

ACCURATE TILE INSTALLERS, INC.

Employee Safety Training Manual

Hazard Communications Program

Fall Protection Program

Substance Abuse Program

Personal Protective Equipment

MSDS Sheets



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TABLE OF CONTENTS

EMPLOYEE TRAINING

1. Employee Information

HAZARD COMMUNICATION PROGRAM –OVERVIEW & TRAINING

1. Our Commitment to Safety
2. Responsibility for Compliance
3. Location of the written Hazard Communication Program
4. Training Program
5. Training Outline
6. Overview of the Hazard Communications Requirements
7. Chemicals on the Jobsite
8. Written Hazard Communications Program
9. Physical & Health Hazards of Workplace Chemicals
10. How to read Labels & MSDS Sheets
11. MSDS Material Safety Data Sheets (Samples)
12. Safety Rules and Procedures
13. Safety Meetings and Training
14. Jobsite Safety Meetings
15. Supervisory Safety Meetings
16. Safety Inspection
17. Vehicle Operations

FALL PROTECTION PROGRAM

1. Purpose and Scope
2. Goal
3. Free Fall Distance
4. Guardrail System
5. Free Fall (Personal Fall)
6. Six Foot Rule
7. Fall Protection Equipment
8. Competent Person
9. Inspection of Fall Protection Equipment
10. Enforcement

SUBSTANCE ABUSE PROGRAM

1. Opening Statement
2. Violation Statement
3. Responsibility & Training
4. Education
5. Co-worker Responsibility
6. Drug Testing Statement
7. EAP-Employee Assistance Program
8. Closing Statement
9. Drug and/or Alcohol Testing Consent Form

PERSONAL PROTECTIVE EQUIPMENT

1. Various types of Personal Protective Equipment

SAFE PRACTICES FOR ERECTING & DISMANTELING OF FRAME SHORING

Information provided by Scaffold Industry Association

1. General Guidelines
2. Guidelines for Erection and Use of Shoring
3. Guidelines for Dismanteling Shoring
4. Reshoring
5. Windload
6. Spec's

MATERIAL SAFETY DATA SHEETS

- LIST OF HAZARDOUS SUBSTANCES
- EMPLOYEE INFORMATION AND TRAINING
- NON ROUTINE TASKS
- PLAN ADMINISTRATION

SURFACE PREPARATION

- WALL MUD – PREMIXED LIGHTWEIGHT BROWNCOAT
- FLOORMUD- PREBLENDED UNDERLAYMENT
- WATERPROOFING MEMBRANE
- LEVELFLOW- SELF LEVELING UNDERLAYMENT
- PROFLEX- SOUND CONTROL MEMBRANE

THIN SET MORTARS

- MULTI FLOOR – SET
- PREMIUM SANDED THIN SET
- UNSANDED THIN SET
- GTS SANDED THIN SET
- JAMO BLEND- FLOOR & WALL SANDED THIN SET
- MULTI-BOND POLYMER MODIFIED THIN SET MORTAR
- MULTIPURPOSE FLEX- POLYMER-MODIFIED THIN SET MORTAR

ADHESIVES

- MASTIK 440 - TYPE 1 CERAMIC TILE MASTIC
- MASTIK 500 – TYPE 1 CERAMIC TILE MASTIC
- CORK ADHESIVE

GROUTS

- MASTER COLOR
- DRY GROUT
- GROUT SELECTION & COVERAGE
- STAR EPOXY GROUT –100% SOLIDS EPOXY

CLEANERS

- TILELAB- GROUT & TILE CLEANER
- TILELAB – GROUT CLEANER

PROTECTORS

- TILELAB- SURFACEGARD-PENETRATING SEALER
- TILELAB-GROUT & TILE SEALER
- TILELAB-GROUT SEALER
- TILELAB STONE ENHANCER & SEALER
- TILELAB- MATTE SEALER & FINISH
- TILELAB-GLOSS SEALER & FINISH

ACCURATE TILE INSTALLERS, INC.
Commercial Tile Contractors

EMPLOYEE TRAINING
AND
INFORMATION

EMPLOYEE TRAINING AND INFORMATION

The job superintendent is responsible for the Employee Training Program. He will ensure that all elements specified below are carried out.

