

Birds Beware Window Cleaning Safety Programs

Aerial Lift Safety: Scissor Lifts, Cherry Pickers, Boom Trucks

- Birds Beware requires that any use of aerial lifts on a job site be handled with the highest level of safety in mind. This includes use of any scissor lifts, cherry pickers, or boom trucks.
- When using any type of aerial lift, all Birds Beware employees are required to use the equipment with the manufacturers specifications in mind.
- No modification of any type will be allowed to be made to any lift equipment without the written approval of the manufacturer.
- Before use of any type of aerial lift, Birds Beware employees are required to check all surroundings. Be aware of any dangers in the immediate area of the lift. This includes pedestrians, vehicles, foliage, building features and any and all power lines. The minimum clearance for any part of the equipment and a power line is 15 feet.
- Only Crew Leaders who have been trained will be allowed to operate aerial lifts. Crew Leaders will be the person operating the equipment unless an Assistant has been properly trained and given permission by the Crew Leader to operate said equipment.
- Test out all lift controls and equipment before working. Make sure all controls work properly and are fully understood. DO NOT operate any equipment that is not functioning properly.
- Be aware of load limits for each type of lift, as different lifts have different regulations. Never exceed the load limit of the equipment you are operating.
- Always make sure the equipment has a proper back-up alert system, and that the system is functioning. If the lift is not equipped with a back-up alert system you will be required to use an assistant to guide you whenever backing up the lift.
- When working from any type of lift, Birds Beware employees are required to keep both feet on the floor of the platform or basket.
- Never climb the rails or stand on the edges of a basket to reach a pane of glass, gutter, or piece of the building. If the area being cleaned cannot be reached, make the necessary adjustment to the lift.
- Always wear the properly fitted harness when using any type of lift equipment. The harness must be worn and properly secured to the lift in an appropriate and secure place.
- Never attach your harness to any structure other than the lift. This includes buildings, trees, chimneys, light poles, etc.
- After completion of any job requiring a lift, make sure that the lift is returned the way it was received to Evans Equipment.
- Make sure all poles, squeegees, towels, and other equipment is removed from the lift and not left hanging off of any of the lift's structures.
- If any type of damage is done to the lift, or if the lift causes damage to any company or customer property, be sure to contact the Operations Manager, Daniel Taneyhill immediately at 810.348.7570.
- Do not use lifts on the lawn of Financial Plus Credit Union unless prior approval is given from the Operations Manager.
- Any time a lift is used on a lawn 4 heavy duty wood platforms must be used with outriggers.

Bloodborne Pathogens

Exposure-control Plan

Department information

Department name: Operations, Joshua Latimer and Daniel Taneyhill
Building: Main Office, Unit 2

Person with authority and responsibility for the bloodborne exposure-control plan

Date: 1/16/2012
Principal Investigator/ Supervisor: Daniel Taneyhill and Joshua Latimer
Phone: 810.629.2000

Exposure-control plan introduction

This plan is designed to help you identify, minimize and/or eliminate risk from exposure to potentially infectious materials to which you may be exposed during your employment. The plan is effective immediately.

Certain diseases can be transmitted from an infected individual to a person by contact with blood or other body fluids. These diseases include, but are not limited to, hepatitis B virus (HBV), human immunodeficiency virus (HIV) and hepatitis C virus (HCV).

To protect yourself you are required to:

- Learn what tasks may result in exposure, such as a window cleaning razor cutting you;
- Follow the work routines established by this plan;
- Report any incidents involving exposure using Voxel to Operations Manager;
- Report any violations of the requirements of this plan; and
- Crew Leaders and Assistants must help each other in understanding and complying with this plan's requirements.

Following these steps will help you minimize risk from "occupational exposure." Occupational exposure means reasonably anticipated contact between your skin, eye or mucous membranes; piercing of skin; or membrane contact with blood, body fluids or other potentially infectious materials that may occur in the performance of your duties. Occupational exposure from blood includes all forms of human blood, whether it is liquid, semi-liquid or dried and caked. You must report all occupational exposures to the Operations Manager.

"Standard Precautions" is an approach to infection control. According to the concept of Standard Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, HCV and other bloodborne pathogens.

All occupational illnesses or injuries must be reported regardless of severity. You need not report catching a cold, flu or other virus, since that may occur anywhere. On the other hand, you must report any illness resulting from an exposure addressed in the exposure-control plan.

Exposure determination

The following job titles have been identified as positions that have a degree of occupational exposure:

- Crew Leader
- Assistant

Other Potentially Infected Material (OPIM) includes the following human body fluids:

- Saliva in dental procedures;
- Semen;
- Vaginal secretions;
- Cerebrospinal fluid (fluid from the head or spine);
- Synovial fluid (fluid from a joint);
- Pleural fluid (fluid from the lung sac);
- Pericardial fluid (fluid from the heart);
- Peritoneal fluid (fluid from the abdomen);
- Any body fluid that is visibly contaminated with blood, such as saliva or vomit;
- All body fluids in situations where it is difficult or impossible to differentiate between body fluids;

The following tasks and procedures involve potential occupational exposure. Employees performing these tasks and procedures are at risk for occupational exposure:

- Window Cleaning
- Gutter Cleaning
- Roof Cleaning
- House Washing
- Any Pressure Cleaner Operation

Methods of compliance

Standard precautions

“Standard precautions” is an approach to infection control. According to the standard precautions concept, all human blood and other body fluids as well as unfixed tissues and organs other than skin are treated as if known to be infectious for HIV, HBV, HCV and other bloodborne pathogens. It is recognized that the most effective mechanism for preventing infections with bloodborne pathogens is to minimize occupational exposure by minimizing potential contact with contaminated materials. As mandated by the Bloodborne Pathogen Standard, standard precautions will be

followed at all times at Birds Beware Window Cleaning to prevent contact with blood or Other Potentially Infectious Material (OPIM).

Work practice controls

Work practices appropriate to protect employees from potentially infectious materials have been developed. You are required at all times to comply with these practices. In the event you do not or cannot comply with any of these requirements, you must report the incident and circumstances to your Birds Beware Operations Manager for investigation and documentation.

1. Handwashing

- You must wash your hands and any other exposed skin with soap and water or flush mucous membranes with water immediately following contact with blood or OPIM.
- Handwashing facilities (sinks) are located in the bathroom at the Main Office.
- If handwashing facilities are not readily accessible to you use antiseptic towelettes instead. These towelettes are located in each company vehicle.
- If towelettes are used, you must still wash with soap and running water as soon as feasible thereafter.

Personal protective equipment

General

The following PPE is provided:

- Gloves
- Masks
- Eye Wear

Your Operations Manager has determined which PPE is needed for various tasks. It is your responsibility to use them at all times. The Operations Manager will consider any other PPE if it is deemed appropriate.

You must use the PPE provided. If for some reason you can not use the required protective equipment, you must discuss this with your supervisor prior to performing the task.

If a garment is penetrated by blood or OPIM, remove the garment immediately, bag it and dispose of it in accordance with the policy for "Regulated Waste". Remove all PPE prior to leaving the work area. Place this equipment in an appropriate designated area or container for storage, washing, decontamination or disposal.

Gloves

Gloves must be worn when you anticipate contact with blood or OPIM or if you anticipate handling or touching potentially contaminated items or surfaces.

Disposable gloves (such as nonlatex surgical or examination gloves) must be replaced as soon as practical when contaminated. If gloves are torn or punctured or if their ability to function as a barrier is compromised, replace them immediately. Disposable gloves may not be washed or decontaminated for re-use. Contaminated disposable gloves should be discarded in accordance with the guidelines on regulated wastes.

Heavy rubber, leather or other general-purpose utility gloves may be decontaminated (washed or autoclaved) for re-use if the integrity of the glove has not been compromised. However, they must be discarded if they are cracked, peeling, torn, punctured or show other signs of deterioration or when their ability to function as a barrier is compromised.

Under all circumstances, if you have cuts, scratches or other breaks in your skin, gloves are a required precaution when even remote chances of exposure exist.

All appropriate PPE will be provided in correct sizes in a readily accessible area at the work site. This includes hypoallergenic gloves, glove liners, powderless gloves or similar alternatives for those who are allergic to normally provided gloves.

Housekeeping

You are responsible for keeping your trucks and work area clean and sanitary. If you become aware of needs beyond general housekeeping, report your concern to your Birds Beware Operations Manager.

