



Woodstock Finishes, Inc.

Environmental Health & Safety Plan

All work shall be conducted in Compliance with applicable New York City Building Codes, as well as FDNY Chapter 14 Construction Codes & Standards.

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Environmental Health & Safety Plan

Introduction:

It is essential to re-enforce the importance of performing those activities that are permitted under the contract scope of work and issued work permits. All applicable safety practices, procedures, specifications, and health and safety plans need to be communicated, understood, and strictly adhered to. All workers are encouraged to take the necessary time to seek advice and clarification if they have any safety related questions and/or concerns. Co-workers need to intervene immediately if unsafe practices are observed or anticipated. Safety is everyone's concern, and Woodstock Finishes, Inc. provides this Site-Specific Health & Safety Plan to each Contractor on site to follow and adapt during the project duration.

WOODSTOCK FINISHES SAFETY POLICY STATEMENT:

The personal safety and health of each employee are a primary importance to Woodstock Finishes, Inc., their safety and well being are to be protected. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health. We also

have a responsibility to protect the public and prevent damage to equipment and property, always, during construction activity.

To be successful, a health and safety program must embody the proper attitudes toward injury and illness prevention on the part of supervisors, employees, and subcontractors. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between employees and their fellow workers. All employees, including subcontractors, are expected to follow the below enumerated health and safety requirements.

1.) Site Control Emergency Response Plan

During the Orientation procedure, Contractors will be made aware of all emergency procedures. Egress paths, refuge areas, employee identification, and ability to determine all employees are accounted for will be advised. The Site Safety located in the appendix identifies these areas and will be posted strategically for quick reference. Woodstock Finishes, Inc.'s policy includes the posting of all emergency numbers as follows:

PORT AUTHORITY POLICE: #212-608-5111 OR 212-608-5115

MEDICAL EMERGENCY WTC EMT: #917-299-3296

Port authority emergency number will provide Emergency services quicker and with full knowledge of the area involved. Employees of each trade will be advised during Orientation in order to report an emergency. The procedures will be to notify the competent person in charge, and if severity of incident requires, knowing and utilizing Life Safety Devices, in order to notify and assist with escape procedures. Each phase will require the location of emergency phones and devices will be identified and communicated, both verbally, and in the minutes of the weekly meeting, under safety updates. The Site Safety Plan will highlight the areas involved and the location of the life safety equipment for that specified area. Emergency procedures will be altered as required by individual phases, and maintained throughout the entire project.

2.) Site Control

Safe access for all Subs & Contractors will be covered in the Site Specific Orientation. Each Sub-Contractor is required to introduced their employees to the site. All new workers must report to the Woodstock Field Office. The Orientation will include an introduction to the work site safety culture, and all important information regarding work safety practice and requirements. Each will be made aware of the emergency protocol and procedures to report potential hazards, and/or existing hazards. All must sign the orientation acknowledgement form, stating that they have received, and acknowledge Site Specific Project training. The trained employees will receive a Woodstock Finishes Orientation decal to be placed on the individual hard hat in a specific area, as proof of completing Site Safety Training. Each Sub-Contractor is required to have a **minimum** OSHA 10 hour training for their employees on the Project. The OSHA cards are to be on person, at all times and employees without OSHA training, cannot and will not be allowed on the project. OSHA provides onsite consultation, if necessary.

3.) General Site Safety Controls and Work Procedures:

- ❖ All Contractors under Woodstock Finishes' Supervision are required to know and follow the guidelines set forth in this HASP. **Please NOTE:** all designated competent persons for each Contractor must sign the hasp review sheet upon review of the HASP. All contractors' employees must sign project Orientation Acknowledgement form, in order to have authorized access to the project.
- ❖ Daily site safety meetings or briefings may be required for all trades and individuals, based on project phases.
- ❖ All equipment and tools inspected daily for defects before their use and after any shift.
- ❖ All fiberglass ladders inspected daily as well as bakers scaffolding and platforms in accordance with **OSHA CRF 29 1926**
- ❖ All mobile and aerial lifts inspected daily in accordance with **OSHA CRF 29 1926** Subpart L.
- ❖ All workers are required to have current OSHA training card on person, at all times. Minimum requirement for workers are OSHA 10 hour training. Supervisory persons and designated competent person for safety must have a current OSHA 30 hour training card on person. Current cards must be within 5 years of class end date.
- ❖ All workers to wear hard hats/safety glasses inside and outside of project. Other PPE such as: gloves, safety goggles/glasses, to be worn when applicable task necessitates such use. Task specific items such as: respirators & disposable suits will be accessible and used by anyone who needs them, and whose task warrants such use by code or by HASP mandate. Safety footwear is to be worn by all workers at all times. All employees and Sub-Contractors must carry ID at all times.
- ❖ Employees and subcontractor employees will be instructed to remain in the immediate area of their work-site and to report directly to and from the work-site at shift end.
- ❖ In case of emergency situations, our on-site supervision will make certain that the crew strictly follows site-safety plan of evacuation and refuge areas.
- ❖ All warning signs and tags such as, but not limited to: "Keep Out", "No Smoking", "Hard Hat Required", "Eye Protection Required", "Authorized Personnel Only", will be obeyed by all persons on site.
- ❖ A minimum of 5' candle intensity shall be maintained for general construction area lighting.
- ❖ The work site will be cleaned at the end of the day, or more frequently, as may be necessary in order to maintain clear walkways. The work site will be secured at end of the work day.
- ❖ Emergency response information will be provided at tool boxes, including emergency alarm procedure and emergency telephone numbers.
- ❖ Employees will be briefed on periodic drills to coincide with site emergency procedures for the buildings general operations.
- ❖ A First Aid Kit/BBP shall be readily available for employees on the jobsite and it will be sized appropriately abiding by the number of employees and according to ANSI standards.
- ❖ Copies of accident reports will be submitted to Woodstock Finishes, Inc., with New York State Workmen's Compensation Board Form C-2 for compensation cases.
- ❖ All required safety protections shall meet all Federal, State, and Local Regulations.
- ❖ Woodstock Finishes Team members, will be notified of any accidents or injuries.
- ❖ All contractors shall be held responsible for compliance issues and shall be inspection ready during construction activity.
- ❖ Immediate emergency medical treatment (beyond first-aid) will be addressed for each site depending on the nearest medical facility.