Prior to starting work each new employee of ACCURATE TILE INSTALLERS, INC. will attend a health and safety orientation and will receive information and training on the following:

- An overview of the requirements contained in the Hazard Communication Program.
- Chemicals present in their workplace operations
- Location and availability of our written hazard communication program,
- Physical and health effects of the hazardous chemicals.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
- Steps ACCURATE TILE INSTALLERS, INC. has taken to lessen or prevent exposure to these chemicals.
- Emergency procedures to follow if they are exposed to these chemicals.
- How to read labels and review MSDS's to obtain appropriate hazard information.
- An overview of the Fall Protection Program and Personal Protective Equipment Program.

Prior to a new chemical hazard being introduced into any section of this company, each employee of that section will be given information as outlined above. Steve Doyle, or the job superintendent is responsible for ensuring that MSDS's on the new chemicals are available.

It is the policy of the ACCURATE TILE INSTALLERS, INC., that the first consideration in the performance of work shall be the protection, safety and health of all employees. The company has developed these programs to ensure that all employees receive adequate information relevant to the possible hazards and dangers that may be involved with the company's operations and processes.

After attending appropriate training, each employee will sign a form to verify that they received and understood the training, procedures and policies provided by ACCURATE TILE INSTALLERS, INC.

HAZARD
COMMUNICATIONS
PROGRAM
& TRAINING

ACCURATE TILE INSTALLERS, INC.
Commercial Tile Contractors

HAZARD COMMUNICATIONS PROGRAM

Our Commitment to Safety:

Accurate Tile Installers, Inc. is firmly committed to providing all of its employees and independent sub-contractors with a safe and healthy work environment. It is a matter of company policy to provide our people with information about hazardous chemicals on the worksite through our hazardous communications program, which includes container labeling, Material Safety Data Sheets (MSDS), and complete information and training.

It is the policy of this company to ensure that each container of hazardous chemicals on a jobsite is properly labeled. The labels list will include the contents of the container and the appropriate warnings. To further ensure that employees are aware of the chemical hazards of materials used in their work areas it is our policy to label all secondary containers. Secondary containers will be labeled with either an extra copy of the manufacturers label, or with a sign or generic label that lists the container's contents and appropriate hazard warnings.

Employees and Independent Subcontractors are to attend a training session on the hazardous chemicals in their work area at the time of their initial work assignment.

Periodically employees and independent subcontractors are required to perform non-routing tasks. Prior to starting work on such projects, each affected employee and independent subcontractor will be informed about hazards to which they may be exposed and appropriate protective and safety measures will be administered.

To ensure that the employees and subcontractors, or other contractors have access to information on the hazardous chemicals on a job site, it is our responsibility to provide the other contractor(s) the following information Hazard Communications Program, Fall Protection Program, Protective Equipment Program and MSDS sheets.

Responsibility for Compliance:

James E. Corby, President of Accurate Tile Installers, Inc., will be responsible for coordinating the Hazard Communications Program for the company. He will make our written hazard communications program available to employees, independent subcontractors, their designated representatives, the American Secretary of Labor for Occupational Safety and Health, and the Director for the National Institute for Occupational Safety and Health.

Location of the written Hazard Communication Program:

We have compiled a list of all hazardous chemicals that will be used on the worksite by reviewing container labels and Material Safety Data Sheets (MSDS). The list will be updated as necessary. A copy can be found at the jobsite field office, and at the company headquarters, 2148 NW 17th Street, Pompano Beach, FL 33036.

HAZARD COMMUNICATIONS PROGRAM Training Program:

Our training program has been developed on the basis of groups or types of hazardous chemicals used and the common hazards associated with the group or type of chemicals. For specific hazard information on individual substances the Material Safety Data Sheets (MSDS) must be reviewed.

ACCURATE TILE INSTALLERS, INC.
Commercial Tile Contractors

Training Outline:

1. An overview of the hazard communications requirements.
2. A review of the chemicals present on jobsites.
3. The location and availability of our written hazard communications programs and MSDS's.
4. How to detect the release or presence of hazardous chemicals in the workplace.
5. Physical and health hazards of the chemicals in the work areas.
6. How to lessen or prevent exposure to hazardous chemicals by using good work practices and personal protective equipment.
7. Emergency and first aid procedures.
8. How to read labels and MSDS sheets to obtain hazard information.

Overview of the Hazard Communications Requirements:

The Hazard Communications Program (Hazcom) is intended to ensure that both employers and employees/subcontractors are aware of potential hazards associated with chemicals in the workplace.