All equipment and working surfaces must be cleaned and decontaminated using sanitizing cleanser after contact with blood or OPIM.

All window cleaning buckets, pails, cans, bins or baskets of towels and similar receptacles intended for re-use that have a reasonable likelihood of becoming contaminated with blood or OPIM must be inspected and decontaminated regularly and as soon as possible after known or visible contamination.

Broken glass must not be picked up directly with the hands even if gloved. Rather, glass must be collected by using broom and dust pan, and then must be sanitized, disinfected or autoclaved.

Discarding and containing contaminated sharps

Discard contaminated sharp instruments, such as window cleaning razors, immediately in containers that are:

- Closable;
- Puncture Resistant;

- Leak-proof on the sides and bottom; and
- Color-coded red and labeled “biohazard” in a manner that distinguishes the container.
- Each Crew Leader is provided with a toolbox used for disposal of razors.

During use, containers for contaminated sharp instruments must be:

- Easily accessible and located as close as possible to the area where sharp instruments are used or can be reasonably anticipated to be found;
- Maintained upright throughout use; and
- Replaced routinely and not over-filled.

Reusable containers must not be opened, emptied or cleaned in any manner that would expose you to risk of puncture injury.

Other regulated waste

Other regulated waste means:

The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any other body fluid that is visibly contaminated with blood such as saliva or vomitus, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids such as emergency response;

Be sure to distinguish these and other potentially infectious waste from general refuse and garbage.

Disposal requirements include placing waste in containers that are:

- Closable;
- Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping;
- Color-coded “red” and labeled “biohazard” to properly identify the container as being used for potentially contaminated medical waste; and,
- Closed prior to removal to prevent spillage or exposure of contents during handling, storage, transport or shipping.

If the regulated waste container becomes contaminated on the outside, place that container in a second container that meets the same standards as the primary container. Do not move the contents of one container to another.

Laundry procedures

The following provisions are specified to minimize exposures when handling contaminated laundry in the truck or at the Main Office:

- Those handling contaminated laundry should be trained.
- Handle laundry as little as possible with a minimum of agitation.
- Laundry must be containerized/bagged at the location where it was used. It should not be sorted, washed or rinsed in the customer's home.
- Place and transport laundry in bags labeled or color-coded to appropriately identify it as contaminated material.
- Whenever contaminated laundry is wet and presents a likelihood of soak-through or leakage, place it in separate plastic bags.
- Crew leaders must ensure that Assistants who have contact with contaminated laundry wear protective gloves and other appropriate PPE.

Appendix V: Hepatitis B vaccinations, post-exposure evaluations and follow-up

Hepatitis B vaccination

The hepatitis B vaccine and vaccination series is available to all employees who have occupational exposure. These vaccinations are available at no cost to you. A vaccination consent form is required (**Form 5a**).

Exceptions to our vaccination policy may be granted if you:

- Have previously received the complete hepatitis B vaccination series (proof is required);
- Are immune from the hepatitis B virus as established by documented antibody testing;
- Cannot take the vaccine for medical reasons (documentation of contraindications is required); or
- Sign a statement declining to accept the hepatitis B vaccination (**Form 5b**).

If you initially decline the hepatitis B vaccination but at a later date decide to accept the vaccination, we will, at that time, make the hepatitis B vaccination available to you. Be sure to sign the vaccination consent form for hepatitis B (**Form 5a**).

If, at a future date, a routine booster dose(s) of hepatitis B vaccine is recommended by the U.S. Public Health Service, we will make those booster dose(s) available to you at no cost.

B. Post-exposure evaluation and follow-up

A post-exposure evaluation and follow up will be made for all employees who have had an exposure incident. These medical evaluations and procedures are available at no cost to you.

You must notify your Operations Manager, Daniel Taneyhill as soon as a suspected exposure incident has occurred. Following an exposure report, we will immediately make available to you a confidential medical evaluation and follow up. This medical attention includes:

- Documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred; and
- Identification and documentation of the source individual (unless identification is not feasible or is prohibited by law).

If the exposure is from a human source, the individual's blood will be tested as soon as feasible (and after that individual's consent is obtained) in order to determine HBV, HIV or HCV existence. If consent cannot be obtained, we must document that fact. When the source individual's consent is not required by law, that individual's blood, if available, will be tested and the results documented.

Results of the source individual's testing will be made available to the exposed employee. Applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual will be provided.

If you suspect exposure, a blood specimen will be drawn as soon as possible and tested. If you consent to baseline blood collection but do not consent to HIV serologic testing, the sample will be preserved for at least 90 days. If within 90 days of the exposure incident, you elect to have the baseline blood sample tested, testing will be done as soon as feasible.

Post-exposure prophylaxis (when medically indicated, as recommended by the U.S. Public Health Service), counseling and evaluation of subsequent reported illnesses will also be provided.

A physician will work closely with the supervisor to evaluate and follow an exposed employee. The physician will be provided with a copy of the appropriate sections of this exposure-control plan and supporting government regulations to make him or her aware of our responsibilities. We will also provide that physician with a description of the exposed employee's duties as they relate to the exposure incident, documentation of the routes of exposure, circumstances under which exposure occurred, results of the source individual's blood testing (if available), and all medical records relevant to the appropriate treatment including vaccination status.

The exposed employee will be provided with a written evaluation from the treating physician within 15 days of the completion of the physician's evaluation. That report will contain:

- The physician's opinion as to whether hepatitis B vaccination is indicated for the employee and if the employee has received the vaccination;
- A statement that the employee has been informed by the physician of the results of the evaluation;
- A statement that the employee has been told about any medical conditions resulting from exposure to blood or Other Potentially Infectious Materials (OPIM) that require further evaluation or treatment.

All other findings or diagnoses will remain confidential and will not be included in the written report to us.

Form 5a: Consent for hepatitis B vaccination

I have read or someone has read to me the information on this sheet about hepatitis B and the hepatitis B vaccine. I have been given the opportunity to ask questions, which were answered to my satisfaction. I understand that if I get sick during the four weeks after receiving the vaccine, I should immediately report this fact to my physician. I believe I understand the benefits and risks of the hepatitis B vaccine and request that it be given to me.

Date

Printed name of person to receive vaccine

Signature

Form 5b: Waiver of hepatitis B vaccine

I understand that, due to my occupational exposure to blood or Other Potentially Infectious Materials (OPIM), I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine at no charge/cost to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or OPIM and I want to be vaccinated with the hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Date

Birds Beware Employee Name

Signature

Date

Birds Beware representative's printed
name

Signature

Hazard communications and emergency response

Warning labels and signs

“Biohazard” warning labels must be attached or affixed to:

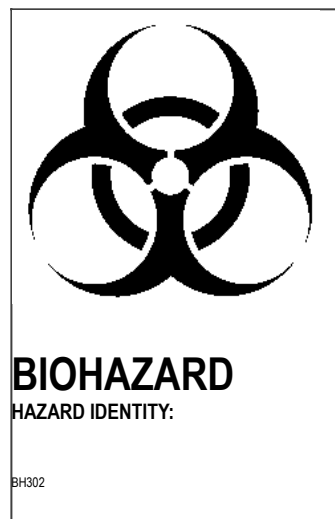
- Contaminated equipment;
- Containers of regulated waste;
- Tool Boxes with used razor blades.

A sample label appears on the following page. This label must be fluorescent orange with lettering in a contrasting color. The labels must be attached with adhesive or another method that prevents their loss or unintentional removal.

Items that require warning labels include, but are not limited to:

- Laundry bags;
- Disposable razors/sharp instruments containers;
- Reusable sharp instruments containers;
- Contaminated pieces of equipment (or portions thereof);

Biohazard Label



Exceptions to these labeling requirements are permitted when:

- Red bags or red containers with the biohazard symbol are used in lieu of labels, and those red bags/containers are used for nothing else;

Steps to take in an Emergency

An emergency is a situation in which a Birds Beware employee is exposed to potentially infectious material on any exposed/unprotected part of his/her body, regardless of whether the exposed body part has any known cuts, scratches, open lesions or exposed mucous membranes.

