

GRENESYS PROJECTS INDIA PVT. LTD. #



SAFETY POLICY

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SAFETY MANAGEMENT AND COMMITMENT

Company Safety Policy

‘GRENESYS’ is committed to providing a safe and healthful workplace for its employees and sub-contractors. Safety and health shall be a primary consideration in the design procurement, installation, use, and maintenance of all company facilities, equipment, tools, supplies, materials, processes and operations.

As a condition of employment, all personnel are required to comply with company safety regulations and to act in a safe manner while on the job. Employees are to promptly report accidents, injuries, unsafe acts or unsafe conditions to their supervisor.

All sub-contractors are to utilize this safety program or submit their own for review by management.

POLICY ON DRUGS AND ALCOHOL

Background

‘GRENESYS’ is firmly committed to the health and safety of our employees, the quality of our products and services, the efficient operation of our company and the health and safety of our customers and the public. The company considers the influence of drugs and alcohol in the workplace to be detrimental to our employees and to our continued growth and future success.

‘GRENESYS’ is committed to maintaining a drug-free and alcohol-free workplace, and to doing its part to eradicate substance abuse in our community. In furtherance of these commitments, ‘GRENESYS’ policy on drugs and alcohol is as follows :

Statement of Policy

Any involvement with illegal or unauthorized drugs on company time, on company property, at any time or place during the workday (including breaks and meal periods), when reporting or returning to work under the influence of drugs, or in company vehicle is strictly prohibited. Employees who violate this rule will be subject to disciplinary action up to and including discharge.

An “illegal drug” is any drug that is not legally obtainable. An “unauthorized drug” is any drug other than alcohol which may be legally obtainable, but for which the employee has no legal prescription for, is using in a manner other than as prescribed by the employee’s physician, or (in the case of other medications or substances) is using other than in accordance with applicable directions. The term “involvement” means any possession, use, manufacture, dispensation, distribution, purchase, sale or being under the influence of any illegal or unauthorized drug.

Employees shall not use alcoholic beverages at any time or place during the workday (including breaks and meal periods) or report or return to work under the influence of alcohol. Employees who violate this rule will be subject to disciplinary action up to and including discharge.

Employees offices, desks, lockers, personal property of employees (such as toolboxes) company vehicles and privately owned vehicles on company property are subject to searches for drugs and other evidence of violations of company policy. Any employee who refuses to consent to a search of their person or property will be subject to disciplinary action up to and including discharge.

Drug and Alcohol Testing

1. Refusal of Testing

Any employee, who refuses to be tested, refuses to sign the necessary acknowledgement and consent forms or who attempts to alter or tamper with a sample or any other part of the testing process will be subject to disciplinary action up to and including discharge.

2. Reasonable Cause
3. Follow-up to Employee Assistance Program (if EAP provided)
4. Testing Procedures

2. Post accident / injury Testing

Employees involved in any on the job accident where the estimated property damage exceeds Rs.500 will be subject to testing.

A laboratory or health- care provider chosen by the company will perform all testing. All positive screening tests will be subject to confirmation testing.

Employees who are involved in occupational injuries medical treatment other than first aid for themselves or others will be subject to testing.

Management Responsibility :

It is the responsibility of managements to :

1. Support supervisors / foremen through providing safety material and topics to be used at safety meetings.
2. Provide the resources necessary to maintain and implement safety into the company.
3. Ensure that proper PERSONAL PROTECTIVE EQUIPMENT (PPE) is available for all employees and enforce the use of the equipment as needed.

Changes :

This policy is not a contract between the company and any of its employees, or an offer to contract, and is subject to changes at any time, as the company in its discretion deems appropriate. In addition, the company reserves the right to test employees at times not specifically delineated in this policy.

Safety Program Goal :

It is the goal of 'GRENESYS' to eliminate all preventable accidents and to comply with all laws, regulations and recognized safe practices pertaining to employee safety and health. It is the intent of this written program to ensure that 'GRENESYS' meets the goal stated above.

Management Responsibility

It is the responsibility of management to :

1. Ensure that proper PERSONAL PROTECTIVE EQUIPMENT (PPE) is available for all employees and enforce the use of the equipment as needed.
2. Provide the resources necessary to maintain and implement safety into the company
3. Ensure that all accidents and near-miss incidents are investigated promptly and that corrective action is taken to correct any unsafe acts or condition(s)
4. Ensure that proper tools needed to perform the job are available.
5. Ensure the supervisors and employees are properly trained in required safety skills.
6. Support supervisors / foremen through providing safety material and topics to be used at safety meetings.

Employee Responsibility

It is the responsibility of the employee to :

1. Conduct daily inspections of tools and materials for defect and remove and report unsafe tools.
2. Report accidents and near misses immediately to supervisor or management.
3. Report all unsafe acts and conditions to the supervision / foreman immediately.
4. Follow all safety rules, policies and procedures,
5. When using prescription medication during working hours, the employee must provide the foreman with a letter from his/her physician verifying the type of medication and that it will in no way impair the employee's ability to perform all the tasks associated with his/her job.
6. Attend and participate in safety meetings.
7. Utilize all PERSONAL PROTECTIVE EQUIPMENT necessary for duties.
8. Provide insight and ideas regarding safety to management.

Foreman / Supervisor Responsibility

It is the responsibility of the foreman / supervisor to :

1. Maintain a safe worksite through appropriate and immediate attention to unsafe acts, unsafe working conditions, and poor housekeeping.
2. Investigate all reported near misses, accidents and unsafe acts in a timely manner and take appropriate action.
3. Conduct weekly safety meetings to provide continuous training and awareness of safety.
4. Inform management in a timely manner, of the need for safety equipment and PPE.

5. Assist management in the safety orientation and training of new employees on the recognition of unsafe conditions and ensure that all employees understand the contents of the written safety program.
6. Enforce the use of all PERSONAL PROTECTIVE EQUIPMENT
7. Enforce all safety and health rules and policies and take corrective action, including discipline, as needed.
8. Conduct daily jobsite inspections for hazards and safety violations and take corrective action as needed.

Worksite Hazard Analysis :

1. A brief safety meeting will be conducted at the beginning of each business day to review safety hazards pertinent to the duties of the day.
2. The supervisor / foreman will conduct jobsite walk-through inspections daily. All hazards and unsafe conditions detected will be corrected immediately.
3. A pre-construction safety meeting will be conducted, prior to beginning work on any job, to discuss any safety hazards that may be encountered. Employees attending the meeting will be asked to provide insight on any potential hazards that may arise regarding the operations.
4. A pre-construction inspection will be conducted, prior to any job, by management and / or the supervisor / foreman to determine potential safety hazards.

Training and Orientation :

1. Training and orientation of employees will be documented through the use of a checklist, employee sign-off sheet, or other suitable method. This record will be stored in the employee's personnel folder.
2. Employees will be trained on the recognition of potential hazards and safety regulations regarding the jobs they will perform.
3. New employees will be given an orientation during which the company's safety policy and procedures will be reviewed. This orientation will occur before any work is performed. ALL PERSONAL PROTECTIVE EQUIPMENT will be disbursed at this time and instruction on the proper use and storage of the Equipment will be covered.
4. All employees will be made aware of the location of emergency telephone numbers and first-aid kits, the names of employees trained to render first-aid treatment and CPR, and the names and locations of physicians on the Panel of Physicians.

HSE MANAGEMENT PLAN

HSE INDUCTION PROGRAM :

All the personnel engaged for construction of this project shall undergo safety.

Induction training on basic safety requirements of the project and significant features of the construction work relating to safety when arrives at the site.

The safety engineer or his subordinate shall conduct such training. A record of the same shall be maintained.

HSE TRAINING FOR STAFF :

Management training is intended to provide the knowledge motivation and skill necessary to manage the safety and health/ loss control program. All Engineer / Supervisor / Foreman shall be exposed to training program. Such training will be conducted in consultation with Head – corporate Safety.