Chemicals on the Jobsite:

We use a variety of products. Many of these products contain one or more hazardous chemicals. Most of the products we use can be grouped by their basic function or use. We will discuss which products fit in each group and will identify the associated hazards and how to detect or control them. A list of the chemicals potentially found on our jobsites is attached to our written Hazard Communications Program.

Written Hazard Communications Program:

We have a written program that outlines how we will provide you with information about hazardous workplace chemicals. It is our company's policy on hazardous substances. This plan is available for your review during your training and/or employment with Accurate Tile Installers, Inc.

Physical and Health Hazards of Workplace Chemicals:

You will be trained about the hazards of chemicals in your work area. The training will include the following information:

- The measures you can take to protect yourself from the hazards.
- Our company procedures that provide you with protections such as work practices, personal protective equipment, etc.
- The physical and health effects of the groups of chemicals.
- How to detect the presence of a chemical
- General emergency and first aid procedures.

Labeling - How to read labels and MSDS Sheets:

You should read product labels before working with a hazardous substance. Each label will have the identity of the hazardous chemical and hazard warning. Original container labels will also have the name and address of the manufacturer. The label should serve as a reminder of the information found in more detail on the MSDS.

It is essential that you read the hazard warning and use the chemicals as prescribed by the label. If you have any questions about a specific label, ask your supervisor or refer to the MSDS.

ACCURATE TILE INSTALLERS, INC.
Commercial Tile Contractors

MSDS- Material Safety Data Sheets:

Material Safety Data Sheets provide a great deal of information about the chemicals we use. The chemical manufacturers are responsible for providing us with this information. MSDS's for chemicals potentially found on our worksites are available at our office in Pompano Beach.

A SAMPLE MSDS form will be reviewed during your training, including the following:

- ❑ Identification, chemical name, manufacturer information.
- ❑ Hazardous ingredients/ Identity information, Hazardous components, Permission Exposure limits (PEL), threshold limit value (TLV).
- ❑ Physical/Chemical Characteristics
- ❑ Fire & Explosion Hazard Data- Flammable limits, extinguishing media
- ❑ Reactive Data –Stability, decomposition, by –products.
- ❑ Health Hazard Data – Route of entry, carcinogenicity signs & symptoms First Aid
- ❑ Precautions for Safe Handling and Use Accidental spillage, proper disposal
- ❑ Control Measures – Respirator protection, ventilation, gloves, clothing, shoe, and Eye protection.

General:

Employees must follow the safety policy, rules and procedures established by ACCURATE TILE INSTALLERS, INC. Violations may result in disciplinary action, which could include termination.

Safety Rules and Procedures:

The safety rules and procedures are developed to assist in achieving job safety by having no employee accidents. Some of the rules are OSHA requirements. For these reason, every employee is expected to abide by the safety rules and procedures at all times.

1. Employees should report any equipment or condition considered to be unsafe, as well as what they consider to be unsafe work practices. This type of information should be reported to the Superintendent or to the person in charge of the job.
2. Be courteous. Avoid distracting others as distractions may cause or contribute to accidents. Do not engage in horseplay on the job.
3. When lifting, bend your knees, grasp the load firmly, then raise the load with your legs, keeping the back as straight as possible. Don't twist body with a load, move your feet. GET HELP for HEAVY LOADS.
4. When in doubt about the safety of a situation that is out of the norm, contact the Superintendent to find the proper procedure.
5. Good housekeeping practices improves the safety for everyone. When you create clutter, clean it up. When clutter is left in the work area by someone else, clean it up and report this to the Superintendent.
6. The possession or consumption of alcohol, drugs or any control substance is against policy and violators are subject to dismissal.

Safety Meetings and Training:

The Job Superintendent is responsible for providing indoctrination and safety training for all new employees. This training will include: company safety rules and procedures, required personal protective equipment and the Material Safety Data Sheets for ACCURATE TILE INSTALLERS, INC. Employees will be provide with a copy of the Safety Rules and Procedures and the employee handout on the Hazard Communication Program.