If an emergency involving blood or OPIM should occur, the following actions should be taken:

- The affected employee must immediately clean the blood or OPIM from his/her exposed body with soap and water followed by a disinfectant. If the eyes should be exposed, they should immediately be flushed with running water for 15 minutes.
- The affected employee must, as soon as feasible, clean and disinfect/decontaminate any surfaces in the immediate work environment that may expose any other employee or patient.
- The affected employee must, as soon as feasible, report the incident to the Operations Manager, who will visually observe the affected employee's exposed body area to confirm the presence/absence of cuts, scratches, open lesions or exposed mucous membranes around the affected area.

Information and training

General

Initial and periodic training is required to be provided by Birds Beware for all employees who may have any occupational exposure as a result of their employment. The training is provided at no cost to the employee during normal working hours. Training is provided as follows:

- At the time of initial assignment to tasks where occupational exposure may take place; and
- Annually thereafter.

The Operations Manager will ensure that training is provided to all Birds Beware employees.

All employees will participate in the initial and annual training sessions (**forms 7a and 7b**) regardless of whether an employee may have received recent training about bloodborne pathogens. Additional training will be given when changes such as modification of tasks or procedures or when new tasks or procedures affect employees' occupational exposure.

An attendance record is made and retained for all employees in attendance at training sessions. Also, a record will be made and retained of those employees who should have but did not attend a session. A make-up session, if needed, will be provided at a convenient time within 10 days of the missed session.

Training Content

The training program consists of the following elements and materials:

- A copy of the OSHA standards supporting your exposure-control plan;
- A review of your exposure-control plan, with copies available;
- An explanation of the Cal-OSHA standard;
- A general discussion of applicable bloodborne diseases and their transmission;
- An explanation of the use and limitations of methods that will prevent or reduce exposures, including appropriate environmental measures, work practice routines and protective equipment;
- Information on the types, selection, proper use, location, removal, handling, decontamination and disposal of Personal Protective Equipment (PPE);
- Emergency response procedures involving blood or Other Potentially Infected Material (OPIM);
- An explanation of the post-exposure evaluation and follow-up;
- Information on how to handle exposure incidents;
- An explanation of the signs, labels, and/or color-coding used in the practice to identify potentially infectious material; and
- Information on the hepatitis B vaccine.

Training records

Records pertaining to training programs are maintained at least three years and include:

- The dates of all training programs (scheduled, make-up, annual and impromptu);
- The contents, summary or minutes of each session;
- The name and position/qualification of the person conducting the training; and
- The attendance rosters, reflecting names and job titles of all persons attending the sessions.

All training records will be maintained by the Operations Manager and will be available for inspection and copying by the employee, employee representatives and by regulatory inspectors.

Record Availability

All records concerning our exposure control program will be made available upon request to agents and representatives of the Department of Labor and the Occupational Safety and Health Administration for examination and copying.

Employee training records will be provided for examination and copying (upon request), to employees.

Form 7b: Individual employee training documentation
Initial training

Trainer's name: _____ Training subject: _____
Employee's name: _____ Hire/assignment date: _____

I (signature) _____ hereby certify that I received training as described in the following areas and agree to comply with these requirements and safe work practices:

- A copy of the OSHA standards supporting our exposure-control plan;
- A review of the laboratory or unit exposure-control plan with copies available;
- An explanation of the Cal-OSHA standard;
- A general discussion of bloodborne diseases and their transmission;
- An explanation of the use and limitations of methods that will prevent or reduce exposures, including appropriate environmental measures, work practice routines and protective equipment;
- Information on the types, selection, proper use, location, removal, handling, decontamination and disposal of Personal Protective Equipment (PPE);
- Emergency response procedures involving blood or Other Potentially Infected Materials (OPIM);
- An explanation of the post-exposure evaluation and follow-up;
- Information on how to handle exposure incidents;
- An explanation of the signs, labels and/or color-coding used in the practice to identify potentially infectious material; and
- Information on the hepatitis B vaccine.

All attendees are urged to participate and ask questions during training sessions. If any questions cannot be answered at the time, they will be researched and responded to promptly.

Record Keeping

Medical Records

The office maintains medical records for each employee with occupational exposure. Each record includes:

- The name and Social Security Number of the employee;
- A copy of the employee's hepatitis B vaccination status, including the dates;
- A copy of the information provided to the physician, relative to exposure and the surrounding circumstances;
- A copy of all results of examinations, medical tests and follow-up; and

- A confidential copy of the physician's written opinion regarding the exposed employee.

All medical records will be secured at the office and will remain confidential. Contents of medical records will not be disclosed or reported without the employee's specific written consent to any person within or outside the work place except as required by law or for the employee's medical well-being.

By law, we will maintain employees' medical records (or arrange for their transfer) for at least the duration of employment plus 30 years.

Birds Beware Safety Violations and Discipline

- The Operations Manager is in charge of all safety programs at Birds Beware Window Cleaning. If there is any question of the procedure to be followed regarding safety on site, immediately consult your Operations Manager
- While on site, the Crew Leader will be in charge of all safety protocol. Follow all instructions given by your Crew Leader. If there is any question of what to do, or a possible violation, contact your Operations Manager.
- As with all disciplinary issues, safety violations will be handled in the same manner. A first violation will trigger a write up and meeting with the Operations Manager. The second violation is the same. A third offense triggers one week off, and a fourth violation will result in a meeting with Ownership and possible firing.
- It is your responsibility to maintain a safe working environment. Always be aware of your surroundings.
- Your Operations Manager will conduct Safety Inspections during your weekly site visit.

Safety Violations

- Failure to follow written safety instructions when using any type of equipment including Water Fed Pole, Pressure Cleaner, Aerial Lifts, etc.
- Not following verbal safety instructions given by Owner, Operations Manager, or Crew Leader
- Being unaware of surroundings
- Failure to use proper protective equipment, i.e., gloves, eye protection, harness, respirator, etc.
- Improper use of protective equipment or other equipment used on site
- Any kind of horseplay on job site
- Failure to comply with ladder safety instructions

Birds Beware Fall Protection Safety

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. Roof cleaning, window cleaning, gutter cleaning, and pressure cleaning are all examples of work that exposes you to fall hazards.

The scope of this fall protection program includes all Birds Beware employees. In particular those staff engaged in work activities, which expose them to falls from heights of 6 feet or more. The written procedures outline uniform requirements designed to ensure that fall prevention training, operation, and practices are communicated to, and understood by, the affected employees. Therefore, only trained employees may work in areas where fall hazards are present.

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.

Fall Hazards

There are a number of potential situations or conditions that can present a fall hazard. This policy may not specifically address all possibilities. Therefore, when employees or Crew Leaders identify a condition that may present a fall hazard not specifically addressed by this written program, they shall involve the Operations Manager prior to addressing the safety concerns surrounding the condition.

The following list of conditions addressed by this written program (note that this is not an all-inclusive list):

Ladders, both permanent and temporary

Ladders shall exhibit the following conditions:

1. Meet OSHA specifications for design and safety.
2. The appropriate type of ladder is being used for the job.
3. Metal ladders are not used near exposed electrical sources.
4. All parts, ropes, fittings and connections are secure and in good condition. Check for ladder rope decay and cracking.
5. Non-slip surfaces are in place on ladder rungs.
6. Gripping safety feet are in place, secure and in sound condition.
7. Ladder has been set up safely:
 - Floor/ground surface is firm.
 - Floor/ground surface is flat
 - Floor/ground surface is not slippery.
 - Ladder is level.

Stairs (permanent and temporary)

All stairs shall exhibit the following conditions:

1. Meet OSHA specifications for design and safety.
2. All required covers or guardrails are in place, including top rails, midrails and toe kicks or spindles.
3. All hand rails or guardrails are in place.
4. All treads and risers are in good repair.
5. Non-slip surfaces are in place.
6. Adequate headroom is maintained above.
7. Stairs are clear of clutter and slippery materials.

Elevated platforms that are fixed

All elevated platform locations shall exhibit the following conditions:

1. Top guard rail in place, is between 36 and 45 inches from floor, is in sound condition and anchored appropriately.
2. Vertical rails (spindles), a solid surface or a mid rail is in place, is in sound condition and is anchored appropriately.
3. If the railing is not solid down to the floor, a toe kick is present, in sound condition and anchored appropriately.
4. The flooring of the platform has no openings, is properly attached to sound surface and is in sound condition.
5. Walking surfaces are clear from obstruction and are not slippery.