Objectives :

The primary objectives of the HSE induction training are to :

- Instruct on the proper use of personnel protective equipment.
- Inform employees of the Emergency Evacuation Procedure.
- Guide employee in exercising Safe working conditions.
- To explain Safety Rules & Regulation implemented in the works.
- Stress the importance to meet the safety conditions.
- Stress the importance of safety
- Stress the importance of good housekeeping.
- Highlight main hazard / risks involved in the works.
- Basic principles of accident prevention Contribute to developing Project Safety

TRADE AND SKILL TRAINING :

The Safety Engineer, in consultation with the section in charge will determine that a jobholder competence to do his job safely and ensure that appropriate training is given. Trade and skill training that is required in the construction industries are :

- Electrical Work
- First Aid
- Crane operations
- Scaffolding
- Emergency preparedness and response
- Lifting Operations
- Welding / Gas cutting operation

BASIC HSE RULES AND REQUIREMENTS :

- Be on alert for unsafe conditions or acts. Correct those, which you can and report to your immediate superior immediately.
- Be familiar with your surrounding the operations and the location of other personnel. Know the emergency phone number and the location of first aid kits, fire extinguishers and the other emergency equipments.
- When you are relieved from your job that has unusual, partially, or fully concealed hazards. Inform your replacement. Be specific and make sure that understand the location and nature of the hazards they face.
- Horseplay on the job is prohibited. Do not distract or interfere with another person who is performing his/her job.
- Do not report for work under the influence of intoxicants alcohol, illegal drugs, or any substance that can affect your capability to work.
- Do not enter or allow other to enter areas which have been barricaded
- Wear safety harness in all elevated areas (≥ 2 mts) that require fall protection.

- Do not leave work area unless your work or personnel needs require it.
- Don't run on the job except in an emergency. When walking through a job site, warehouse or shop, be alert for tripping hazards, cables, projecting materials and uneven & slippery walking surfaces and be aware of safety rules and procedure at the site. Safety rules are designed to protect you.
- Safety jacket, safety helmet, and Safety shoes are a must, however, labour working with slush and cement will be permitted to use gum shoes.
- Report all injuries to your Section-in-charge immediately, No matter how slight they may be.
- If in doubt about the safe or proper way to do a job, talk to your immediate superior before starting.
- Child labor will not be employed.
- Electrical connection to be made only by an authorized Electrician.
- Operating the plant/machines without authority is not permitted.

TOOL BOX MEETING :

The Tool Box Meeting shall be held to discuss the hazards anticipated during execution and its control measures prior to starting any new job. The safety engineer or his deputy shall monitor that the meetings are held as required depending on the work status of the sub contractor.

Mainly, the working plan and procedures for the day or the week are explained and confirmed including the following :

- Use of proper personal protective equipment
- Potential Hazards anticipated
- Other instructions by the safety. Etc.
- Detailed work procedure and/or Risk Assessment.
- Safety instruction for equipment tools to be used.
- Visual checks of the health of each worker.

FIRE PREVENTION:

- Gas cylinders should be used in safe manner should not be dropped from height. Acetylene cylinder should be kept in upright location. All cylinders to be carried in trolley. Trolley will have locking chain.
- Oxygen cylinders should not be kept, near inflammable material such as oil, diesel etc.
- No combustible material is on or near any source of heat.
- Ensure that nothing is left which could start fire before leaving the place of work.
- Special attention is paid to collection of disposal of oil soaked cotton waste or rags.
- Smoking is strictly prohibited at site.
- Water Buckets are provided at appropriate location only.
- Tarpaulins should not used or store near vicinity or welding and gas cutting.
- “No smoking “signboards are displayed prominently.
- Fire Extinguishers are provided along sand buckets.

GENERAL HSE REQUIREMENTS:

Where work activities may conflict with or impacts upon other work activities take steps to discuss the matter with relevant parties and establish a consensus. Ensure that both parties and their teams and fully aware of potential hazard together with appropriate precautions.

- Only qualified and authorized personnel such as riggers, operators, scaffolders etc. shall be engaged for work with potential hazard.
- Job safety analysis (J.S.A) shall be carried out before taking up any new activity involving hazard.
- Such job safety analysis shall always be given to sub contractor site engineer for their understanding and necessary compliance.
- Ensure that an Emergency/rescue plant to cater for any mishap (injury) fire etc.) is available known to all people and capable of immediate activation, Drinking water and canteen shutter food waste bins etc.
- Hazardous area shall be barricaded with the attachment of appropriate warning signage.
- All plant and equipment shall be inspected before work commences and at periodic intervals thereafter. All plant and equipment shall safe before and during use.
- Only competent / authorized operators are permitted to operate plant and equipment.
- Work area should be always kept clean. Unwanted scrap or tools should not be left unattended that may be hazardous to others.
- Personal protective equipments (P.P.E) should be used where ever require.
- In order to blow dust and dirt from clothing, scheme or work surfaces, compressed air or oxygen should not be used which may result in an injury.
- It should be insured that all Electrical cords, hoses and leads are well protected or elevated such that there are no obstruction to stairways and walkways.

- All project emergency procedure should thoroughly understand and obeyed by everybody.
- Only proper ladders ramps, stairways should be used and barricaded are should never be crossed.
- Work materials should be properly constructed. Boxes, keys. Barrels and similar unstable objects should not be used for this purpose.
- Scrap materials should be disposed off immediately as these create fire and accident hazards.

WORK AT HEIGHT

1. Only experience person shall be engaged to carry out work involving height.
2. Scaffolding erected shall be strong, stable and properly secured. Person to carry out the work at height in a safe manner.
3. As per site condition use of safety belt with its life line anchored to a firm support.
4. Obtain 'work permit' for carrying out work height form safety officer.
5. Do not keep or store any materials or tools on the scaffolding after the day work.
6. No work immediately below shall be allowed.
7. Make use of rope for taking up or lowering of materials or tools while working at height.
8. The area of work and its surrounding shall be made free from other activities or cordon off the area.

SAFE PRACTICES FOR WORKING AT SITE :

EXCAVATION :

- Sides of all excavations must be slopped to a slope angle or provide steps to prevent sliding of earth and provide proper access to work into the pit.
- The excavated earth shall be dumped away from the edge of the pit to prevent collapsing of the sides.
- No excavation or earthwork below the foundation level of any adjoining building in existing plant/ factory shall be taken up unless adequate steps are taken to prevent any damage to the existing structure.
- If the depth of the excavated pit is more than 1.2 meters deep than either shoring to be provided. Or step cutting to be done in case of soft soil.
- Before commencing any excavation examine and remove all utility services from appropriate authority.
- The excavated areas shall be suitably fenced with cautionary tape at a sufficient height to prevent fall of person.
- The excavated are should be illuminated and danger boards displayed.
- After completion of the work the pit shall be fitted and leveled without any delay.
- Proper pathway or walkways shall be provided around the excavated areas.

ACCIDENT / INCIDENT REPORTING AND INVESTIGATION

Purpose

These procedures prescribe methods and practices for reporting and investigating accidents and incidents at all job sites of 'GRENESYS'. These procedures provide a means to deal with job site accidents and incidents in a standardized way. In addition, it is the policy of 'GRENESYS' to comply with all workers compensation laws and regulations.

Procedures

1. "near miss" incidents shall be reported to the supervisor / foreman as soon as possible after the event so that an investigation can be made before conditions change.
2. The supervisor / foreman shall immediately notify management, by telephone or radio of serious injuries (requires more than first aid).
3. Any employee witnessing an accident / incident at a job site shall call for emergency help and provide whatever assistance appears necessary. In addition the employee is to immediately report the accident / incident to site supervisor / foreman and take part in answering questions related to the accident.
4. First aid, or other appropriate medical treatment, shall be provided, or obtained, for the injured employee(s)
5. The supervisor / foreman shall complete an Accident investigation Report after, observing the accident site, interviewing the injured employee any witnesses and other relevant people. The report should be complete by the end of the workday, but not more than 24 hours after the accident. If circumstances, such as hospitalization of the injured employee, delay the report a preliminary report must be submitted.
6. Employees injured on the job are to report the injury to the job site foreman, or other level of management, as soon as possible after the accident or incident.