ACCURATE TILE INSTALLERS, INC.
Commercial Tile Contractors

Jobsite Safety Meetings:

The Superintendent will conduct an on-the-job safety meeting each week. The meeting should last no longer than fifteen minutes. Topics for the meetings should be timely and may include: accidents/injuries/near misses and what needs to be done to prevent accidents from reoccurring; review of safety rules not being followed; proper use and care of personal protective equipment; input from employees on how job safety can be improved; new products/methods being used; safer methods to utilize on the job; and other appropriate topics. The Superintendent will record the meeting as to topics discussed, date, and attendance by obtaining employee signatures. The original should be sent to the main office with a copy retained with the job documents. All employees are expected to attend and participate in the weekly job safety meetings. Areas that concern safety on the job should be brought forward during these meetings

Supervisory Safety Meetings

Top management will plan and arrange for meetings to be held once each month. Top management and all supervisors will attend and participate in this meeting to review jobsite accidents, near misses, required training, unsafe conditions/acts noted on safety inspections, etc.

Safety Inspections:

The job superintendent will complete an inspection from a safety stand- point at the start of each new job and on Monday morning of on-going jobs. Areas to check would include, but should not be limited to, proper tools on the job site to do the job safely, any unusual hazards, such as stumbling hazards or fall exposure, any overhead objects that could fall on, any special personal protective equipment needed or special procedures due to job location, areas-operations known to have contributed to employee accidents in the past, and other items that may be peculiar to the job or location. The results of each internal inspection will be recorded on the JOB SITE INSPECTION FORM.

Vehicle Operation:

Employees driving company vehicles, their personal vehicle on company business must have a current driver's license and an acceptable driving record. Employees driving their personal vehicle on company business must provide proof of liability insurance to **ACCURATE TILE INSTALLERS, INC.** When driving a company vehicle or their personal vehicle on company business, all traffic laws must be obeyed and driver and any passengers in the front seat must wear a seat belt.

Hurricane Procedures:

In the event of a major storm or hurricane is predicted to strike the vicinity, all preparations to brace for the storm shall be implemented in as far as advance as possible. Subcontractors shall follow the requests made by Accurate Tile Installers, Inc. Project Manager and Superintendents. Each subcontractor shall inspect their work area(s) with a representative from Accurate Tile before leaving the project.

Voluntary Compliance and Partnership:

Accurate Tile Installers subscribes to a policy of proactive loss prevention efforts. In doing so, we have joined and partnered with OSHA and Voluntary Compliance Agencies. These partnerships allow for said agencies to perform non-compliance inspections of projects. Subcontractors may be exposed to these non-compliance inspections and are required to fully support the efforts of Accurate Tile Installers.

FALL PROTECTION PROGRAM

FALL PROTECTION PROGRAM (Safety and Accident Program)

Purpose and Scope

The purpose of this Fall Protection Program is to establish guidelines to protect all employees engaged in outdoor or indoor work activities that expose them to potential falls from elevations. This program is mandatory for all Accurate Tile Installers workers.

Goals

The goal of this Fall Protection Program is to prevent the occurrence of falls from elevations of 6 feet or higher. This goal will be accomplished through effective education, engineering and administrative controls, use of fall protection systems, and enforcement of the program. This fall protection program will be continually improved upon to prevent all falls from occurring. We will achieve this with the following basics of fall protection.

Free Fall Distance

At no time can a worker fall, or be exposed to a fall, more than six feet. The worker must be protected by either a guardrail system, personal fall, a warning system, training or a controlled access zone. A 100% fall protection includes anytime an employee moves through an area.

Guardrail System:

A barrier erected to prevent employees from falling to lower levels. This system includes a toeboard, midrail and toprail able to withstand 200 pounds of force applied in any direction.

Free Fall (Personal Fall)

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

Six Foot Rule

This six-foot rule does not apply to ladders, scaffolds and scissor lifts. Ladders are considered a means of access, not a work lay form. Therefore, while on a ladder, you will not have to be tied off. If you leave the ladder to climb on steel or set up on the edge of the building, you will be required to be attached to a safe point.

Fall Protection Equipment

All fall protection equipment that is subjected to a fall will be taken out of service and the Safety Director should be notified immediately. Please note the following:

- 1- Where necessary, we will rely on guardrails, mid-rails and toe boards as a primary defense to provide fall protection.
- 2- Warning barricades and systems with safety monitors in place.
- 3- The training of employees where it is not feasible to use either fall protection or safety monitoring systems and the general contractor has not provided guard rail systems.

FALL PROTECTION PROGRAM

We will always rely on the general contractor's constructed guardrail system as our primary method for fall protection. We are tile installers not carpenters. We do not have the expertise or the skills to install guardrails. All guardrails on the site will be inspected by field superintendents and project managers to verify that they meet the standards outlined in the OSHA Regulations.