Types of Fall Protection Systems

- 1) An articulating man lift provided with a restraint system and full body harness to an anchor point below the waist (preferably at the floor level).
 - 2) Guardrail with a toeboard, midrail and toprail.
 - 3) Personal fall arrest systems.
Anchor points (rated at 5000 pounds per person).
Full body harness.
Restraint line or lanyard.
Retractable lanyard.
Rope grabs.
Connectors (self-locking snaphooks).
- Appropriate fall protection will be determined by the task to be performed.

Fall Protection Locations

Fall protection is required wherever the potential to fall 6 feet or more exists. Birds Beware has identified the following places concerning fall protection:

- 1) All flat and low sloped roof locations, when within 6 feet of the roof edge during roof maintenance (4:12 pitch or less).
- 2) All exterior and interior equipment platforms, catwalks, towers, etc.
- 3) All exterior and interior fixed ladders above 20 feet.

- 4) All mezzanine and balcony edges.
- 5) All tasks requiring use of aerial lifts.
- 6) All tasks requiring employees to lean outside the vertical rails of ladders (i.e., window cleaning, gutter cleaning, light bulb replacement, etc.).

Fall protection is not needed if an employee or employees are on a low slope roof for inspection/observation only!

Fall Protection Guidelines – Options

Guardrails

On all projects, only guardrails made from steel, wood, and wire rope will be acceptable. All guardrail systems will comply with the current Department of Commerce/OSHA standards (i.e., contain a 42" high toprail, a midrail and toeboard, which can withstand 200 pounds of force in any direction,). These guardrails will be placed in the following areas if necessary or feasible based on job location or requirements:

- 1) On all open sided floors.
- 2) Around all open excavations or pits.
- 3) On leading edges of roofs or mezzanines.

Personal Fall Protection Systems

All employees on any project that will be required to wear a personal fall arrest or restraint system will follow these guidelines:

- 1) A full body harness will be used at all times.
- 2) Only shock absorbing lanyards or retractable lanyards are to be used so as to keep impact forces at a minimum on the body.
- 3) Only nylon rope or nylon straps with locking snaphooks are to be used for restraints.
- 4) All lanyards will have self-locking snaphooks.
- 5) The employee will inspect all personal fall arrest equipment before each use. Any deteriorated, bent, damaged, impacted, and/or harness showing excessive wear will be removed from service.
- 6) Equipment must meet ANSI,ASTM, or OSHA requirements.

The maximum free fall distance is not to exceed 6 feet. Consideration must be given to the total fall distance. The following factors can affect total fall distance:

- 1) Length of connecting means (i.e., lanyard length, use of carabiners, snaphooks, etc.)
- 2) Position and height of anchorage relative to work platform/area (always keep above the head whenever possible).
- 3) Position of attachment and D-ring slide on the full body harness.
- 4) Deployment of shock absorber (max. 42").
- 5) Movement in the lifeline.
- 6) Initial position of worker before free fall occurs (i.e., sitting, standing, etc.).

Calculating Total Fall Distance

It is the total length of shock absorbing lanyard + height of the person + the location distance of the D-ring from the work surface or platform. Always allow a minimum of 6 feet of clearance above the ground, equipment, etc., at the end of the fall from the fall arrest point.

Engineered Lifeline

Lifeline systems must be designed and approved by an engineer or qualified person. Lifeline systems must be engineered to have appropriate anchorages, strength of line designed to hold X number of individuals connected to it, line strength to aid in the arrest of a fall, and durability to hold a fallen employee(s) suspended until a rescue can occur.

Inspection of Fall Protection Systems

The following criteria will be utilized to maintain all equipment in good working condition:

Full Body Harnesses

1) Inspect before each use.

Closely examine all of the nylon webbing to ensure there are no burn marks, which could weaken the material.

Verify there are no torn, frayed or broken fibers, pulled stitches, or frayed edges anywhere on the harness.

Examine the D-ring for excessive wear, pits, deterioration, or cracks.

Verify that buckles are not deformed, cracked, and operate correctly.

Check to see that each grommet (if present) is secure and not deformed from abuse or a fall.

The harness should never have additional punched holes.

All rivets should be tight and not deformed.

Check tongue/straps for excessive wear from repeated buckling.

2) A competent person will complete an annual inspection of all harnesses and documentation will be maintained (see Appendix 1).

3) Storage will consist of hanging in an enclosed cabinet, to protect from damage.

4) All harnesses that are involved in a fall will be destroyed.

Lanyards/Shock Absorbing Lanyards

1) Inspect before each use.

Check lanyard material for cuts, burns, abrasions, kinks, knots, broken stitches and excessive wear.

Inspect the snaphooks for distortions in the hook, locks, and eye.

Check carabiner for excessive wear, distortion, and lock operation.

Ensure that all locking mechanisms seat and lock properly.

Once locked, locking mechanism should prevent hook from opening.

Visually inspect shock absorber for any signs of damage, paying close attention to where the shock absorber attaches to the lanyard.

Verify that points where the lanyard attaches to the snaphooks are free of defects.

- 2) A competent person will complete an annual inspection of all lanyards and documentation will be maintained.
- 3) Storage will consist of hanging in an enclosed cabinet, to protect from damage.
- 4) All lanyards that are involved in a fall will be destroyed.

Snaphooks

- 1) Inspect before each use.
Inspect snaphook for any hook and eye distortions.
Verify there are no cracks or pitted surfaces.
The keeper latch should not be bent, distorted, or obstructed.
Verify that the keeper latch seats into the nose without binding.
Verify that the keeper spring securely closes the keeper latch.
Test the locking mechanism to verify that the keeper latch locks properly.
- 2) A competent person will complete an annual inspection of all snaphooks and documentation will be maintained.
- 3) All snaphooks involved in a fall will be destroyed.

Self-Retracting Lanyards/Lifelines

- 1) Inspect before each use.
Visually inspect the body to ensure there is no physical damage to the body.
Make sure all nuts and rivets are tight.
Make sure the entire length of the nylon strap/wire rope is free from any cuts, burns, abrasions, kinks, knots, broken stitches/strands, excessive wear and retracts freely.
Test the unit by pulling sharply on the lanyard/lifeline to verify that the locking mechanism is operating correctly.
If the manufacturer requires, make certain the retractable lanyard is returned to the manufacturer for scheduled annual inspections.
- 2) A competent person will conduct monthly inspection of all self retracting lanyards/lifelines and documentation will be maintained.
- 3) Service per manufacturer specifications (1-2 years).
- 4) Inspect for proper function after every fall.

Tie-Off Adapters/Anchorages

- 1) Inspect for integrity and attachment to solid surface.
- 2) A competent person will complete an annual inspection of all tie offs and anchorages and documentation will be maintained.
- 3) All tie-offs and anchorages will be destroyed after a fall.

Aerial Lift

- 1) Inspect before each use.
- 2) Inspect/service per manufacturer guidelines. Scissor lifts will be inspected at the beginning of each shift in use. Structural integrity of the lift will be checked per the same schedule.

Storage and Maintenance of Fall Protection Equipment

- 1) Never store the personal fall arrest equipment in the bottom of a toolbox, on the ground, or outdoors exposed to the elements (i.e., sun, rain, snow, etc.).
- 2) Hang equipment in a cool, dry location in a manner that retains its shape.
- 3) Always follow manufacturer recommendations for inspections.
- 4) Clean with a mild, nonabrasive soap and hang to dry.
- 5) Never force dry or use strong detergents in cleaning.
- 6) Never store equipment near excessive heat, chemicals, moisture, or sunlight.
- 7) Never store in an area with exposures to fumes or corrosive elements.
- 8) Avoid dirt or other types of build-up on equipment.
- 9) Never use this equipment for any purpose other than personal fall arrest.
- 10) Once exposed to a fall, remove equipment from service immediately.

Training

Attendance of all trainees will be documented.

All employees engaged in fall protection will be trained and have the knowledge to:

- 1) Recognize the fall hazards of/on their job sites.
- 2) Understand the hazards associated with working near fall hazards.
- 3) Work safely in hazardous areas by utilizing appropriate fall protection measures.
- 4) Understand and follow all components of this fall protection program.
- 5) Identify and understand the enforceable Department of Commerce/OSHA standards and ANSI standards that pertain to fall protection.
- 6) Re-training will be provided if there are any changes in work sites, equipment, or fall protection systems. If an employee displays any deficiency in their training, they will be required to re-train.