RULE OF CONDUCT

All employees must realize that rules of conduct are necessary for a safe and efficient operation. These rules are established to protect everyone on the site and will be enforced fairly and impartially.

The following actions by an employee can result in disciplinary action up to and including termination.

Class A Violations

One (1) violation of the following type (not all -inclusive) may lead to immediate termination.

- Falsifying company records.
- Possession of dangerous weapons or illegal drugs on company property, vehicles or job sites.
- Consumption of alcoholic beverages on company property, vehicles, or job sites.
- Intoxication or under the influence of drugs while on the job.
- Absences for three (3) consecutive workdays and failure to properly notify your immediate supervisor.
- Any horseplay.
- Insubordination, refusal to follow supervisor's instructions.
- Disregard if safety rules and/or other acts that endanger you and/or others
- Willfully endangering the lives of others.
- Proof of fraud (an intentional act of deceit).
- Willful destruction of company equipment, property or suppliers
- Unauthorized removal of company, client or their employee's property from the project.

Class B Violations

The following actions (not all inclusive) call for a written reprimand and, if repeated, may result in termination.

- Repeated absences or tardiness (repeated being defined as twice in week, five times in a month or eight times in a year)
- Loitering or wasting time during working hours.
- Poor work performance, both in quality and quantity.
- Failure to report injuries.
- Violation of quitting time procedure or leaving work area prior to designed time.
- Disregard for safety rules and practices.

GENERAL SAFETY AND HEALTH REQUIREMENTS

General Safety Rules

The following general safety rules apply to all persons working on the job site. These rules must be observed at all times.

1. Roped-off barricaded areas identified as safety hazards may be entered only by authorization of supervisor responsible for the work.
2. All chemical containers must be correctly labeled to identify its contents and must be properly stored.
3. Fighting horseplay and other inappropriate conduct in the workplace are prohibited.
4. Appropriate PERSONAL PROTECTIVE EQUIPMENT must be used when required (Depending on safety hazards present, this may include safety glasses, hard hats, gloves, hearing protection, foot protection, respiratory protection and all protection equipment or other protective devices.)
5. Machine guards and safety devices must be in place before power tools and equipments are operated. Tools and equipment will be Inspected daily and defective tools and equipment will be taken out of services and tagged “Do Not Use”.
6. Tools and equipment must be kept clean and in good working condition, Tools and equipment will be maintained and used according to manufacturer’s recommendations.
7. Always use the right tool for the job. Improvising to save time may prove to be hazardous.
8. Portable ladders in use must be tied, blocked or otherwise secured to prevent them from movement. All ladders used must be in good condition.
9. Employees are not permitted to work if under the influence of drugs or alcohol. Employees must agree to post accident drug and / or alcohol testing.
10. Employees may not operate equipment on which they have not been trained and/or do not have experience.

11. Employees are not to ride as passengers on construction equipment nor are they to ride in the bed of pickups.
12. Workplaces must be maintained in a neat and orderly manner. During the course of construction, alteration or repairs form and scrap lumber with protruding nails, and all other debris shall be kept cleared from work areas, passageways and stairs in and around building or other structures. Garbage and other waste shall be disposed of at frequent and regular intervals.
13. Store all materials, tools and equipment neatly and appropriately.
14. Do not enter any tank vessel or confined space (limited access) unless properly trained and authorized to do so by your supervisor through a properly completed written confined space Entry Permit
15. Always dress properly and wear clothing that fits properly and is in good condition. Shirts with a collar and at least short sleeves, long pants and good work shoes are the minimum requirements.
16. Where walking / working surfaces may be slippery or become slippery, shoes with slip resistant soles must be worn.
17. Use proper lifting techniques or material handling equipment to prevent strain and sprain injuries. Get help to move heavy or bulky objects.
18. All employees exposed to falling 6-feet or more from an unprotected side or edge shall select a guardrail system, a safety net system or a personal fall arrest system to prevent falls to a lower level, unless otherwise provided for in OSHA regulations that apply to residential construction and steel ion.
19. Scaffolds must have guardrails and toe boards installed on all open sides and ends of platforms more than 10 feet above the ground or floor.
20. Drivers of company vehicles must have a valid operator's license. All employees will use seat / shoulder belts when operating or riding in a vehicle being used for company business. Vehicles must be operated within posted speed limits and applicable state vehicle laws.
21. Report all unsafe practices, conditions, equipment, or tools to your supervisor immediately.

22. Metal ladders must not be used for electrical work or where they may come in contact with electrical conductors.
23. Jewelry especially rings and dangling necklaces, can cause serious injury if it gets caught in rotating equipment, on nails or screws, ladder rungs , scaffolding or various type of building materials, therefore, rings and dangling jewelry must be removed prior to working where they can get caught. This applies especially when working at elevations.

First Aid

1. A first aid kit will be in all job sites, equipment storage rooms. The kit will be inspected weekly for usage and replacements will be made as needed.
2. Insured employees, except in emergency situations, must see one of the company approved physicians (Panel of Physicians) posted at the job site, in company vehicles, in the first aid kits, or at all three locations.
3. Unless 103 is available in the work area, emergency numbers will be posted at the job site, in the first aid kits, or at all three location.
4. In the case of an emergency, contact your supervisor immediately. In the case that a supervisor cannot be reached send someone to seek help.

FIRE PROTECTION AND PREVENTION

Fire Extinguishers

1. Fire extinguishers will be obtained prior to starting welding or open flame operations and will be kept in the area of such operations.
2. A 20-BC rated fire extinguisher will be located within 75 feet of each fuel tank or flammable liquid storage area.
3. Portable fire extinguishers of proper size and rating will be located in each job site trailer equipment storage room, company vehicle and operational equipment.
4. Tampering with, or unauthorized use of fire extinguishers are strictly prohibited.
5. Fire extinguishers will be inspected at least monthly and maintained in accordance with NFPA Standards.

VEHICLE SAFETY

Only authorized trained and licensed personnel are to operate over-the-highway and industrial motor vehicles. Industrial motor vehicles include equipment such as forklifts, man-lifts or various types, bull dozers, tractors, backhoes, etc.

Vehicle Operation :

1. If you are involved in an accident, contact the office immediately.
2. When view is blocked during backing up, honk horn two times and utilize assistance when available
3. Speed limits are to be followed and when necessary speed shall be reduced to prevent as accident. Reduce speed in adverse weather.
4. Utilize the 3-5 second rule. Pick a spot ahead of the car ahead of you. When that car passes that point begin counting, if you cross the point before 3-5 seconds, slow down.
5. No more than three people may ride in the front of a pick-up.
6. Always check the load for stability and security.
7. It is the responsibility of all vehicle operators to wear their seatbelt and drive according to the law.
8. All equipment and supplies shall be stored properly.
9. If stopped by an official, report to the office immediately, regardless of infraction or not.

Vehicle Maintenance:

An overall vehicle inspection shall be done daily.

Check :

1. Brakes and steering
2. Window and rear view mirrors.
3. Tires, wipers, windshields and lights.
4. All fluids : oil, transmission fluid, washer fluid, fuel,
5. Horns and back up alarms

Report any defective or missing equipment to your supervisor.

DO NOT OPERATE VEHICEL UNTIL REPAIRS ARE MADE IF IT IS CONSIDERED UNSAFE.

WALKING WORKING SURFACES

Housekeeping

1. All work areas are to be cleared at the end of each workday.
2. Oily, flammable, or hazardous waste or debris such as paints thinners, oily rags, etc., will be disposed of in clearly marked containers and disposed of daily.
3. Combustible scrap and debris must be removed at regular intervals and disposed of properly.
4. The work area shall be kept clean and orderly. All debris, including scrap lumber with protruding nails, must be cleared from work areas, passageways and stairs in and around the construction site at all times.