These regulations require guard rails to be 42 inches to the top rail, 21 inches to the mid-rail, and four inches high toe board where our material is present. If the general contractor decides to use a system other than two by fours, then it must meet the standards of the OSHA regulations. Which require cable or chain that cannot sag more than three inches when pressure is applied to it. It cannot deflect more than three inches in direction except upward. It must be able to withstand a 250-pound weight test. If the guardrail system is made out of the same material as specified in the standard, it will not have to be tested. If it is not made out of the same material as in the OSHA standard, it will be required to be tested. Additionally, every six feet, where cable or chain is used, will be marked with a high visibility flag on the entire perimeter of the fall area.

Competent Person

If these items are not in place, and Accurate Tile is forced to work in those areas, we will initiate the use of personal protection equipment when possible. If it is determined that an area is in need of Fall Protection, the Safety Director must be notified at least (2) two weeks in advance. This is to allow sufficient time for the Safety Director to get to the job site; access the situation and assist in acquiring the necessary safety measures. The Safety Director or the Training Director will train the workers on-site. We will also notify the Superintendent so he/she, from that point on, can be responsible for that job. However, just because the Superintendent has been certified once, does not mean that he/she is certified forever. Certification will be required on every new job when it gets to the fall protection stage. If there is a multi-level building, the superintendent will be required to be certified to instruct in fall protection.

Inspection of Fall Protection Equipment

All equipment will be inspected when received and before each use. When working in a scissor lift, it is a policy of Accurate Tile Installers that all approved tie-off points on scissor lifts be either painted orange or taped with orange phase tape to ensure that the proper attaching point is known to the worker.

Accurate Tile Installers does not require you to be off on a scissor lift due to the fact that scissor lifts have a guardrail attached. Of course, the worker will have to make sure they do not bypass any safety systems that are attached to the access point of the scissor lift. This will ensure that the employee will always have a complete guardrail system in place to protect the exposed employee.

When a worker is working in a boom type snorkel or snorkel lift, (which is any lift that does not have the basket over the wheels, but is on the end of an arm), it is mandatory that all workers in the basket wear harness and be tied off to the appropriate place which, will be marked in orange.

In the course of your actions, you are required to leave the basket of the scissor lift to perform your work, you will of course, inform your superintendent. At the time, a decision will be made as to what you are going to tie off to. You will put on a harness and prepare a place to tie off and then you will leave the basket. Any other arrangements such as using ladders, or building something to climb off the scissor lift are expressly prohibited and will not be allowed.

While in a boom lift, you will not ever be allowed to leave the bucket of the snorkel lift. If you are in a situation where you cannot finish your work, it is incumbent upon you to get with your superintendent, explain the situation, and let him/her find a way for you to do your work. No worker will make this determination on his/her own. There must be a consultation with the superintendent and Safety Director.

ACCURATE TILE INSTALLERS, INC.
Commercial Tile Contractors

Any employee whose weight exceeds 310 pounds, including their tools, cannot wear fall protection, as that is the maximum weight for which it is designed. In order to use fall protection equipment at that weight, you must engineer special equipment to meet the requirements. We do not feel it is necessary to take the time or spend the money for that situation. We can rotate our people in such a way that people who exceed the weight limit on equipment do not have to work with the equipment.

Enforcement:

Any field superintendent, who allows a subcontractor to work on a job and does not provide a fall protection as we would to our own workers, is required to stop the work of the subcontractor and call the office. If a subcontractor refuses to abide by policies that are, at least, as strict as ours, they will not be allowed to work on our projects. Subcontractors are the responsibility of the contracting company and we are responsible to see to it that they comply with the OSHA standards, with no violation. If something happens, we are partially liable for any employee who is hurt by not using fall protection standards, which are, at least, as good as ours. If you have any questions regarding this program, please check the date and make sure it is the most current. Please contact the Safety Director at the main office for any clarification that is necessary.

SUBSTANCE ABUSE POLICY

SUBSTANCE ABUSE POLICY

OPENING STATEMENT

ACCURATE TILE INSTALLERS is committed to providing a **safe work environment** and to fostering the well being and health of its employees and independent contractors. That commitment is jeopardized when any Accurate Tile Installer employee or independent contractors illegally uses drugs or alcohol on the job, comes to work with these substances present in his/her body, or possesses, distributes, or sells drugs in the workplace. Therefore, Accurate Tile Installers has established the following policy:

VIOLATION STATEMENT

It is a violation of company policy for any employee or independent contractor to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs, intoxicants*, or alcohol on the job. It is a violation of company policy for anyone to report to work under the influence of illegal drugs or alcohol—that is, with illegal drugs, intoxicants*, or alcohol in his/her body. It is a violation of the company policy for anyone to use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of legally prescribed medications. Violations of this policy are subject to disciplinary action up to and including termination of employment.