Enforcement

- 1) All staff are subject to discipline.
- 2) Documentation of any violations will be kept in the staff member's personnel file.

Rescue Procedures

Rescue Methods/Options of Fallen Personnel

In the unlikely event that a fall arrest occurs on-site, personnel with the use of an aerial lift or ladders where feasible, will rescue all employees in a prompt manner. Alternate rescue would be through the local emergency services.

Communication Issues

In the event of a fall, the following people will be notified as soon as possible.

- 1) Rescue personnel.
- 2) Operations Manager
- 3) Fire Department and emergency medical services if necessary. At the beginning of any work activity where fall protection is an issue, rescue plans must be identified and discussed with all employees in case of a fall. The Crew Leader will develop the rescue plan(s).

All employees involved in a fall arrest or fall will be sent immediately for a medical evaluation to determine the extent of injuries, if any.

Fall Investigation

All fall investigations will be conducted by the Operations Manager. The following documentation will be completed as part of the fall investigation:

- 1) Interviews with staff and witnesses.
- 2) Employee injury/accident report.
- 3) Supervisor injury/accident report.

Program Evaluation

This fall protection program will be evaluated periodically to determine the effectiveness.

The following criteria will be used to evaluate its performance:

- 1) Accident reports
- 2) Number of accidents.
- 3) Employee compliance with program components.
- 4) Periodic on-site visits.
- 5) Employee feedback and interviews.

Birds Beware First Aid Program

General

Occupational health concerns receive high priority here at Birds Beware. It is essential that each location be able to adequately respond to first-aid events and resolve all other occupational health problems quickly. The health and wellness of each employee is a key segment of the overall safety environment.

OSHA Requirements

OSHA requirements for medical services and first aid are found in Standard Number 1910.151 and are listed below:

- Birds Beware will ensure the ready availability of medical personnel for advice and consultation on matters of employee health.
- In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid.
- Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

First Aid Accessibility

There is one first aid station within the main building. It will be equipped with a suitable first aid kit so as to quickly provide accessible first aid supplies for initial treatment of injury.

Every employee using a Birds Beware vehicle to travel to a job site will be equipped with a first aid box with the proper contents in the vehicle.

Designated First aid boxes will:

- Contain all the items as described in the contents section below.
- Be maintained in good conditions at all times.
- Be large enough so that each item is in plain view and easily accessible.
- Be inspected at a minimum of quarter-yearly intervals with documented date of inspection and signature of the individual performing the inspection.
- Notify the office if any first aid supplies need to be ordered.

Roles and Responsibilities

In the case that first aid is needed, follow all procedures. Report any instance of first aid to your Operations Manager. If a designated First Aider is not available or if more than just first aid is needed, contact EMS and request an ambulance if necessary.

Each role in a first aid situation is described below:

Designated First Aider

- Will have a valid certificate in First Aid Training.
- Certificate must be obtained from the American Red Cross or an equivalent program.
- Promptly provide workers with a level of care within the scope of their training.
- Facilitate transportation to a hospital, a doctor's office, or the worker's home, as necessary.
- Objectively document observed or reported signs and symptoms of injuries and illnesses.
- Refer ill/injured person to medical authorities when more advanced care is required.
- Post: appropriate signage is posted indicating location of first aid station.
- Post valid First Aid Certificates in the vicinity of the first aid station.
- Perform and document inspections of all first aid boxes quarterly-yearly, and replenish as required.

Operations Manager

- Monitor First Aid Stations as part of Workplace Inspections,
- Submit reports of inspection and first aid provided on an annual basis or as required.
- Incur the costs associated with first aid equipment and services.
- Respond to accident, injury and illness immediately.
- Provide first aid as required.
- Liaise with EMS.
- Facilitate transportation to a hospital, a doctor's office, or the worker's home, as necessary.

Crew Leaders and Assistants

- Seek First Aid when a work-related illness/injury is sustained.
- Inform their Operations Manager of any injury or the possible onset of a work-related disease/condition.
- Cooperate in the process of choosing a health care provider and following health care treatment.
- Cooperate in the process of reporting to WSIB.
- Cooperate in safe return to work.

First Aid Kit

List of Contents

All Designated First Aid Kits at York Birds Beware should contain the following items:

- 1 MTM Resuscitator
- 1 pkg eye pads
- 1 Pressure dressing - 2"
- 1 plastic eye shield
- 2 Pressure dressing - 4"
- 1 pkg latex gloves

- 4 pressure dressing - 6"
- 1 pkg zip lock bags
- 4 triangular bandages
- 1 adhesive tape - 1"
- 1 box sterile gauze pads
- 1 adhesive tape - ."
- 1 Pkg soft stretch dressing
- 1 first aid scissor
- 1 pkg splints
- 1 first aid forceps
- 1 box plastic strips
- 1 Emergency rescue blanket (optional)
- 1 assorted safety pins
- 1 first aid booklet
- 1 hot pack (optional)
- 1 cold pack (optional)

Birds Beware Window Cleaning Written Hazard Communication Program

General

The following hazard communication program has been established for Birds Beware Window Cleaning.

This program will be available for review by all employees.

Hazard Determination

Birds Beware Window Cleaning will rely on material safety data sheets obtained from product suppliers to meet hazard determination requirements.

Labeling

The Operations Manager will be responsible for seeing that all containers entering the workplace are properly labeled.

All labels shall be checked for:

- Identity of the material.
- Appropriate hazard warning for the material.
- Name and address of the responsible party. (Only if the container is received from the manufacturer, distributor, or importer.)

Each employee shall be responsible for ensuring that all portable containers used in their work area are labeled with the appropriate identity and hazard warning.

Material Safety Data Sheets (MSDSs)

The Operations Manager will be responsible for compiling and maintaining the master MSDS file. The file will be kept at the office.

Additional copies of MSDSs for employee use are located in the MSDS file at the office.

MSDSs will be available for review to all employees during each work shift. Copies will be available upon request to the Operations Manager.

Posters identifying the person responsible for maintaining MSDSs and where the MSDSs are located are posted at the office. Posters notifying employees when new or revised MSDSs are received will be located in the same location.

If a required MSDS is not received, the Operations Manager shall contact the supplier, in writing, to request the MSDS. If an MSDS is not received after two such requests, the Operations Manager shall contact the MIOSHA's Construction Safety and Health Division at (517) 322-1856 or General Industry Safety and Health Division (GISHD) at (517) 322-1831, for assistance in obtaining the MSDS.

Employee Information and Training

The Operations Manager shall coordinate and maintain records of employee hazard communication training, including attendance rosters.

Before their initial work assignment, each new employee will attend a hazard communication training class. The class will provide the following information and training:

Information:

- The requirements of the MIOSHA Hazard Communication Standard
- All operations in their work area where hazardous chemicals are present
- Location and availability of the written hazard communication program, the list of hazardous chemicals, and the MSDS

Training:

- Methods and observations that can be used to detect the presence or release of hazardous chemicals in the work area
- Physical and health hazards of the hazardous chemicals
- Measures the employees should take to protect from these hazards
- Details of the hazard communication program--including explanation of labeling system and MSDSs and how employees can obtain and use hazard information

The employee shall be informed that:

The employer is prohibited from discharging, or discriminating against, an employee who exercises his/her rights to obtain information regarding hazardous chemicals used in the workplace.

As an alternative to requesting an MSDS from the employer, the employee can seek assistance from the MIOSHA Construction Safety and Health Division, at (517) 322-1856, or the MIOSHA General Industry Safety and Health Division at (517) 322-1831, to obtain the desired MSDS. A sign or MIOSHA poster will be posted with the address and telephone number of the MIOSHA Divisions responsible for such requests.

Before any new physical or health hazard is introduced into the workplace, each employee who may be exposed to the substance will be given information in the same manner as during the hazard communication training class.

Hazardous Non-routine Tasks

Occasionally, employees are required to perform non-routine tasks (i.e., enter confined spaces, etc.). Prior to starting work in such areas, each employee will be given information about the hazards of the area or procedure. This information will include:

Specific chemical hazards.

Protection/safety measures the employee can take to lessen risks of performing the task.

Measures the company has taken to eliminate or control the hazard, including:

- air monitoring,
- ventilation requirements,
- use of respirators,
- use of attendants to observe procedures, and
- emergency procedures.