Stairways :

1. On all structures, two or more floors (20 feet or over) in height stairways, ladders or ramps must be provided for employees during the construction period.
2. All parts of stairways must be free of hazardous projections, such as nails.
3. Debris and other loose material must not be allowed on or under stairways.
4. Slippery conditions on stairs must be eliminated as soon as possible after they occur.
5. Permanent steel or other metal stairways and landing with hollow pan-type treads that are to be filled with concrete or other material must be filled to the nosing with solid material until the actual construction takes place.
6. Metal landings must be secure in place before filing.
7. Temporary stairs must have a landing not less than 30 inches, in the direction of travel at every 12 feet of vertical rise.
8. Rise height and tread width must be uniform throughout any flight of stairs

9. Every flight of stairs having four or more risers must be equipped with standard stair railings or standard handrails. A standard stair railing consists of top rail, an intermediate rail, posts and has a Vertical height of 30-34 inches. A standard handrail is similar, but is mounted on a wall or partition and does not include an intermediate rail. It has a height of 30-34 inches.

Floor and Wall Openings:

1. Hatchways and chute floor openings must be guarded by hinged covers or by removable standard railings.
2. Whenever there is danger of fallings through a skylight opening, it must be guarded by as standard railing on all exposed sides or a cover capable of withstanding a load of at least 200 pounds applied perpendicularly at any one area on the cover.
3. Floor openings must be guarded on all exposed sides by a standard top rail, mid rail and 4 inch toe boards or must be closed over with a cover.
4. A Floor opening is defined as an opening measuring 2 inches or more in its least diameter
5. All covers in walking/ working surfaces or roofs shall be color-coded or shall be marked with the word "HOLE" or "COVER".
6. A standard railing the 4-inch toe boards or a floor hole cover that is secured against accidental displacement must guard floor holes.
7. A wall opening is an opening at least 30-inches high and 18-inches wide through which persons may fall. Wall openings from which there is a drop of more than 4-feet must be guarded.
8. Runways must be guarded by a standard top rail and mid-rail on all open sides 4 feet or more above the floor or ground. Wherever tools, machine parts, or materials are likely to be used on the runway, a 4-inch toe board must be provided.
9. Every open side floor or platform 4 feet or more above the adjacent floor or ground level must be guarded by a standard top rail and mid-rail or the equivalent except where there is an entrance to a ramp, stairway, or fixed ladder. The railing must have a 4 inch toe board whenever persons can pass beneath the open sides, or there is moving machinery with which falling material could create a hazard.

TOOLS-HAND AND POWERED

Power Tools:

1. All manufactures' warnings and safe operating procedures for tools will be followed.
2. The use of electrical cords for hoisting and/or lowering tools is not permitted.
3. Power tools are designed to accommodate guards; they must be equipped with such guards when in use. Belts, gears, shafts, pulleys, sprockets, drums, fly wheels, chairs or other reciprocating, rotating or moving parts of equipment must be guarded.
4. Electric power tools must be industrial or heavy-duty grade, with approved double insulated wiring or grounded.
5. All portable, power-driven circular saws must be equipped with guards above and below the base plate or shoe.
 - a) The upper guard must cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for level cuts. The lower guard must cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work.
 - b) When the tool is withdrawn from the work, the lower guard must automatically and instantly return to the covering position.
6. All pneumatically driven nailers, staplers, and other similar equipment provide with automatic fastener feed, which operate at more than 100 psi must have a safety device on the muzzle to prevent the tool from ejecting fasteners unless the muzzle is in contact with the work surface.
7. All compressed air hoses exceeding ½ inch diameter must have a safety device at the source of supply to reduce pressure in case of hose failure.
8. Compressed air must not be used for cleaning purposes, except where reduced to less than 30 PSI, and then only with effective chip guarding and PERSONAL PROTECTIVE EQUIPMENT such as goggles and/or face shield.

Hand Tools:

1. Impact tools, such as hammers, wedges, and chisels, must be kept free of mushroomed heads.
2. All tools, company issued and personal, must be inspected daily for splinters, cracks and loose joints. Any tools with defects must be removed from the work site and tagged "DO NOT USE."
3. Wrenches including adjustable, pipe-end and socket wrenches must not be used when jaws are sprung to the point that slippage occurs.
4. Always use the proper tool for the job.

Powder-Actuated Tools

1. Any tool found not in proper working order, or that develops a defect during use, must be immediately removed from the work site and tagged "Do Not Use" until properly repaired.
2. The tool must be tested each day before loading to see that safety devices are in proper working condition. The method of testing must be in accordance with the manufacture's recommended procedure.
3. Only employees, who have been trained and received a certificate of operation, are allowed to operate powder-actuated tools.
4. Tools must not be loaded until just prior to the intended firing time. Neither loaded nor empty tools are to be pointed at any employees. Hands must be kept clear of the open barrel end.
5. Loaded tools must not be left unattended.
6. Fasteners must not be driven into very hard or brittle materials including.
7. Driving into material easily penetrated must be avoided unless such material is backed by a substance that will prevent the pin or fastener from passing completely through and crating a flying missile hazard on the other side.
8. All tools must be used with the correct shield, guard, or attachment recommended by the manufacturer.
9. The operator must warn those near his workplace that he is about to discharge the tool.
10. Tools must not be used in an explosive or flammable atmosphere.

MATERIAL HANDLING

General

1. Aisles and passageways shall be kept clear and in good repair, with no obstacles across or in aisles that could create a hazard.
2. Permanent aisles and passageways shall have appropriate markings.
3. When mechanical handling equipment is used, sufficient safe clearances shall be allowed for aisles, at loading docks, through doorways, and wherever turns or passage must be made.

Storage

1. All materials stored in tiers must be stacked, racked, blocked interlocked, or otherwise secured to prevent sliding, falling or collapse.
2. Aisles and passageways must be kept clear to provide for the free and safe movement of material handling equipment or employees. Such areas must be kept in good repair.
3. Materials must not be stored on scaffolds or runways in excess of suppliers needed for immediate operations.
4. Storage areas must be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage. Vegetation control will be exercised when necessary.
5. Structural steel, poles, pipe, bar stock, and other cylindrical materials, unless racked, must be stacked and blocked to prevent spreading and/or tilting.
6. Materials ten (10) or more feet in length, being manually transported, require an employee on each end of the material.

Material Handling Equipment

1. Hoists

a) Material Hoists

- 1) Wire ropes must be removed from service when they show signs of damage or serious wear.
- 2) Rated load capacities, recommended operating speeds, and special hazard warnings or instructions must be posted on cars and platforms.
- 3) Safe operation of all hoisting equipment must be followed at all times.

Prior to starting work, new employees of 'GRENESYS' will attend a health and safety orientation program. The safety officer is responsible for organizing and conducting initial training.

The format for the training program will be oral and written.

The following topics will be covered:

- a) How to review a MSDS and where they are kept.
- b) Chemicals present in the work operations.
- c) Physical and health effects of hazardous chemicals.
- d) Methods and observation techniques used to determine the presence or release of hazardous chemicals in the area.
- e) An overview of the requirement of the Hazard Communication Standard.
- f) The labeling system and how to use it.
- g) PERSONAL PROTECTIVE EQUIPMENT and work practices to lessen or prevent exposure to chemicals.
- h) Steps the company has taken to lessen or prevent exposure to chemicals.
- i) Safety/ emergency procedures to follow if exposure occurs.
- j) Location and availability of the written program.

Following each training session, the employee is required to sign and date the training record verifying attendance.

Additional training will be provided with the introduction of each new date the training record verifying attendance.

E. Non-routine Tasks:

The responsible supervisor will indentify hazardous non-routine tasks at specific job sites.

Prior to any employee beginning a hazardous non-routine task, he/she must report to supervisor to determine the hazards involved and the protective equipment required.

F. Unlabeled Pipes:

Work activities are often performed in areas where chemicals are transferred through pipes (these pipes are not required to be labeled.)

However, the employee needs to be aware of potential hazards. Prior to starting work in areas having unlabeled pipes, the employee shall contact the supervisor to determine:

- a) The identity of the chemical in the pipes.
- b) Potential hazards.
- c) Safety Precautions.

G. Multi-employer Workplaces:

Often one or more contractor works concurrently on-site. In the case that a Sub-contractor does not have a written program, they will be asked to follow 'GRENESYS' Hazard Communication Program and provide 'GRENESYS' with the following:

- a) Information on any precautionary measures that need to be taken to protect employees.
- b) The chemical labeling system used.
- c) A Hazardous Chemical Inventory List and applicable MSDSs.