It is the responsibility of the company's Superintendents or Supervisors to counsel employees or independent contractors whenever they see changes in performance or behavior that suggests an employee or independent contractor may be under the influence of alcohol or other drugs. Although it is not the Superintendent / Supervisor's job to diagnose personal problems, they should encourage such employees /independent contractors to seek help and advise them about available resources for getting help. Resource lists will be available to Superintendent / Supervisor's during training sessions held throughout the year.

SUPERINTENDENTS/ SUPERVISOR/MANAGEMENT/ RESPONSIBILITY & TRAINING

The company will provide drug and alcohol awareness information to all who needs it. This will include the company's policy on drug and alcohol abuse, information on the magnitude and dangers of drug and alcohol abuse, and the availability of counseling and treatment through the company's assistance program.

EDUCATION

The company will provide drug and alcohol awareness information to all. This will include the company's policy on drug and alcohol abuse, information on the magnitude and dangers of drug and alcohol abuse, and the availability of counseling and treatment through the company's assistance program.

CO-WORKER RESPONSIBILITY

All employees and independent contractors share responsibility for maintaining a safe work environment and should encourage co-workers who uses alcohol or other drugs in the workplace to seek help.

DRUG TESTING STATEMENT

USA Manufacturing is committed to safeguarding the health and welfare of our employees and to providing a safe working environment. Drug and alcohol testing assists us in ensuring our commitment to our employees, customers, and the public.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The company recognizes that drug and alcohol abuse can be successfully treated and is committed to helping employees who suffer from these problems, while holding them responsible for their own recovery. USA Manufacturing offers an employee assistance program (EAP) benefit for employees and their dependents. The scope of this benefit is providing information and referral numbers to the employee. If the EAP determines a referral to a treatment provider is necessary, the employee is responsible for the full cost of these services.

CLOSING STATEMENT

The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal drug use and alcohol abuse are incompatible with employment at Accurate Tile Installers.

DRUG AND/OR ALCHOL TESTING CONSENT FORM- available at corporate office.

PERSONAL PROTECTIVE EQUIPMENT

All project work areas are considered “hard hat areas.” All employees, subcontractors, delivery personnel, vendors, visitors, etc., must wear an approved Class B hard hat with the company name identified on the front when located on the project. Hard hats shall be worn directly over the head. Baseball caps, hats, etc., shall not be worn under the hardhat at any time. Hard hats shall be worn to the front at all times and be in good condition. When welding; welding hoods that fit over or attach to the hard hat are to be utilized. Wearing of a welding hood alone, without a hard hat, is not permitted.

Long pants shall be worn at all times. No shorts, loose or baggy clothing, no “sweat” type pants, shall be permitted. Shirts (with 4” sleeves) are to be worn by all subcontractors or employees at all times. Tank Tops and “cut-off” style shirts are not permitted.

Hard Hats –All employees are required to wear a hard hat on every job site at all times.

Eye Protection - All employees are required to wear safety glasses on the job site at all times.

Fall Protection – All employees exposed to falls over 10 ft are required to be trained and use proper fall protection.

Hand Protection - All employees involved in operations exposing hands to cuts, chemicals, burns, etc. are required to wear gloves.

Rubber Boots - Employees involved in operations exposing the feet/legs to such hazards as concrete burns during placing uncured concrete are required to wear rubber boots in good condition.

Other - Specific jobs may cause the need for other personal protective equipment. When this occurs, the employee is expected to utilize this equipment.

SAFE PRACTICES FOR ERECTING & DISMANTLING OF FRAME SHORING

As Recommended by
SCAFFOLDING, SHORING AND FORMING INSTITUTE, INC.
AND
SCAFFOLD INDUSTRY ASSOCIATES

It shall be the responsibility of all employers and users to read and comply with the following common sense guidelines which are designed to promote safety in the erection, dismantling and use of frame shoring. These guidelines are not all inclusive nor do they supplant or replace other additional safety and precautionary measures to cover usual or unusual conditions. If these guidelines conflict in any way with any state, provincial, local or federal statute or governmental regulation, said statute or regulation shall supersede these guidelines and it shall be the responsibility of each employee and user to comply there with and also to be knowledgeable and understand all state, local or federal statutes or governmental regulations pertaining to frame shoring.