It is the policy of Birds Beware that no employee will begin performance of a non-routine task without first receiving appropriate safety and health training.

Hazardous non-routine tasks we have at our facility include: List hazardous non-routine tasks.

Multi-Employer Worksites -- Informing Contractors

If our company exposes any employee of another employer to any hazardous chemicals that we produce, use, or store, the following information will be supplied to that employer:

The hazardous chemicals they may encounter.

Measures their employees can take to control or eliminate exposure to the hazardous chemicals.

The container and pipe labeling system used on-site.

Where applicable MSDSs can be reviewed or obtained.

Periodically, our employees may potentially be exposed to hazardous chemicals brought on our site by another employer. When this occurs we will obtain from that employer information pertaining to the types of chemicals brought on-site, and measures that should be taken to control or eliminate exposure to the chemicals.

It is the responsibility of Operations Manager to ensure that such information is provided and/or obtained prior to any services being performed by the off-site employer. To ensure that this is done the following mechanism will be followed:

The Operations Manager will discuss any chemicals used by the off site employer.

He will obtain any MSDSs not previously available.

All employees on the site will be made aware of any new chemicals and MSDSs will be provided.

List of Hazardous Chemicals

A list of all hazardous chemicals used by Birds Beware is attached to this document. Further information regarding any of these chemicals can be obtained by reviewing its respective MSDS.

Materials which can be purchased by the ordinary household consumer, and which are used in the same fashion and amount as by the ordinary household consumer, are not required to be included in this list.

Hazardous Chemical List

Hazardous Chemical

Roof Snot

Oil-Flo Safety Solvent Cleaner

F-13 Gutter Grenade

Simple Cherry

One Restore

Bio-Clean

Sodium Hypochlorite

Birds Beware Ladder Safety Program

INTRODUCTION

According to the National Safety Council, falls are one of the leading causes of death in the workplace. Due to the seriousness of this fact, Birds Beware has established the Ladder Safety Program. This program contains requirements for the safe and proper use of fixed ladders, including portable wooden, metal, reinforced plastic and/or fiberglass, used at Birds Beware.

This written program does not cover requirements for Scaffolding, Lift Safety or General Fall Protection. Please refer to additional programs developed by Birds Beware regarding those topics.

POLICY

This procedure provides the minimum requirements to ensure that the Ladder Safety Program is successfully and consistently implemented. Those regulations applicable to Birds Beware are included in this written plan; however, all regulations and standards applicable to the use and care of all ladders and stairs may not be included. It is important to review all applicable OSHA and ANSI regulations and standards prior to installing and/or using ladders.

This purpose of the Ladder Safety Program is to complement the Company's Fall Protection Program by setting proper procedures that all employees must follow when working with ladders and stairs in order to prevent accidents from occurring in the worksite. Each employee will receive the appropriate training in these procedures and strictly adhere to them except when doing so would expose the employee to a greater hazard.

SCOPE

This procedure is designed to protect all Birds Beware personnel protection from hazards associated with the installment, care and use of portable as well as fixed ladders and stairs in order to ensure safety under normal conditions of use.

RESPONSIBILITIES

Operations Manager

- Develop and coordinate the implementation of the overall Ladder Safety Program;
- Provide training and written instructions for the installment, care and use of ladders and stairs;
- Conduct periodic inspections and evaluations to determine the continued effectiveness of the program.
- Enforce the care, use and storage procedures of ladders and stairs as outlined in this program.

Employees

- Comply with the procedures outlined within Birds Beware's Ladder Safety Program;
- Properly select, use, handle, and store ladders in accordance with the instructions and training received.
- Thoroughly inspect and maintain ladders before and after use.
- Report any hazards observed, which could compromise personal safety or the safety of others to his or her supervisor immediately.

METHODS OF COMPLIANCE

Portable Ladders

Portable ladders are designed to support one person along with all necessary equipment (tools, materials, etc). Ladders are constructed under three general classes.

- Type I – Industrial: heavy-duty with a load capacity not more than 250 pounds.
- Type 1A – Extra-heavy industrial ladder that can support 300 lbs.
- Type II – Commercial: medium-duty with a load capacity not more than 225 pounds.
- Type III – Household: light-duty with a load capacity of 200 pounds.

General Rules

- The ladder chosen must be long enough to provide access to the work area without having the employees stand on the top 2 steps of a step ladder or the top 3 rungs of a straight ladder.
- Ladder rungs and steps shall be parallel, level, and uniformly spaced.
- When a straight ladder is used to gain access to a roof, the side rails should extend at least three feet above the support point at the eave, gutter, or roof line.
- Never connect short ladders to form a longer ladder.
- Always use ladders on level, stable surfaces (i.e. the ground).
- Do not use ladders on slippery surfaces.
- Always look for power lines or other hazards in the area.
- Use ladders only for their intended purpose (i.e. do not use as scaffolding, etc.)
- When working with electrical equipment, use only fiberglass or wooden ladders, never metal.
- Use the one-to-four (1:4) ratio when using a ladder. To do this, place the ladder so its base is one foot away from what it leans against for every four feet in height to the point where the ladder rests.
- Where possible, straight ladders should be secured with a rope or wire at the top and blocked at the bottom.
- Do not over-reach, jump or slide a ladder while on it. As a general rule, keep your belt buckle between the rails at all times when on a ladder. Never put one foot on the ladder and the other on an adjacent surface. Ladders shall not be moved, shifted, or extended while occupied.
- Always face the ladder and Keep three points of contact on the ladder at all times (i.e. both hands and one leg or two legs and one hand)
- Do not carry heavy loads up or down ladders. Tools or materials should be raised by means of a rope after the climber has reached the working position.
- Barricades and warning signs should be posted when ladders are placed near doors or other locations where they could be struck.
- Ladders should not be used by more than one person at a time unless they are designed for such use.
- Do not use the bracing on the back of side rails for climbing.
- Extension ladders must have proper overlap.
 - i. Three ft overlap for 32 foot ladder
 - ii. 4 ft overlap for 32 to 36 foot ladder
 - iii. Five ft overlap for 36 to 48 foot ladder
 - iv. 6 ft overlap for 48 foot ladder
- Both automatic locks of the extension ladder are to be in proper position before ascending the ladder.
- The area around the top and bottom of the ladder shall be kept clear at all times.

Inspection

Prior to use of any ladder, an inspection must be performed. Never use a defective ladder. If the ladder is found to be defective, tag or mark it so that it will be repaired or destroyed. Always refer to the manufacturer's specifications for further details on inspecting and maintaining ladders.

Please refer to the ladder inspection provided during training. The following items should always be observed during visual inspections:

- Carefully examine the ladder for broken or missing rungs or cleats, broken side rails, and other damaged parts.
- All cleats, rungs, and side rails must be free of grease, oil, paint, or other slippery substances.
- The ladder should be equipped with feet that are secured in place.
- The joint between steps and side rails must be tight, and all hardware and fittings should be attached firmly. Movable parts should operate freely without binding.
- Visually inspect the ladder to be free of warpage, decay or other irregularities.
- Metal ladders must be free of sharp edges, burrs and corrosion.
- Inspect for dents or bends in side rails, rungs or cleats.
- Check step to side rail connections, hardware connections and rivets.
- If a ladder tips over, inspect the ladder for damage before continuing work.

Maintenance

- Damaged ladders must be tagged or marked and withdrawn from service and either repaired or destroyed. Notify the supervisor immediately.
- Fiberglass ladders should have a surface coat of lacquer maintained. If it is scratched beyond normal wear, it should be lightly sanded before applying a coat of lacquer.
- Field repairs and the fabrication of improvised ladders are not permitted.
- Never use or try to straighten a bent or bowed ladder. Remove it from service immediately.
- If exposed to greases, oils or other slippery substances, the ladder must be cleaned. If the substance is cannot be completely removed, the ladder must be removed from service.

Storage

Ladders should be stored in the garage on site or on any approved Birds Beware vehicles.

Fixed Ladders

All fixed ladders should be designed to withstand a single concentrated load of at least 200 lbs. If necessary, they should be painted or treated to prevent rust and deterioration depending on their location.

