training, and x-ray safety.

UW Managers and Supervisors must lead by example. UW Managers have responsibility for their personnel who complete daily work activities. Managers understand the hazards, protections, and emergency procedures associated with their department's work activities as well as understand how effective safety and health protection impacts the overall effectiveness of UW.

UW Supervisors have direct responsibility for their personnel who complete daily work activities. Supervisors understand the hazards, protections, and emergency procedures associated with their department's work activities. In addition to hazard awareness, recognition, and controls, Supervisors provide training to their personnel to recognize worksite hazards; how to use the protective measures; and how to follow the emergency procedures.

G Safety and Health Performance Evaluations

The UW Safety Office will evaluate safety performance at least quarterly. The evaluation will include injury and illness data, worker's compensation information, Safety Office activities, trainings completed, inspections information, and industrial hygiene activities.

H. Employee Participation

UW will solicit employee input regarding health and safety issues. Additionally, voluntary participation in safety and health efforts is encouraged. Methods for stimulating employee participation include, but are not limited to, employee suggestion boxes, postings, e-mail communications, UW-wide meetings or communications, and an open door policy by UW Administration.

I. Corrective Action

When undesirable safety-related performance occurs, corrective action in accordance with the UW Employee Handbook (most recent version) may be necessary. The UW corrective action process may include, but is not limited to: an oral warning, a written reprimand (in the form of a performance improvement plan or behavior improvement plan), demotion, suspension, or employment termination.



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J. Workers' Compensation

The following actions will be taken regarding accidents/injuries being submitted as a Workers' Compensation claim.

1. Injured employees must report accidents/injuries to their Supervisor immediately (or no longer than 72 hours), who in turn will notify the UW Safety Office. Accidents/incidents will be investigated by the Supervisor and the UW Safety Office to determine root causes and implement corrective action to prevent recurrence.
2. Within ten (10) days after notification to UW and their supervisor, employees must complete the Wyoming Department of Workforce Services, Division of Workers' Compensation Report of Injury Form.
3. The Supervisor or Human Resources will complete the Employer's Information Section of the Report of Injury Form within ten days of the notification.
4. UW Human Resources will ensure that the Wyoming Department of Workforce Services, Division of Workers' Compensation is notified as appropriate by submitting the Report of Injury within ten days of the notification.
5. The accident/incident investigation must confirm that the injury was job-related for the claim to be valid.
6. Injured employees will be entered into a modified job program if such work is available (for example, light duty, restricted duty, part time duty), when such is recommended by the attending physician.

K. Drug-Free Workplace

UW has an Alcohol and Other Drugs policy. This policy provides the University community with guidelines for the safe, legal, and responsible use of alcohol; and outlines prohibitions for the use of illegal drugs, and provides appropriate corrective actions.

Additionally, UW has a smoking policy that provides the parameters for smoking in UW facilities. It is UW's policy to ensure that all of its facilities, including public places and places of employment, are smoke-free.

L. Vehicle Use

UW has established a Regulation governing the use of UW vehicles. The Regulation applies to vehicles used by University personnel and students in performance of official



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UW business; and to UW vehicles temporarily or permanently assigned as defined in the Vehicle Policy. The Vehicle Policy provides policies and procedures using UW-licensed vehicles, including the acquisition, care and disposal of UW vehicles.

M. Hazard Identification and Assessment

UW conducts inspections and hazard surveys through qualified UW personnel, external consultants, and insurance loss control specialists. Inspections are scheduled and completed using checklists or tools from regulatory or code agencies such as Wyoming OSHA, Federal OSHA, Nuclear Regulatory Commission, Environmental Protection Agency, Wyoming Department of Environmental Quality, International Building Code, and International Fire Code. These inspections are completed to proactively identify hazards and unsafe practices before they cause an adverse incident.

Upon completion, inspection findings are provided to the affected department for correction. Work orders may be submitted using UW's computerized maintenance management system. Random follow-up inspections are completed to ensure inspection findings are corrected. Inspection activity records are maintained in the UW Safety Office.