I. **GENERAL GUIDELINES**

- A. POST THESE SHORING SAFETY GUIDELINES in a conspicuous place and be sure that all persons who erect, dismantle or use shoring are aware of them.
- B. FOLLOW ALL STATE, PROVINCIAL, LOCAL AND FEDERAL CODES, ORDINANCES AND REGULATIONS pertaining to shoring.
- C. SURVEY THE JOB SITE. A survey by a qualified person shall be made of the job site for hazards, such as untampered earth fills, ditches, debris, high tension wires, unguarded openings and other hazardous conditions. These conditions should be corrected or avoided as noted in the following sections.
- D. PLAN SHORING ERECTION SEQUENCE in advance and obtain necessary access equipment to accomplish the work safely.
- E. INSPECT ALL EQUIPMENT BEFORE USING. Never use any equipment that is structurally defective in any way. Mark it or tag it as defective, then remove it from the jobsite.
- F. A SHORING DRAWING prepared by a person qualified to analyze the loading intended and consistent with the manufacturer's recommended safe working loads, shall be used on the job at all times.
- G. ERECT, DISMANTLE OR ALTER SHORING only under the supervision of a qualified person.
- H. DO NOT ABUSE OR MISUSE THE SHORING EQUIPMENT.
- I. INSPECT ERECT SHORING (a) immediately prior to concrete placement; (b) during concrete placement and while vibrating concrete, and (c) after concrete placement until concrete is set.
- J. NEVER TAKE CHANCES! IF IN DOUBT REGARDING THE SAFETY OR USE OF THE SHORING, CONSULT YOUR SUPPLIER.
- K. USE SHORING EQUIPMENT only for the purposes of in ways for which it was intended. Use proper tools when installing equipment.
- L. ERECTING AND DISMANTLING OF SHORING requires good physical condition. Do not work on shoring if you feel dizzy, unsteady in any way or are impaired in any way by drugs or any other substances.
- M. DO NOT USE SHORING SYSTEMS for fall protection.

ACCURATE TILE INSTALLERS, INC.
Commercial Tile Contractors

II. **GUIDELINES FOR ERECTION AND USE OF SHORING**

- A. PROVIDE AND MAINTAIN A SOLID FOOTING. The sills or cribbing for shoring shall be sound, rigid and capable of carrying the maximum design load without settling or moving.
- B. ALWAYS USE BASE PLATES. When sills or cribbing are used, base plates must be centered on them.
- C. ADJUSTING SCREWS SHALL BE USED to adjust to uneven grade conditions. Maintain all screw adjustments within the recommended height for the design load.
- D. PLUMB AND LEVEL ALL SHORING FRAMES as the erection proceeds. DO NOT force braces on frames- level the shoring towers until proper fit can be made. Maintain all shoring towers plumb and level.
- E. MAINTAIN THE SHORE FRAME SPACINGS OR TOWER HEIGHTS as shown on the shoring drawing. Where job site conditions require deviations from the shoring drawing, consult a qualified person.
- F. IF MOTORIZED CONCRETE EQUIPMENT is to be used, be sure that the shoring layout has been designed for use with this equipment and such fact is noted on the layout.
- G. USE CAUTION WHEN ERECTING FREE-STANDING TOWERS. Prevent tipping by guying or bracing when height exceeds 4 times the minimum base dimension.
- H. GIVE SPECIAL CONSIDERATION TO TEMPORARY LOADING. Areas where re-bar, material or equipment is to be stored temporarily may need to be strengthened to meet those loads.
- I. DO NOT CLIMB CROSS BRACES. Use proper access equipment.
- J. USE SPECIAL PRECAUTIONS when shoring from or to sloped surfaces.
- K. USE ADJUSTMENT DEVICE ON TOP OF LEG to position the falsework- not the bottom adjusting screw.
- L. SHORING LOADS ARE INTENDED TO BE CARRIED BY VERTICAL LEGS. Horizontal loading may require special consideration. Consult your shoring supplier for allowable loads on horizontal members.
- M. AVOID ECCENTRIC LOADS on U-Heads, top plates and similar members by centering stringer loads on those members.