The following rules apply to fixed ladders:

- Rungs of metal ladders must have minimal diameter of three quarters inch.
- Rungs must be at least 16 inches wide, be spaced 12 inches apart.
- The preferred pitch for a safe descent is 75 to 90 degrees. Ladders with a 90 degree pitch must have 2 feet of clearance on the climbing side. There must be a 3 ft clearance on ladders with a 75 degree pitch.
- There must be at least a 7 inch clearance in back of the ladder to provide adequate toe space.
- There must be a clear width of 15 inches on each side of the center line of the ladder.
- Side rails must extend at least 42 inches above the landing.

TRAINING

Employees shall be trained on all of the rules and regulations pertaining to ladder and stair safety, including the proper installment, care, use and handling, and storage.

Additional training shall be conducted in response to the following circumstances:

- Whenever changes in the workplace or this procedure render previous training obsolete;
- When inadequacies in the employee's use and handling indicate that the employee has not retained the requisite understanding or skill; and
- When any other situations arise in which retraining appears necessary to ensure the proper installment, care, use and handling, and storage.

Birds Beware Personal Protective Equipment Policy

Purpose

The Personal Protective Equipment (PPE) Program has been developed to provide Birds Beware employees with the necessary information to identify work situations that require the use of PPE, the proper selection and use of PPE, and documentation of this information. This information is important to help ensure the safety and health of all employees at Birds Beware.

Scope

Birds Beware employees who currently utilize PPE or have the potential to encounter hazards to the eyes, face, head, feet, hands, or who conduct work involving electrical or fall hazards, as identified during the Hazard Assessment of the workplace, will be required to participate in this PPE Program. PPE will be selected and used to protect employees from the hazards and potential hazards that are likely to be encountered.

PPE includes all clothing and work accessories designed to protect employees from workplace hazards. PPE should not be used as a substitute for engineering, work practices, and/or administrative controls to protect employees from workplace hazards. PPE should be used in conjunction with permanent protective measures, such as engineered guards, substitutions of less hazardous chemicals, and prudent work practices.

RESPONSIBILITY

Owners

- Designate and empower individuals who must participate in and who will be responsible for the preparation and implementation of the PPE Program.
- Provide administrative and financial support for this program within individual departments.
- Ensure the PPE Program is implemented and maintained within the department.

Operations Manager

- Implement all aspects of this program, including documentation of the hazard assessment and training. The Operations Manager has been designated this responsibility, as he/she is involved with employees on a daily basis.
- Conduct hazard assessments and ensure that employees are informed, trained, and provided with appropriate PPE to be protected from potential hazards associated with job tasks.
- Be familiar with the applicable government regulations, safety standards, and prudent safety practices to protect themselves and their fellow employees.

Employees

- Comply with the guideline and any further safety recommendations provided by the Operations Manager regarding PPE.
- Conduct assigned tasks in a safe manner and wear all assigned PPE.
- Report any unsafe or unhealthy work conditions and job related injuries or illnesses to the Operations Manager immediately.

HAZARD ASSESSMENT

A hazard assessment is a formalization of what is done whenever personal protective equipment is selected based on the hazards of the job. When conducting a hazard assessment, a task is investigated and the hazards and the potential hazards associated with the task are determined. This allows selection of personal protective equipment that will protect the employee from the identified hazards.

A hazard assessment may be conducted of a single employee, of a single task, or a group of employees if all the employees perform an identical task. For example, if all employees in a group are exposed to potential power line hazards while cleaning a building, the hazard assessment could include all of the employees conducting that task. Likewise, any employee using similar types of chemicals could be grouped under the same assessment. Use Voxer to report any hazards to Operations Manager.

During the hazard assessment of each task, inspect the layout of the workplace and look for the following hazardous sources:

- High or low temperature that could result in burns, eye injury, ignition of equipment, heat/cold stress, frostbite, lack of coordination, etc.
- Chemical exposures, including airborne or skin contact, that would have the potential for splash on the skin or eyes, or the potential to breathe vapors or mists.
- Harmful dust or particulates.
- Sources of falling objects, potential for dropping objects, or rolling objects that could cause crush or pinch the feet.
- Sharp objects that may pierce the feet or cut the hands.
- Observe the layout of the workplace and the location of co-workers for the potential for collision with other personnel or objects.
- Electrical hazards such as power lines.
- Any other identified potential hazard.

Where these hazards could cause injury to employees, personal protective equipment must be selected to substantially eliminate the injury potential. A Certification of Hazard Assessment and a Hazard Assessment Checklist must be completed, signed and dated by the Operations Manager to identify potential workplace hazards.

TRAINING

Prior to conducting work requiring the use of personal protective equipment, employees must be trained to know:

- When PPE is necessary;
- What type is necessary;
- How it is to be worn;
- What its limitations are; and,
- Proper care, maintenance, useful life, and disposal.

Upon completion of the training, the employee must be able to demonstrate the above mentioned

information. Documentation of training is required. Retraining will be necessary if there is any type of work place change, new types of PPE are introduced, or if an employee does not demonstrate the proper understanding of PPE.

Whenever PPE is used, employee comfort should be considered. When PPE does not fit properly, employees will tend not to use it. Follow the manufacturer's recommendation for proper PPE usage.

PPE SELECTION GUIDELINES

GENERAL CONDITIONS

Personal Protective Equipment (PPE) includes all clothing and work accessories designed to protect employees from workplace hazards. Protective equipment should not replace engineering, administrative, or procedural controls for safety. It should be used in conjunction with these controls. Employees must wear protective equipment as required and when instructed by the Operations Manager. For each hazard identified, select personal protective equipment that will protect the employee by creating a barrier against workplace hazards. Consider the likelihood of an accident and the seriousness of a potential accident.

Personal protective equipment must be selected to protect against any hazard that is likely to occur or has a serious injury impact if it does occur. PPE must be used and maintained in reliable and sanitary condition. It is important that employees become familiar with the potential hazards, the type of protective equipment that is available, and the level of protection that is provided by that equipment, i.e., splash protection, impact protection, etc.

The personal protective equipment selected must fit the employee it is intended to protect. Make certain that employees have the correct size of protective equipment. Whenever possible, select adjustable personal protective equipment.

Employee input in the selection process is critical. Employees will more likely wear personal protective equipment that fits properly and is comfortable. If an employee would like to use their own equipment, it must be approved by the Operations Manager to ensure it is adequate. Damaged or defective protective equipment shall be immediately taken out of service to be repaired or replaced.

Specific Guidance

EYE AND FACE PROTECTION

Eye and face protection must be used where a hazard exists due to any of the following:

- Flying objects or particles
- Liquid chemicals
- Harmful contacts
- Chemical gases or vapors
- Glare
- Air contaminants
- A combination of hazards

Eye and face protection is available for protection against a variety of hazards. The hazard must be

identified prior to selecting the PPE to ensure the employee will be properly protected. Side shields are required when there is an impact hazard from flying objects or a chemical splash hazard present. Safety glasses and goggles can protect against impact hazards. Safety glasses are made of special materials to provide the necessary impact protection. All eye and face protection must meet the requirements of the ANSI (American National Standards Institute) Standard Z87.1-1989, entitled "American National Standard Practice for Occupational and Educational Eye and Face Protection."

Eye protection must:

- Provide adequate protection against the hazards for which it is designed
- Be reasonably comfortable under the conditions of use
- Fit securely without interfering with vision or movement
- Be durable
- Be kept clean and in good repair

Protective eyewear and face wear should be adjusted to provide maximum protection to the areas being protected. Eyeglasses should be worn close to the face to minimize gaps that would allow foreign materials to enter the eye. Eye and face protection should be kept clean based on recommendations from the manufacturer. When the protection becomes scratched or damaged, it should be replaced. Pits or scratches may affect the impact resistance. Workers should inspect eye and face protection before wearing and replace any defective equipment.

Goggles can be worn over spectacles and can be vented or non-vented. Goggles are available for splash and impact protection, depending on the hazard.

Inspection and Maintenance

Lenses of eye protectors must be kept clean. Continuous vision through dirty lenses can cause eyestrain - often an excuse for not wearing the eye protection. Daily inspection and cleaning of eye protectors with soap and warm water, or with a cleaning solution and tissues, is recommended.

Pitted and scratched lenses can also be a source of reduced vision and compromised protection. Excessively pitted or scratched or otherwise damaged eye and face protection must be replaced.