All sub-contractors will be provided with the above information from 'GRENESYS'.

It is the responsibility of the Supervisor to ensure that all MSDSs of chemicals that will be used on the job site are made available at a central location in the workplace along with the labeling system used. All sub-contractors will be informed of the availability of this information and its location by letter.

H. Program Review:

This written Hazard Communication Program for 'GRENESYS' will be reviewed annually and updated as necessary.



Appendix A

Hazardous Chemical Inventory List

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.



PERSONAL PROTECTIVE EQUIPMENT PROGRAM

PPE Program Policy

Employees using hand and power tools and those who are exposed to falling, flying, abrasive, splashing objects, dusts, fumes, mists, vapors, or gases will be provided with the particular protective equipment and associated training necessary by (title safety person) to protect them from the hazard.

PERSONAL PROTECTIVE EQUIPMENT must be used and maintained in a sanitary condition at all times. Employees are to follow the guidelines provided on use and care of all PERSONAL PROTECTIVE EQUIPMENT. Improper use and care of PPE will not be tolerated. Employees who violate this rule will be subject to disciplinary action up to and including discharge.

All new employees will be issued a hard hat and safety glasses prior to beginning work with 'GRENESYS'. Employees are required to provide their own safety-toed work boots, 'GRENESYS' will provide special needs such as prescription safety glasses or goggles that will fit properly over prescription glasses. Special equipment, such as face shields, respirators, hearing protection and gloves, will be issued on a need basis.

All employees of 'GRENESYS' will be instructed on the proper use, care and maintenance of PERSONAL PROTECTIVE EQUIPMENT prior to use.

Head Protection

Issued hard hats, meeting ANSI Z89. 1 standard, are required.

Hard hats must be inspected daily for damage and weaknesses. The company safety office will inspect any hard hat that has been involved in an accident before it is used again.

All hard hats are to be worn correctly. Persons wearing hats under their hard hat and/or wearing them backward will be cited for a safety violation.

Foot Protection

Where walking/working surfaces may be slippery, or become slippery shoes with slip resistant soles must be worn.

Hand Protection

While utilizing tools and handling materials that could cause injury to the hand, appropriate gloves shall be worn.

Leather gloves shall be worn when working with sharp or abrasive material.

Rubber gloves shall be worn when working with solvents and/or chemicals.

Eye and Face Protection

Approved (meets ANSI Z87.1 standard) safety glasses are required during: chipping, cutting, breaking, sawing, drilling or any activity that poses a hazard to the eyes.

Face shields are required for grinding, welding, chemical handling, and other operations that pose a hazard to the face and forehead. Safety glasses shall be worn underneath the face shield.

Face and eye protection equipment shall be kept clean and in good repair.

Body and Clothing Requirements

A regular work shirt or a T-shirt with short sleeves, and long pants will be worn at all times. Excessive jewelry and loose clothing are not allowed.

FALL PROTECTION POLICY

Policy

‘GRENESYS’ requires 100% continuous fall protection for all employees. All employees will be trained on the recognition of fall hazards and measures to prevent them prior to beginning work for ‘GRENESYS’. ‘GRENESYS’ will provide all fall arrest systems.

All jobs and duties shall be assessed for fall hazards and appropriate measures shall be made to prevent falls prior to beginning any duties.

Ladders

1. All ladders must be maintained in good repair. Ladders with broken or missing rungs or steps, broken or split side rails, or other faulty or defective construction must not be used. Any ladder with a defect must be removed from the worksite and tagged “Do Not Use.”
2. The area around the top and bottom of the ladder must be kept clear of debris, cords, welding leads, and other tripping hazards.
3. Portable ladders shall be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.
4. Ladders must not be placed in passageways, doorways, driveways, or any location where they may be displaced by activities conducted on any other work, unless protected by barricades or guards.
5. Portable ladders in use must be tied, blocked or otherwise secured to prevent them from movement.
6. Portable metal ladders must not be used for electrical work, or where they may come in contact with electrical conductors.
7. Portable ladder feet must be placed on a firm, substantial base.
8. Ladders are not to be used in a horizontal position as platforms, walkboards, runways, or scaffolds.

9. Ladder rails must extend at least 3 feet above the upper landing surface to which the ladder is used to gain access. If is necessary to extend the ladder less than 3 feet, the ladder shall be secured at the top to a rigid support that will not defect and grab rails, which provide a secure grip for an employee moving to or from the point of access, must be installed.
10. Ladders shall not be used to support scaffold boards, unless properly designed and constructed ladder jacks are used and the platform does not exceed a height of 20 feet.
11. Hands must be free from tools and equipment when climbing on
12. Prior to ascending and descending a ladder, the employee shall ensure that the ladder is secured against displacement, and extends at least 36 inches above the landing.

Scaffolding

1. All scaffolds will be inspected before use.
2. The footing or anchorage for scaffolds must be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks must not be used to support scaffolds or planks.
3. Guardrails and toe boards must be installed on all open sides and ends of platforms more than 10 feet above the ground or floor. Scaffolds 4 feet to 10 feet in height, having a minimum horizontal dimension in either direction of less than 45 inches, must have standard guardrails installed on all open sides and ends of the platform.
4. All manufactures directions, load capacities, and height requirements shall be followed when scaffolds are used.
5. A supervisor (or other competent person) must supervise all scaffolding erection, movement, dismantling, or alteration.
6. Guardrails must be 2 x 4 inches, or the equivalent, approximately 42 inches high, with a mid-rail when required. Supports must be at intervals not to exceed 8 feet. Toe boards must be a minimum of 4 inches in height.

7. Fall protection will be used in the case that guardrails cannot be properly installed.
8. Where persons are required to work or pass under the scaffold, scaffolds must be provided with a screen between the toe board and guardrail, extending along the entire opening, consisting of No. 18 gauge U.S. Standard wire ½ inch mesh or the equivalent.
9. Slippery conditions on scaffolds must be eliminated as soon as possible after they occur.
10. No welding, burning, riveting, or open flame work must be performed on any staging suspended by means of fiber or synthetic rope. Only treated or protected fiber or synthetic ropes must be used or near any work involving the use of corrosive substances or chemicals.
11. Wire, synthetic, or fiber rope used for scaffold suspension must be capable of supporting at least 6 times the rated load.
12. Overhead protection must be provided for workers on scaffolds exposed to overhead hazards.
13. All scaffold work platforms must be a minimum 18-inches wide. Platforms shall be fully planked between the front uprights and the back guardrail.
14. All planking or platforms must be overlapped, a minimum of 12 inches, or secured from movement.
15. Platform planks must be laid with their edges close together so the platform will be tight with no spaces through which tools or fragments of material can fall.
16. Employees shall not climb scaffold frames or braces.
17. Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened from any cause must be immediately repaired or replaced.
18. The poles, legs or uprights of scaffolds must be plumb, and securely and rigidly braced to prevent swaying and displacement.
19. Employees shall ensure that the wheels on manually propelled mobile scaffolds are locked.
20. Scaffolds and their components must be capable of supporting without failure at least 4 times the maximum intended load.

21. Manually propelled scaffolds are to be moved only when all employees are off of the scaffold,
22. Scaffold planks must extend over their end supports between 6 inches and 12 inches.
23. All scaffolds shall be provided with properly secured access ladders.
24. Scaffolds must be secured against tipping by guying, tying, bracing, or other equivalent means. When scaffolds over 3 feet wide exceed height 4 times their width, the scaffold must be secured beginning at 4 times the width height, then at intervals not greater than 26 feet vertically and 30 feet horizontally. Scaffolds less than 3 feet wide must be secured beginning at 4 times the width, and then secured at 20 feet vertical intervals.