III. **GUIDELINES FOR DISMANTLING SHORING**

- A. DO NOT REMOVE BRACES OR BACK OFF ON ADJUSTMENT SCREWS until proper authority is given.
- B. DISMANTLED EQUIPMENT should be stockpiled in a planned manner and distributed to avoid concentrated loads on the partially cured concrete.
- C. USE PROPER ACCESS EQUIPMENT in the dismantling process.
- D. LOWER SHORING COMPONENTS in a safe manner. Do not drop or throw components as this could result in injury to personnel or damage to equipment.

IV. RESHORING – Reshoring is one of the most critical operations in formwork; consequently, reshoring procedure must be designed by a qualified person and approved by the architect/engineer of record.

V. WINDLOAD – Erector must analyze the forming/shoring system for additional loads imposed from wind loading and provide adequate anchorage to resist these forces, including uplifting wind forces.

These safety guidelines set forth some common sense procedures for safely erecting, dismantling and using frame shoring equipment. Since equipment and shoring systems differ, reference must be made to the instructions and procedures of the supplier and/or manufacturer of the equipment. Since field conditions vary, and are beyond the control of the Scaffolding, Shoring & Forming Institute and the Scaffold Industry Association, safe and proper use of equipment is the sole responsibility of the employer and user.

MATERIAL DATA SAFETY SHEETS
MSDS

MATERIAL SAFETY DATA SHEETS (MSDS)

Each location must maintain a master MSDS file as well as a department-specific file. These Material Safety Data Sheets are available to all employees, at all times, upon request.

The Safety Coordinator or a designee will be responsible for reviewing all incoming MSDSs for new and significant health/safety information (the company will ensure that any new information is passed on to the employees involved).

The Safety Coordinator or designee will review all incoming MSDSs for completeness. If any MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer or distributor. OSHA is to be notified if the manufacturer or distributor will not supply the MSDS or if it is not received after 30 days from request. Any new information will be passed on to employees involved. New materials will not be introduced into the work area until an MSDS has been received.

The purchasing department will make it an ongoing part of its function to obtain MSDSs for all new materials when they are first ordered.

The safety coordinator or his or her designee shall coordinate with appropriate departments to make sure all MSDSs are obtained, distributed and communicated.

LIST OF HAZARDOUS SUBSTANCES

Each company should compile, annually review, and update as necessary a complete inventory of all substances present in that facility. The name of those materials determined to be hazardous are defined in applicable federal and state standards.

EMPLOYEE INFORMATION AND TRAINING:

All employees will attend an orientation meeting for information and training on the following items prior to starting work with hazardous substances; (Training CHECKLIST is to be completed and kept on file.)

An overview of the requirements of the Hazard Communication Standard, including their rights under this regulation.

- Information on where hazardous substances are present in their work areas.
- Information regarding the use of hazardous substances in their specific work areas.
- The location and availability of the written hazard communication program. A copy of the program will be given to all employees during the orientation meeting. Subsequent to this, the program will be available from managers and also from the office.
- The physical and health aspects of the substances in use.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- The controls, work practices and personal protective equipment that are available for protection against possible exposure.
- Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
- How to read labels and material safety data sheets to obtain the appropriate hazard information.
- Refresher training shall be conducted annually.

MATERIAL SAFETY DATA SHEETS (MSDS)

It is most important that all of our employees understand the information given in the orientation meetings. Questions regarding this information should be directed to the Safety Coordinator.

When new substances are introduced into the workplace the department manager will review the above items with you as they are related to the new materials. The department manager will relay all the above information to new employees who will be working with hazardous substances, prior to their starting work. An Acknowledgment Statement is to be completed by each employee receiving this information and training. These are to be kept on file in the human resources department.

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NON-ROUTINE TASKS

Infrequently, employees may be required to perform non-routine tasks that involve the use of hazardous substances. Prior to starting work on such projects, each involved employee will be given information by his or her supervisor about hazards to which they may be exposed during such an activity.

This information will include:

- The specific hazards.
- Protective/safety measures that must be utilized.

The measures the company has taken to lessen the hazards, including special ventilation, respirators, the presence of another employee, air sample readings, and emergency procedures.

PLAN ADMINISTRATION

This Hazard Communication program will be monitored by the Safety Coordinator. Questions regarding this program should be directed to the Safety Coordinator.

Signature _____

Date _____

*This document must be approved and signed by the senior executive on site.