HEAD PROTECTION

Where Required

Protective helmets are required where falling object hazards are present. Some examples include: working below other workers who are using tools and materials which could fall; working below machinery or process which might cause material or objects to fall; and working on exposed energized conductors.

Hair enclosures are required for long hair (longer than four inches), which can be drawn into machine parts such as chains, belts rotating devices, suction devices, and blowers. Hair may even be drawn into machines guarded with mesh. It may also present an ignition risk in areas near open flames or welding. Employees with long hair must cover and protect their hair with a hat, cap, net, or bandana.

These items must fit so as to not present a hazard either with machinery, ignition sources, or interference with other PPE.

Proper Usage of Protective Helmets

The shell is the rigid part of the hat and the suspension is the inner portion that cradles the head. The suspension performs two functions. First it orients and keeps the helmet on the head. It is adjustable to maintain a snug and comfortable fit. The second and most important function of the suspension is to absorb and distribute the impact of a falling object. This is the reason for the space between the suspension and the shell. Never apply paints or solvents to the helmet; it could damage the strength and dielectric properties.

Accessories are available for head protection such as, hearing protection, faceshields, sweat bands, and winter liners. Always follow the manufacturer's direction for proper usage of accessories.

Inspection and Maintenance

Inspect the shell and the suspension before each use. Look for cracks, chips, dents, or deterioration or any other signs that would indicate the need to replace the shell immediately. Look for cracks, tears or broken straps in the suspension and replace as necessary. Never mix suspensions and shells from different manufacturers.

Use warm soap and water to clean the helmet as necessary.

HAND PROTECTION

Hand protection is available to protect against cut/punctures, abrasions, vibration, chemical exposures, and electrical shock. There is not a single glove that will protect from all hazards. Selection of gloves must be based on the hazards that are present, the job task, work conditions, and the duration of use. Gloves to be used to protect against the effects of chemical use should be selected based on each manufacturer's glove selection charts. Do not assume that the protection offered by one manufacturer's glove will apply to all types of similar gloves. The protection of each glove is based on the manufacturing processes and glove thickness.

Use and Maintenance

Gloves that are torn or damaged should not be used. There is potential for the glove to be caught in machinery or other equipment. Consideration of the following items is necessary when using gloves to protect against chemical hazards:

- Penetration - This when a chemical passes through a physical defect in the glove, such as a pinhole or tear. Inspect gloves prior to each use.
- Degradation- This occurs when the chemical has some noticeable effect on the glove. The glove may appear wrinkled, dimpled, or cracked. Dispose of gloves if any of these signs appear. Never use defective gloves.
- Permeation - Permeation is the movement of a chemical through the glove. The vapor as well as the liquid phase of chemical can pass through the glove material. This is more difficult to detect than the previous types of warning signs. This is why it is very important to utilize the glove selection guides that are provided by the manufacturer.

Assure that the glove will provide adequate protection for the chemical to be encountered. If multiple chemical hazards exist, base the effectiveness of the glove on the chemical with the fastest breakthrough time. Inspect gloves prior to each use. If gloves are to be reused, follow the

manufacturer's instructions for proper decontamination and storage. It is important to note the expected service life of the glove as well, to plan for expected disposal times.

Spill Prevention and Response Plan

Hazardous Substance Management

All hazardous substances, including chemical wastes, are to be managed in a way that prevents release. The following general requirements are to be followed. They include:

Container Management

- All hazardous substance containers must be in good condition and compatible with the materials stored within.
- All hazardous substance containers must be accessible and spacing between containers must provide sufficient access to perform periodic inspections and respond to releases.
- Empty hazardous substance containers (drums) must have all markers and labels removed and the container marked with the word 'empty'.
- Any spills on the exterior of the container must be cleaned immediately.
- Flammable materials stored or dispensed from drums or totes must be grounded to prevent static spark.

Housekeeping

- All hazardous substances must be stored inside buildings or under cover;
- Store hazardous substances not used daily in cabinets, or in designated areas;
- All chemicals that are transferred from larger to smaller containers must be transferred by use of a funnel or spigot.
- All hazardous substance containers should be closed while not in use;
- Use drip pans or other collection devices to contain drips or leaks from dispensing containers or equipment;
- Implement preventative maintenance activities to reduce the potential for release from equipment;
- Immediately clean up and properly manage all small spills or leaks;
- Periodically inspect equipment and hazardous substance storage areas to ensure leaks or spills are not occurring;
- Use signage to identify hazardous substance storage;
- Keep all work areas and hazardous substance storage areas clean and in good general condition.

Secondary containment

- Store all bulk chemicals (>55 gallons) within appropriate secondary containment, or any sized chemical if there is a potential for release to the environment.
- Secondary containment should be checked periodically, and any spills identified in secondary containment must be immediately cleaned up and removed.

Marking/labeling

- Ensure all hazardous substances, including chemical wastes, are properly marked and labeled in accordance with all federal, state and local regulations.
- Ensure that hazardous substances transferred to small containers are marked with the chemicals name (example- "Sodium Hypochlorite") and hazard (example- "Flammable").

Employee Training

All employees will receive periodic training on the proper handling of hazardous substances; spill prevention practices, and emergency response procedures. Training will include a review of the spill prevention and emergency response plan, and a review of location and use of emergency response equipment. Training will be recorded through safety meetings.

Spill Response Equipment

Spill response equipment will be maintained and located in areas where spills are likely to occur. Spill kits will provide adequate response capabilities to manage any anticipated spill or release. Spill kits will include the following requirements:

- Spill clean up kits will be available at the office and in each truck.
- Spill kits will be sized for managing an anticipated release (spill equal to the largest container in the truck);
- Emergency response equipment will be inspected periodically to ensure that the spill kit is complete.

Emergency Response Plan

The Emergency Response Plan is a company specific plan for dealing with emergencies and shall be implemented immediately whenever there is a fire, explosion, or release of a hazardous substance that threatens human health or the environment. The emergency response plan will be reviewed and immediately amended whenever:

- The plan fails in an emergency;
- The company changes in its design, construction, operation, maintenance, or other circumstances in a way that increases the potential for fire, explosions, or release of a hazardous substance;
- The list of emergency contacts change; or
- The list of emergency equipment changes.

Response actions in the event of a spill or release

In the event of a hazardous substance spill or release, immediately take the following measures to keep the spill from entering sewer or storm drains, spreading off-site, or affecting human health. In all cases caution and common sense must be maintained with the primary goal being to prevent and/or limit personal injury.

Stop, contain, and clean up the chemical spill if:

- The spilled chemical and its hazardous properties have been identified;
- The spill is small and easily contained;
- Responder is aware of the chemicals' hazardous properties.

If a spill or release cannot be controlled or injuries have occurred due to the release the following procedures should be implemented:

- Summon help or alert others of the release;

- Evacuate immediate area, and provide care to the injured- Call 911;
- If potential fire or explosion hazards exist initiate evacuation procedures- Call 911;
- Respond defensively to any uncontrolled spills:
- Use appropriate personal protective equipment when responding to any spill;
- Attempt to shut off the source of the release (if safe to do so);
- Eliminate sources of ignition (if safe to do so);
- Protect drains by use of adsorbent, booms or drain covers (if safe to do so).
- Notify onsite emergency contact(s);
- Notify other trained staff and/or the Operations Manager to assist with the spill response and cleanup activities;
- Coordinate response activities with local emergency personnel (fire department);
- Be prepared to provide MSDS information to fire department, EMT, hospital or physician.
- MSDS is located in your truck inside the Crew Leaders work document binder.

Spill Cleanup and Disposal

In the event of a hazardous substance release spill cleanup materials are to be properly characterized to determine if it designates as a Dangerous Waste. The designated onsite emergency contact, with the assistance of any other resources will determine the wastes status prior to disposal.

Reporting a Release

If a hazardous substance spill has been released to soil, surface water, drains or air the following notifications (within 24-hours) are to be performed:

- Fire Department (any release that poses an immediate threat to human health, property or the environment)
- County Health Department
- Water/Wastewater Management
- Clean Air Agency

When reporting a release, prepare to provide the following information (use spill report form):

- Your name and telephone number from where you are calling;
- Exact address of the release or threatened release;
- Date, time, cause and type of incident (fire, air release, spill, etc.)
- Material and quantity of the release, to the extent known;
- Current condition of the site;
- Extent of injuries, if any; and
- Possible hazards to the public health and/or environment outside of the site.