Body Harnesses and Lifelines

1. A personal fall arrest system shall consist of a full body harness, a shock-absorbing (deceleration) device, as lanyard, a self-retracting lifeline, proper connectors, and an adequate anchorage point.
2. All parts of the fall arrest system will be inspected prior to each use to ensure that no parts is damaged or deteriorated. In the case that something is damaged, it is to be removed from the worksite and tagged "Do Not Use."
3. Where employees are exposed to falling 6-feet or more from an unprotected side or edge, 'GRENESYS' will select either as guardrail system, safety net system, or personal fall arrest system to protect the worker.
4. Fall protection will be utilized to prevent falls from ladders, lifts, elevated platforms, scaffolds, vessels. Or any elevation in which there are no other means of protection from falling.
5. Fall arrest systems must be rigged such that employees can neither free fall more than 6 feet or contact any lower level.
6. All body harness and lanyard hardware must be drop forged or pressed steel, or made of equivalent materials. Surfaces must be smooth and free of sharp edges and have a corrosion resistant finish.
7. In the case that a fall arrest system is utilized, it shall be removed from operation immediately and a new arrest system is to be issued.

8. Lifelines and lanyards must be secured above the point of operation to an anchorage point or structural member capable of supporting a minimum dead weight of 5,000 pounds. The anchorage must be independent of any anchorage being used to support or suspend platforms.



FALL PROTECTION PLAN

This Fall Protection Plan is specific for the following project:

Location of the Job:

Erecting Company:

Date Plan is Prepared or Modified:

Plan Prepared by:

Plan Approved by:

Plan Supervised by:

Competent Person:

Policy

'GRENESYS' is dedicated to the protection of its employees from on-the job injuries. All employees of 'GRENESYS' have the responsibility to work safely on the job. This plan is designed to enable employers and employees to recognize the fall hazards on this job and to establish the procedures that are to be followed in order to prevent falls to lower levels or through holes and openings in walking/working surfaces.

Purpose

1. To ensure that each employee is trained and made aware of the safety provisions those are to be implemented by this plan prior to the start of erection.
2. To supplement our standard safety policy by providing safety standards specifically designed to cover fall protection on this job.

Pre-work Conference

The pre-work conference will be conducted by the site supervisor or general supervisor and will include:

1. Members of the erection crew.
2. Crane crew.
3. Supervisors of any other concerned sub-contractors.

The following will be discussed during the conference:

1. Erection procedures and sequences pertinent to the project.
2. Project specific safety practices.

Responsibilities of the competent person

1. Implement the fall protection plan.
2. Continually perform safety checks of work operations.
3. Enforce the safety policy and procedures.
4. Correct any unsafe acts or conditions immediately.

Responsibilities of all employees

1. Understand and adhere to the procedures of this plan.
2. Follow the instructions of the foreman.
3. Report all unsafe hazardous conditions or acts.

Safety monitors training and duties:

1. Warn by voice when approaching the open edge in an unsafe manner.
2. Warn by voice if there is a dangerous situation developing which cannot be seen by another person involved with product placement, such as a member getting out of control.
3. Make the designated erectors aware they are in a dangerous area.
4. Be competent in recognizing fall hazards.
5. Warn employees when they appear to be unaware of a fall hazard or are acting in an unsafe manner.

6. Remain on the same walking/working surface as the monitored employees and within visual sighting distance of the monitored employees
7. Be close enough to communicate orally with the employees.
8. Not allow other responsibilities to encumber with other.
9. If the safety monitor becomes too encumber with other responsibilities, the monitor shall:
 - a. Stop the erection process
 - b. Turn over the responsibilities to a designated erector.
 - c. Turn over the safety monitoring function to another designated competent person.
10. The maximum number of workers to be monitored by one safety monitor is six.

Designated erectors

Designated erectors are permitted to enter the controlled access zones and work without the use of conventional fall protection.

All designated erectors, under the safety monitoring system, shall be trained and instructed in the following areas:

Recognition of the fall hazards in the work area.

1. Avoidance of fall hazards using established work practices that have been made known to the employees.
2. Recognition of unsafe practices or working conditions that could lead to a fall, such as windy conditions.
3. The function, use, and operation of safety monitoring systems, guardrail systems, body belt/harness systems, control zones, and other protection to be used.
4. The correct procedure for erection. Maintaining, disassembling and inspecting the system (S) to be used.
5. Knowledge of construction sequence or the erection plan.

Non –Conventional Fall Protection

Activities that require non-conventional means of fall protection:

1. Connecting activity (point of erection)
2. Leading edge work
3. Unprotected sides or edge
4. Grouting

Fall protection systems to be used on this project

Where conventional fall protection is infeasible or creates a greater Hazard at the leading edge and during initial connecting Activity, we plan to this work using a safety monitoring System.

Safety monitoring System

A safety monitoring system means a fall protection system in which a competent person is responsible for recognizing and warning employees of fall hazards.

Limitations monitoring System

The safety monitoring system shall not be used when the wind is strong enough to cause loads with large surface areas to swing out of radius, or result in loss of control of the load, or when weather conditions cause the walking-working surfaces to become icy or slippery.

Control Zone System.

A controlled access zone means an area designated and clearly marked in which leading edge work may take place without the use of guardrail, safety net, or personal fall arrest systems to protect the employees in the area.

Control zone Systems shall comply with the following provisions:

1. When used to control access to areas where leading edge and other operations are taking place the controlled access zone shall be defined by a control line or by any other means that restricts access.
2. When control lines are used, they shall be erected not less than 6 feet nor more than 60 feet or half the length of the member being erected, whichever is less, from the leading edge.
3. The control line shall extend along the entire length of the Unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.
4. The control line shall be connected on each side to a guardrail System or wall
5. Control lines shall consist of ropes, wires tapes, or equivalent materials, and supporting stanchions as follows:
 - a) Each line shall be flagged or otherwise clearly marked at not more than 6-foot intervals with highly-visibility material.
 - b) Each line shall be rigged and supported in such a way that its lowest point (including sag) is not less than 39 inches from the walking/working surface and its highest point is not more than 45 inches from walking/working surface.

Holes

All openings greater than 12in.X 12in will have perimeter guarding or clearly marked covering.

Prior to cutting holes on the job, proper protection for the hole must be provided to protect the workers. Perimeter guarding or covers will not be removed without the approval of the erection foreman.

LOCKOUT/TAGOUT ENERGY CONTROL PROGRAM

Purpose and scope

The purpose of the energy control program is to ensure that, whenever the possibility of unexpected machine or equipment start-up exists or when the unexpected release of stored energy could occur and cause injury, the equipment is isolated from its energy source (S) and rendered inoperative prior to servicing or maintenance.

Sources of energy may be from, but not restricted to, the following : electrical power source, hydraulic fluid under pressure, compressed air, energy stored in springs, potential energy from suspended or

Elevated parts, stored energy in capacitors, and gas under pressure. Energy must be blocked, restrained, or dissipated by methods such as grounding, repositioning, blocking, bleeding down pressure, opening disconnect switches, and removing fuses.

Energy-Isolating Devices

1. IF THE ENERGY-ISOLATING DEVICE IS LOCKABLE, LOCKS SHALL BE USED unless the use of tags would provide protection at least as effective as locks and would assure “full employee protection.”
2. Safety locks shall be distinctive in color, shape, or size and have only One key. If key is lost must be destroyed.
3. Tags are essentially warning devices affixed to energy-isolating devices and do not provide the physical restraint of a lock. Tags may evoke a false sense of security. They are only one part of an overall energy control program.
4. When a lock or tag is attached to an isolating means, it is not to be removed except by the person who applied it, and it is never to be bypassed, ignored, or otherwise defeated.
5. The lockout or tagout device must identify the person applying the device.

6. Tags must be legible and understandable by all employees. Tags must Show appropriate warnings such as: DO NOT OPERARE, DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGISE.
7. Tags must be made of material that will withstand the environmental Conditions encountered in the work place. Their means of Attachment shall be of a non- reusable type, attachable by hand, self-locking, and non-releasable with a minimum breaking strength of no less than 50 pounds (such as a nylon cable tie).
8. All renovations and/or major repairs will include addition of lockable Devices where previously unavailable.
9. All new equipment shall have lockable devices.