N. Hazard Reporting System

At UW, all personnel are responsible to identify, report, and correct (if possible), potential or known hazards. Reporting hazards is a protected activity and corrective action will not be taken against a UW employee for identifying unsafe conditions. Hazard reports can be submitted to a Supervisor, Manager, Department Head, UW Safety Office, UW Operations, or Human Resources. Work orders can be submitted through the computerized maintenance management system or through the UW Operations Service Desk.

O. Incident/Accident Investigations

Incidents/accidents involving personal injury or property damage are investigated. The investigation may be completed by the employee's Supervisor, Manager, Department Head; UW Safety Office; or Risk Management. Investigations may include the injured employee, their immediate Supervisor, and witnesses, if applicable. Investigations will be documented and include the incident/accident root cause.

Near-miss events will be investigated as well. UW personnel are encouraged to report near-miss incidents.

P. OSHA Programs

OSHA-required programs, as applicable to UW, will be developed and implemented. Programs include, but are not limited to: Hazard Communication, Respiratory Protection,



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Control of Hazardous Energy (Lockout/Tagout), Bloodborne Pathogen Exposure Control Plan, Confined Space, Asbestos Operations and Maintenance, Eye Protection, Hearing Conservation, Hot Work, Laser Safety, Radioactive Materials, and X-Ray Safety.

Q. Preventative Maintenance

UW has a preventative maintenance (PM) program operated by the Preventative Maintenance Shop within UW Operations. Preventive maintenance consists of following the manufacturer's recommendations, performing scheduled maintenance, and responding to personnel concerns and repair requests. Defective equipment is tagged out of service and locked-out, if appropriate.

R. Annual Evaluation

This health and safety plan will be reviewed at least annually. The reviewers will include UW Safety Office personnel and Risk Management personnel. Evaluation results will be used to update UW safety plans, policies, and procedures as well as this health and safety program.

VI. REFERENCES

- UW Employee Handbook, Department of Human Resources, Effective 03/23/2017.
- UW Regulation 2-39: Alcohol and Other Drugs Policy.
- Appendix A to UW Regulation 2-39: Alcohol and Other Drugs Policy.
- UW Regulation 3-179: Regulations Governing Use of University Vehicles.
- University Official Vehicle Policy, Effective 07/01/2011.
- UW Regulation 6-6: Regulated Smoking.
- UW Regulation 10-2: Standard Administrative Policies and Procedures – Safety and Security.



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Appendix A General Health and Safety Rules

The following are some general health and safety rules applicable to UW. A complete set of standards may be accessed from the Wyoming Department of Workforce Services, Wyoming OSHA webpage. Additionally, standards may also be accessed the Federal OSHA webpage. Both General Industry and Construction standards are available.

General Workplace Safety Rules

- A. Report unsafe conditions to your immediate Supervisor.
- B. Promptly report incidents/accidents/injuries to your immediate Supervisor.
- C. Use eye and face protection where there is danger from flying objects or particles (such as from grinding, chipping, burning, welding, etc.), or from hazardous chemical splashes.
- D. Dress properly. Wear appropriate work clothes, gloves, and shoes or boots. Avoid loose clothing and jewelry that could be caught in rotating equipment.
- E. Operate machines or other equipment only when guards and safety devices are in place and in proper operating condition.
- F. Maintain equipment in safe working condition. Never use defective tools or equipment. Report defective tools or equipment to your immediate Supervisor.
- G. Properly maintain your personal protective equipment (PPE). Use your PPE when required.
- H. Lockout/tagout or disconnect power on equipment or machines before maintenance activities, unjamming, adjustments, or repairs are made.
- I. Do not leave materials in aisles, walkways, stairways, work areas, or other points of egress.
- J. Maintain good housekeeping practices.
- K. Complete training for equipment prior to unsupervised operation.
- L. Compliance with regulations/rules and UW plans, policies, and procedures is required.

Housekeeping

- A. Work areas, floors, aisles, and stairways will be kept clean, orderly, and free of tripping and slipping hazards. Oils, greases, and other liquids will be immediately cleaned up if spilled.



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- B. Combustible scrap, debris, and garbage will be removed from work areas at frequent and regular intervals.
- C. Stairways, walkways, exit doors, electrical panel access, and fire response equipment (extinguishers, alarm pull stations) will be kept clear of storage, materials, supplies, trash, and other debris at all times.