Application of controls and lockout/Tagout Devices:-

1. The equipment must be de-energized and locks or tags must be applied to the energy-isolation devices when:
2. The employee must either remove or bypass machine guards or other safety devices, resulting in exposure to hazardous conditions.
3. The employee is required to place any part of his or her body in Contact with the point of operation of the machine or piece of equipment.
4. The employee is required to place any part of his or her body into Danger zone associated with a machine operating cycle.
5. Normal servicing tasks-such as setting up equipment and/or making significant adjustments to machines.

Procedure for de-energizing

1. Prepare for shutdown.
2. Shut down the machine(s) or equipment by normal procedures.
3. Isolate the machine or equipment from the energy source(s) by Opening disconnects, pulling fuses, closing valves, etc.
4. Apply the lockout or tagout device(s) to the energy- isolating device(s)
5. Safely release all potentially hazardous stored or residual energy.
6. Verify the isolation of the machine(s) or equipment energy source(s) prior to the start of service or maintenance work.
7. Perform repair/adjustments/ maintenance as necessary.
8. Inspect the work area to ensure that non-essential items have been Removed and that machine or equipment components are intact and capable of operating properly.
9. Check the area around the machine or equipment to ensure that all Employees have been safely positioned or removed.
10. Notify affected employees immediately after removing locks or tags and before starting equipment or machines. Make sure that only those employees who attached them remove Locks or tags.

Employee Training

All employees will be instructed:

1. To leave alone any lockout or tagout device on a piece of equipment or machinery.
2. On the recognition of control procedures.
3. Regarding the purpose of the procedure and the importance of not attempting to start-up or use the equipment that has been locked Tagged out.

Authorized employees will be instructed on the:

1. Skills necessary for the safe application, use, and removal of energy controls.
2. Equipment, types(s) of energy, and hazard(s) specific to the workplace.
3. Details about the type and magnitude of the hazardous energy sources.
4. The methods and means necessary to isolate and control energy Sources.

Retraining will occur when there is:

1. A job change.
2. A change in machines.
3. Equipment or processes that present new hazards.
4. Change in energy control procedures.

Testing or positioning of Machines

Temporary removal of locks or tags and the re-energization of the machine or equipment are allowed under special conditions. The re-energization must be conducted in accordance with the sequence of steps listed below:

1. Clear the machines or equipment of tools and materials.
2. Remove employees from the machines or equipment area.
3. Remove the lockout or tagout devices as specified in this policy.
4. Energize and proceed with testing or positioning.
5. De- energize all systems, isolate the machine or equipment from the

Energy source, and reapply lockout or tagout devices as specified
Minor Servicing Tasks

Employees performing minor tool changes and adjustments and/or other minor service activities during normal production operations that are routine, repetitive and integral to the use of the production equipment are

not covered by the lockout/tagout standard provided the work is performed using alternative measures that give effective protection.

Sub-contractors and outside personnel

All outside employers shall provide 'GRENESYS' with a copy of their lockout/tagout procedures or comply with 'GRENESYS' procedures.

All employees of sub-contractors will be trained on the hazards pertinent to the job site.

Lockout or tagout

During all lockout/tagout operations, where the release of hazardous energy is possible, each authorized employee shall utilize his/her personal lockout or tagout device in combination with all other employees.

Shift or personnel changes

Specific procedures must ensure that continuity of lockout/tagout Protection is maintained during shift or personnel changes.

Periodic Inspections

1. Annual inspections shall assure that the energy control procedures are implemented properly and that the employees are familiar with their responsibilities.
2. Certification of the inspection shall include: the machine or Equipment on which the inspection the energy control procedure was used, the date of the inspection, the employees included in the inspection, and the name of the person performing the inspection, review of employees' responsibilities under the energy control being inspected, and review on the limitation of tags.

Annual inspection reports shall be filed for not less than three years.

CHECK LIST FOR SAFETY PLAN

General		
Do you have a health & safety policy		
Do you have an up to date manual for health & safety at work		
Do your staff know about the policy & manual – do they understand it		
Are your health & safety tools easy to use on the job		
Accidents		
Do you have an accident register		
Are all incidents recorded		
Do your staff know they need to report work-related incidents		
Do you know which incidents are reportable to the department of labour		

First Aid

Do you adequate and appropriate first aid equipment for your business		
Do you have staff trained in workplace first aid		
Are employees first aid qualifications up to date		
Do all employees know about your workplace first aid arrangements		
Risk Assessment		
Have you identified all the hazards present in your workplace		
Have you taken steps to eliminate, isolate or minimize the hazards		
Do you have policies, procedures and training in place to manage the hazards		
Do you have on-going controls in place to manage hazards		
Work Equipment		
Is the work equipment suitable for the job it is used for		
Do you regularly inspect the equipment and implement maintenance procedures		
Has every employee who uses the work equipment received adequate training to use the work equipment		
PERSONAL PROTECTICE EQUIMENT (PPE)		
Is personal PROTECTIVE EQUIMENT required for work at you premises		
Does the PPE provided meet standards		
Do you have a system of maintenance and replacement for PPE		
Do you provide information, instruction and training on PPE for employees		
Do you take steps to ensure PPE is used		
Do you have arrangements for reporting loss or defect		
Can you change the way you do work to make it safer		

Fire safety & Emergencies

Have you identified the fire hazards in your business		
Is the fire hazard adequately controlled		
Have you considered the needs of each of your staff if there is an emergency		
Have you implemented <ul style="list-style-type: none"> ▪ A means of escape ▪ Emergency management procedures ▪ Fire detection and raising the alarm procedures ▪ First aid firefighting equipment ▪ Fire and emergency management training for all staff 		
Is any further action required to control the risk of fire		
Information and Training		
Have you decided who should be trained		
Have you decided on the level of training required		
Do you have a designated individual responsible for ensuring that training needs in health and safety are assessed and that suitable training takes place		
Do you provide induction training for new staff		
Do you hold training records for each member of staff		
Are they regularly reviewed and updated		

Policy Tobacco use in the workplace

Employers concerned about their employees may be able to improve their health and help them be more productive by creating tobacco-free workplaces. Making your workplace completely tobacco-free can have an even greater impact. Both tobacco user and non- user employees may be helped by such policies.

Benefits of a tobacco – free workplace.

For the employees

- A tobacco – free environment helps create a safer, healthier workplace.
- Workers who are bothered by smoke will not be exposed to it at work.
- Tobacco users who want to quit may have more of a reason to do so.
- Those who use tobacco may appreciate a clear company policy about tobacco use at work.
- Managers are relieved when there is a clearly defined process for dealing with tobacco in the workplace.

For the employer

- A tobacco –free environment helps create a safer, healthier workplace.
- Direct health care costs to the company may be reduced.
- A clear plan that is carefully put into action by the employer to lower employees' exposure to secondhand smoke shows the company cares.
- Employees may be less likely to miss work due to tobacco-related illnesses.
- Maintenance costs go down when tobacco, smoke, matches, and cigarette butts are taken out of work facilities.
- Office equipment, carpets, and furniture last longer.
- The risk of fires is lower.
- It may be possible to get lower rates on health, life, and disability insurance coverage as fewer employees use tobacco

Because we recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it shall be the policy of the company to provide a tobacco-free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of oral tobacco products or “spit” tobacco, and it applies to both employees and non employee visitors.

1. No use of tobacco products will be allowed within the facilities of office, factory and clients place at any time.
2. The decision to not provide designated smoking areas outside the building will be at the discretion of management or other decision-making body.
3. The designated smoking area will be located at least 20 feet from the main entrance.

All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area.

If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision making body.



General Safety Rules:

The following general safety rules apply to all persons working for the company. These rules must be observed at all times.

1. Employees may not operate equipment on which they have not been trained and/or do not have experience.
2. Employees are not permitted to work if under the influence of drugs or alcohol. Employees must agree to post accident drug and/or alcohol testing.
3. Fighting, horseplay, and other inappropriate conduct in the workplace are prohibited.
4. Use proper lifting techniques or material handling equipment to prevent strain and sprain injuries Get help to move heavy or bulky objects.
5. Appropriate PERSONAL PROTECTIVE EQUIPMENT must be used when required. (Depending on safety hazards present, this may include safety glasses, hard hats, gloves, hearing protection, foot protective, respiratory protection, and fall protection equipment or other protective devices.)
6. Machine guards and safety devices must be in place before power tools and equipment is operated. Defective tools and equipment must be taken out of service and tagged "DO NOT Use." Always use the right tool for the job.
7. Never enter any tank, vessel, or confined space unless properly trained and authorized by your supervisor.
8. Workplaces must be maintained in a neat and orderly manner. During the course of construction, alteration, or repairs, form and scrap lumber with protruding nails, and all other debris shall be kept cleared from work areas, passageways, and stairs, in and around buildings or other

structures. Garbage and other waste shall be disposed of at frequent and regular intervals.