Fire Prevention

- A. Portable fire extinguishers will be located in accordance with the applicable code requirement, accessible, and maintained. Portable fire extinguisher maintenance will be completed by UW or a UW selected contractor. Fire extinguisher inspections will be documented on the fire extinguisher tag and other documentation as necessary.
- B. Personnel must know the location fire extinguishers and fire alarm pull stations near their work area and have a knowledge their use.
- C. Exits will be marked by code compliant EXIT signs. Other doors likely to be mistaken for an exit will be marked as to their character or "Not an Exit".
- D. Only approved safety cans shall be used for handling or storing flammable liquids in quantities greater than one gallon. For one or less gallon, only the original container or a safety can will be used.
- E. When heat producing equipment is used, the work area must be maintained free of fire hazards. Additionally, other sources of potential fires will be eliminated. Fire extinguishers will be available when utilizing heat-producing equipment.

Industrial Hygiene and Occupational Health

- A. A person who has a valid certificate of first aid training and first aid supplies may provide first aid.
- B. Personnel exposed to noise levels above the permissible exposure limit will be included into the UW Hearing Conservation Program in accordance with the requirements of the OSHA Occupational Noise Exposure standard (29 CFR 1910.95).
- C. Personnel exposed to harmful gases, vapors, fumes, particulates, and similar airborne hazards will be furnished protection through proper engineering controls or personal protective equipment.
- D. Demolition or renovation work will be assessed for asbestos and lead exposure, as applicable.

Personal Protective and Related Equipment



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- A. Personal protective equipment (PPE) must be worn as required and defined in policy or standard operating procedure. Personal protective equipment requirements is determined by hazard assessments, job safety analysis, or knowledge of the work process.
- B. Safety glasses, goggles, or face shields will be worn when there are hazards from flying particles, molten metal, chemicals/acids/caustics, light radiation, or other eye hazards.
- C. Head protection (hard hats) will be worn when there are hazards from falling objects or work near energized electrical circuits.
- D. Foot protection will be worn when there are hazards from falling/rolling objects, objects piercing the sole, or electrical hazards.
- E. Hand protection is required when there are hazards from cuts/abrasions, chemical/thermal burns, or chemical absorption.
- F. Appropriate gloves, aprons, goggles, and boots are required for protection against acids and other chemicals which could injure employees.
- G. Respiratory protection may be necessary for protection from toxic and hazardous vapors, gases, mists, fumes, and particulates. Only National Institute for Occupational Safety and Health (NIOSH) approved equipment will be used.
- H. Fall protection equipment is required when working more than six (6) feet above a floor or ground level and there are no guardrails or other fall protection systems available.

Control of Hazardous Energy (Lockout/Tagout) Program

- A. The Lockout/Tagout Program provides a safe method for working on, near, or in machinery or equipment. This program will be used by UW personnel to ensure that the machine or equipment is stopped and isolated from all potentially hazardous energy sources, and locked before personnel perform repair, servicing, or maintenance where the unexpected energization or start-up of the machine or equipment, or release of stored energy, could cause injury.
- B. Before repair or maintenance is performed on machines, equipment, tools, or electrical systems, those machines, equipment, tools, or electrical systems will be made safe before work activities begin by removing or isolating energy sources, such as electrical, air/hydraulic pressure, spring/stored energy, or thermal (heat/cold).

Electrical

- A. Live electrical parts will be guarded against accidental contact by cabinets, enclosures, location, or guarding. Open circuit breaker openings or knock out holes, broken receptacles/switches, missing covering plates, etc., will be reported to UW Operations for repair or replacement.



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- B. Space around electric equipment and distribution boxes will be kept clear and accessible.
- C. Circuit breakers, switch boxes, etc. will be legibly marked to indicate their purpose.
- D. Extension cords and electric tools (except double insulated) will be grounded. Ground prongs will not be removed.
- E. Electric cords and their strain relief devices will be maintained in good condition, with no splices.
- F. Electric wiring/cords entering/exiting any panel/control/junction box will be secured with clamps or other appropriate strain relief devices.
- G. Extension cords and other flexible cords will not be used in place of permanent wiring and receptacles.
- H. Lamps below seven feet used for general illumination will have the bulbs protected against breakage.

Guarding

- A. Flywheels, shafts, pulleys, belts, gears, sprockets, chains, and fan blades will be guarded/enclosed to prevent injury.
- B. Guards installed on machinery and equipment, such as air compressors, conveyors, drill presses, etc., will not be removed when operating. Guards removed for servicing or other work on the machine or equipment will be immediately replaced upon work completion.
- C. Woodworking equipment such as power saws, radial arm saws, or table saws, will not be operated unless the required guards are in place. Feather boards and push boards will be used when necessary.

Compressed Gas Cylinders

- A. Compressed gas cylinders will have their contents clearly marked on each cylinder.
- B. Compressed gas cylinders must be transported, stored, and secured in an upright position. Cylinders will not be left lying on the ground or floor, nor used as rollers or supports.
- C. Compressed gas cylinder valves must be protected with caps and closed when not in use.
- D. Oxygen cylinders, regulators, and fittings will be kept away from oil or grease. Oxygen cylinders will be stored at least twenty (20) feet from fuel gas cylinders or separated by a fire barrier at least five (5) feet high.



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- E. When compressed gas cylinders are hoisted, they will be secured in a cradle, sling-board, or pallet. Valve protection caps will not be used for lifting cylinders from one vertical level to another.

Ladders

- A. Ladders will be inspected before use to identify unsafe conditions. Ladders with defects will be removed from service and tagged "Do Not Use".
- B. Portable ladders will be placed on stable, level, and dry surfaces, and will be tied off or held. To ensure proper ladder angle, place the base from the vertical wall equal to one-fourth (1/4) the working length of the ladder.
- C. Portable ladders will extend at least three feet above the upper level to which the ladder is used to gain access.
- D. The top step of a stepladder will not be used as a step.
- E. Only one person at a time on a ladder, unless the ladder is specifically designed for more than one person.

Flammable and Combustible Liquids

- A. Only approved safety cans, original containers, or portable tanks will be used to store flammable or combustible liquids.
- B. Above ground storage tanks will be separated by a minimum of three (3) feet or 1/6 the sum of their diameters. Dikes or drainage to prevent accidental discharge from reaching adjoining property or waterways will be provided.
- C. No more than 25 gallons of Class IA and 120 gallons of Class IB, IC, II, or III liquids may be stored outside a storage cabinet or an inside storage room.
- D. An emergency shut off switch located 15 - 75 feet from the fuel pumps will be provided at UW fueling locations. Additionally, a fire extinguisher will be provided.

Cranes/Hoists

- A. Cranes/hoists will be inspected prior to each use to ensure they are in safe operating condition. See 29 CFR 1910.179(j) for inspection requirements.
- B. Hooks, running ropes, and hoist chains will be inspected monthly. An inspection record including date, inspector signature, and hook/rope/chain identifier will be maintained.



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- C. The crane/hoist rated load will be plainly marked and readable. If the crane has more than one hoisting unit, each rating will be marked on the unit or its load block.
- D. Loads will never be suspended or swung over personnel in the area.
- E. Use tag lines to control loads.
- F. Loads, booms, and rigging will be kept at least ten (10) feet from energized electrical lines rated 50 Kv or lower. For energized electrical lines rated greater than 50 Kv, follow 29 CFR 1910.180(j).
- G. Job or shop hooks, or other makeshift fasteners using bolts, wire, etc. will not be used.
- H. Slings will be inspected each day before use. Damaged or defective slings will be immediately removed from service and tagged "Do Not Use". Additionally, alloy chain slings will receive a thorough inspection at least annually.
- I. Alloy steel chain slings, metal mesh slings, and synthetic web slings will have permanently affixed identification, markings, or coding to show rated capacities.

Welding and Brazing

- A. Combustible materials will be cleared at least 35 feet from the area of cutting or welding operations. If the combustible materials cannot be cleared or the work cannot be moved, then the welding/cutting operation will not occur and alternative plans developed.
- B. Welding helmets and goggles will be worn for eye protection and to prevent flash burns. Eye protection will be worn to protect from slag while chipping, grinding, and dressing welds.
- C. Welding screens will be used to protect nearby personnel from ultraviolet (UV) radiation, visible light, and infrared radiation (IR).
- D. Cables, leads, hoses, and connections will be positioned to minimize fire and tripping hazards. Never wrap cables around the welder's body.
- E. Oxygen cylinders will be stored at least twenty (20) feet from fuel gas cylinders, or separated by a noncombustible fire wall with a one-half (1/2) hour rating.
- F. Valve protection caps will be in place on cylinders not in use.
- G. A confined space entry plan must be in place before welding activities in confined spaces.