9. Where walking/working surfaces may be slippery or become slippery, shoes with slip resistant soles must be worn.
10. Portable ladders in use must be tied, blocked or otherwise secured to prevent them from movement. All ladders used must be in good condition.
11. Metal ladders must not be used for electrical work or where they may come in contact with electrical conductors.
12. All employees exposed to falling 6-feet or, more from an unprotected side or edge shall select a guardrail system, a safety net system or a personal fall arrest system to prevent falls to a lower level. Unless otherwise provided for in OSHA regulations that apply to residential construction, and steel erection.
13. Scaffolds must have guardrails and toe boards installed on all open sides and ends of platforms more than 10 feet above the ground or floor.
14. Drivers of company vehicles must have a valid operator's license. All employees will use seat/shoulder belts when operating or riding in a vehicle being used for company business. Vehicles must be operated within posted speed limits and applicable state vehicle laws.



Acknowledgement of receipt of a copy of General safety Rules

I, -----, do hereby affirm that I have been given a copy

(Employee Name)

Of the general safety rules, I have read and understand them, and I agree to follow them. Additionally,

I agree to post accident drug and/or alcohol testing.

(Employee Name)

(Date)

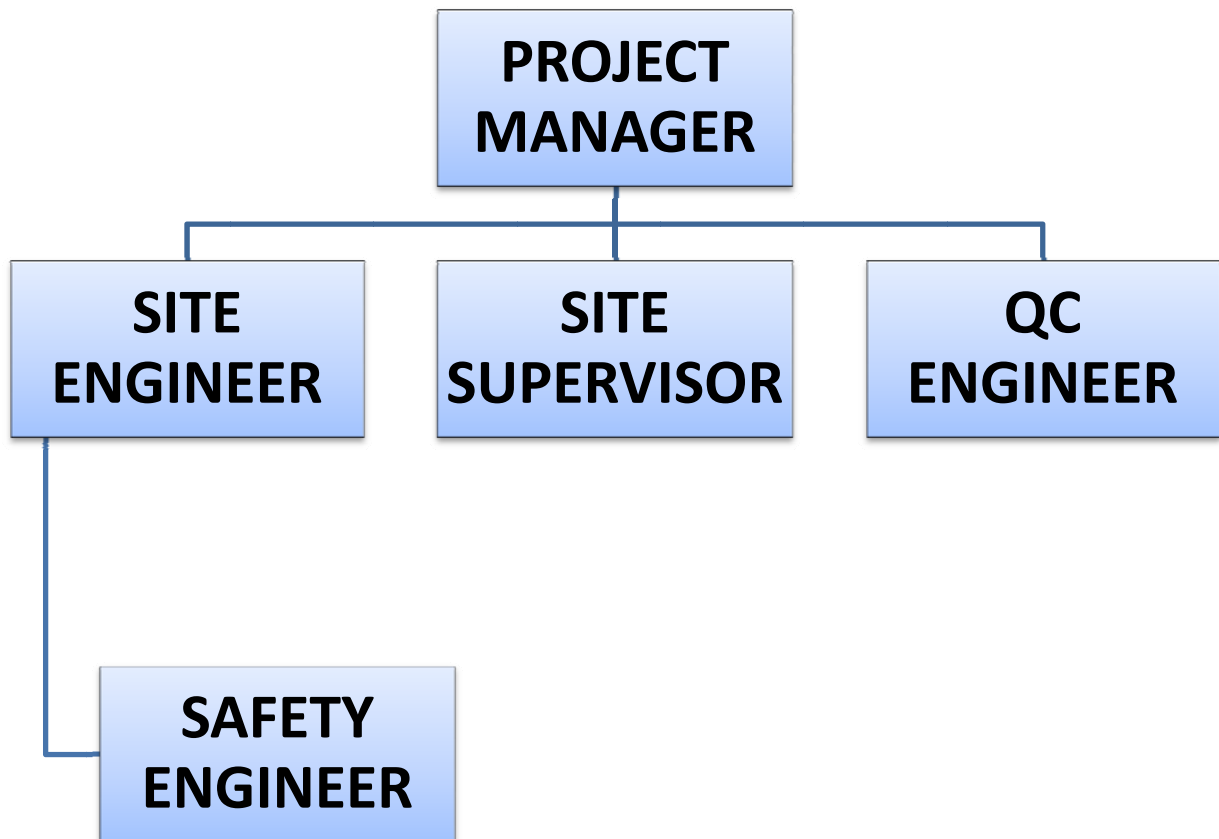
(Employer's Representative)

(Date)

****Please keep a copy in personnel file****

<u>INDUCTION PROGRAMME CHECK LIST</u>
Employee Name
Welcome
History of the organization
Organizational structure
Inform existing staff of new arrival and their role
Send welcome letter
Facilities (as appropriate to the new member of staff)
Car parking / Scooter parking
Staff room and kitchen facilities
telephone - external and internal
fax machine
fire extinguishers
first aid boxes
health and safety notices, including accident book
access to buildings, security
provision for incoming and outgoing mail points
notice boards
computer system, internet access
photocopier
stationery stocks and system of INDENT
toilets, cloakroom, smoking areas etc.
other aspects of the organization, as relevant
a job description of the Employment
explain areas of accountability and responsibility
Grievance Procedure
counseling & Disciplinary Procedure
office system - computers, telephones, filing
courtesies -protocol, etiquette
hours of work, timesheets
absence from work-annual leave, Holidays, sickness
finance - petty cash, expenses claims, financial responsibilities
Performance appraisal system
Environmental awareness
Personnel documentation and checks
Employee ID number
Attendance Marking
Appointment letter issued / Terms and conditions of employment
Hours, breaks, method of payment
Probationary period
Period of notice
Training needs and objectives
General behavior/ dress code

ORGANIZATION CHART



JOB SAFETY ANALYSIS (JSA)				
Job Description			Date of issue:	
Company			Reviewed By: <i>Print Name</i>	<i>Signature</i> <i>Date</i>
Location		JSA Revision No :	Approved By: <i>Print Name</i>	<i>Signature</i> <i>Date</i>
Analysis By		Name: Signature	Revision By: <i>Print Name</i>	<i>Signature</i> <i>Date</i>
Tools & Equipment Required			Rev. No: Date of Rev:	
PPE Required				
No.	Sequence Of Basic Job Steps	Identified Safety & Environmental and Procedure Hazard	Recommended Safe Job Steps And Control Procedure	

No.	Sequence Of Basic Job Steps	Identified Safety & Environmental and Hazards	Precautionary actions and control procedures to be taken

No Smoking Policy

Smoking is not permitted in any area of the production facility other than those areas specifically designated as smoking areas. In these areas, cigarette ends or matches must be disposed of in ashtrays or containers provided and must not be discarded on the floor or in any other careless manner. Cigarettes and matches should not be taken into the work area and must not at any time be carried in overall pockets. They should be left in lockers or in a designated.

Outside:

- Do not Litter.
- Do Use Ashtrays Provided.
- Do Not stub out fag butts outside the entrance or in the car park.
- Do Not Smoke, eat or drink break times whilst wearing work clothes. Take overalls off or wear another garment over.

Designated Smoking Areas:

- Picnic Table Area
- Staff Smoking Shelter

Non-Smoking Areas anywhere inside the building including:

- Staff Room
- Warehouse Area
- Entrance (including just outside roller shutter door)
- Pallet / Waste Collection Area
- Production Areas
- Bay 1
- Bay 2
- Toilets
- Storage Cupboards
- QA Room
- Heat Room
- Officers