Tools



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- A. Hand tools with broken/cracked handles, mushroomed heads, or other defects will not be used. Files must have handles attached.
- B. When using power tools, follow the manufacturer's safety instructions. Remove defective tools from service and tag "Do Not Use".
- C. Power tools will be turned off and motion stopped before setting tool down.
- D. Power tools will be disconnected from power source before changing drills bits, blades, etc. or performing repair or adjustment activities. Never leave a running tool unattended.
- E. Power saws, table saws, and radial arm saws will have operational blade guards installed and used. Anti-kickback teeth and spreaders will be used for rip sawing activities.
- F. Portable abrasive side-winder grinders will have guards installed covering the upper and back portions of the abrasive wheel. Wheel speed ratings will never be less than the grinder RPM speed.
- G. Pedestal grinders will be permanently mounted with tool rests installed and adjusted to within 1/8 inch of the wheel. Tongue guards will be installed and adjusted to within 1/4 inch of the wheel and side spindle/nut guards installed.
- H. Compressed air will not be used for cleaning purposes except when pressure is reduced to less than 30 psi by regulating or use of a safety nozzle. Chip guarding and personal protective equipment must be used. Never use compressed air for cleaning debris from the body.

Safety Railings and Other Fall Protection

- A. Open sided floors and platforms four (4) feet or more above adjacent floor/ground level will be guarded by a standard railing (top and mid rail, toeboard if required).
- B. Stairs of four or more risers will be guarded by a handrail, or stair rails on the open side. Handrails or stair rails will be provided on both sides if the stairs are more than 44 inches wide.
- C. When a hole or floor opening is created during a work activity, a cover or a barricade must be installed immediately.
- D. Safety harnesses, belts, lanyards, lines, and lifelines may be used in place of other fall protection systems to provide the required fall protection.
- E. Lanyard adjustment must prohibit more than a six (6) foot fall.

Scaffolds



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- A. Scaffold platforms more than ten (10) feet above the ground, floor, or lower level will have standard guardrails (consisting of toprail, midrail, and toeboard) installed on all open sides and ends.
- B. Planking will be laid tight, overlap at least 12 inches, and extend over end supports 6 - 12 inches. Planking must be scaffold grade planking.
- C. Mobile scaffolds will be erected no more than a maximum height of four (4) times their minimum base dimension.
- D. Scaffolds will not be overloaded.

Forklifts

- A. Only authorized and trained employees will operate forklifts and other powered industrial trucks.
- B. Safe speeds, load handling, turning, and other safe driving practices will be followed while operating forklifts.
- C. Powered industrial truck operators will ensure loads are stable and/or secure before moving.
- D. Personnel will not operate a powered industrial truck that is in need of repairs, defective, or unsafe. Such equipment will be removed from service and tagged "Do Not Use".

Aerial Lifts

- A. Only trained personnel will operate aerial lifts.
- B. A body belt or harness will be worn and a lanyard attached to the boom or basket when working from an aerial lift.
- C. Personnel will stand firmly on the basket floor and not sit/stand/climb on the edge of the basket. Planks, ladders, or other devices will not be used for additional elevation.
- D. Aerial lift trucks will not be moved with workers in an elevated basket.
- E. Lift controls will be tested each day prior to use.

Excavations and Trenches

- A. Excavations or trenches five (5) feet or more in depth (or less than five (5) feet and showing potential of cave-in) will have cave-in protection through shoring, sloping, benching, or the use of trench shields. Specific requirements of each system are dependent upon the soil classification as determined by a competent person.



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- B. A competent person will inspect each excavation/trench daily prior to beginning work, after rainstorms or other hazard increasing occurrences, and as needed throughout the shift.
- C. Means of egress will be provided in trenches four (4) feet or more in depth so as to require no more than 25 feet of lateral travel for each employee in the trench.
- D. Spoil piles and other equipment will be kept at least two feet from the trench or excavation edge.