- ❖ Weekly Tool box talk, site safety meetings, or briefings during specific Construction activity, will be held for all trades and individuals, topics will be signed by participants, and copy sent to Woodstock’s office.

4.) Job Hazard Analysis & Control

Note: All chemicals/products must have appropriate SDS/MSDS sheets, for each product, not older than 5 years, and shall have SDS/MSDS readily available at work area. Copies of all MSDS are to be submitted to the Woodstock Finishes Vice President of Operations, for reference purposes, as well as an additional copy, if needed for an emergency.

Hazard Identification: All hazards particular to this project are to be checked in the appropriate boxes, the Job Hazard analysis for the project will be formulated from this list:

General Hazard Classifications	Yes	No
1.0 Personal Protective Equipment	X	
2.0 Fall Protection Requirements	X	
3.0 Electrical Safety	X	
4.0 Working at Elevations	X	
5.0 Confined Space Program (Permit-Requirement)	X	
6.0 Fire Protection & Prevention	X	
7.0 Hazard Awareness Training	X	
8.0 Materials Handling	X	
9.0 Work Area Protection	X	
10 Hot Work Permits	X	
11 Insulation Materials- (non-Asbestos)	X	
12 Respiratory Protection	X	
13 Fire Watch Requirements	X	

14	Lock-Out Tag Out	X	
15	Project Specific Orientation Plan	X	
16	Revisions and amendments	X	

1.0 Personal Protective Equipment

- A) General PPE Protocol: Woodstock Finishes, Inc. strictly enforces their rules concerning workers using suitable and required Personal Protective Equipment to protect against work and environment hazards, as referenced by **OSHA 1926.28**---Personal Protective Equipment. Woodstock provides workers with PPE to create an effective barrier between a worker and potentially dangerous objects, substances, processes, etc.
- B) Employer Responsibility: As the employer it is the responsibility of Woodstock Finishes to supply personal protective equipment to their employees prior to the start of construction activities. Where necessary we supply hard hats, safety glasses, safety harnesses and lanyard systems, respiratory protection, hearing protection, welding hoods, goggles, full face shields, rubber boots and gloves. The project superintendent will develop a method to maintain an adequate shelf stock of this equipment. All other contractors on site are required to provide the PPE required for their trades protection, and maintain an adequate supply based on employee staffing on this project.
- C) Controlling Contractor: Woodstock Finishes, Inc., as the controlling contractor is responsible to assure that each subcontractor on site is in compliance with Woodstock Finishes’ Policy. As a matter of contractual obligation, and in accordance with **OSHA 29CFR 1910 and 1926** Federal Department of Labor (Occupational Health and Safety Administration) Standards.
- D) Exposing Contractor: Each contractor bear the responsibility to provide adequate Personal Protective equipment on site to outfit their employees, within the federal regulations mandated by the Department of Labor. The Contractor designated Competent Person for safety shall maintain and enforce all safety protocol defined by OSHA as a minimum standard of practice. All other standards under the jurisdiction of local regulations, that supersede the OSHA standard, shall be practiced, providing it exceeds the Federal OSHA standards.
- E) Selecting Personal Protective Equipment: Personal equipment must meet the following requirements:
 - a. Provided desired protection against the hazard to which the worker will be exposed.
 - b. Provide maximum comfort coupled with minimum weight.
 - c. Provide minimum restrictions of essential body movement.
 - d. Provide durability, and when possible, the ability to be maintained on the work site.
 - e. Will be in accordance with accepted standards for performance of materials, (ie: American National Standards Institute, National Institute for Occupational Safety and Health)
 - f. **Woodstock Finishes, Inc, Safety Policy Requires the following Personal Protective Equipment be worn at all times on this project:**
ANSIE APPROVED:
 - ✓ Hard Hats
 - ✓ Safety Glasses
 - ✓ Hi Visibility Vests
 - ✓ Safety Toed Shoes that allow for electrical hazard Safety

In Addition:

- ✓ No synthetic material clothing, all clothing must be of natural fiber, no silk screening or iron-on are allowable

F) Protective Headgear and Eye Protection:

- a. The job site has been designated as “hard hat only” site. Employees, visitors, etc., entering the construction area will be required to wear protective headgear which meet the American National Standards Institute Guidelines. Notices to this effect shall be posted conspicuously at the entrances to the project.
- b. Repair & Maintenance: Face and eye protection shall be kept clean and in good repair. The use of this type of equipment with structural or optical defects shall be prohibited.
- c. Conductivity of PPE: Hard hats and face shields shall be made of materials that are insulators for heat and electricity.
- d. Flammability of PPE: Hard Hats, Shields and goggles, shall not be flammable and shall be capable off withstanding sterilization.

G) Foot Protection: Employees are required to wear safety toed shoes or work boots that will provide adequate protection against injury to the feet. Tennis shoes, running shoes, light canvas shoes, sandals, etc., are not authorized or permitted for wear in the construction areas.

H) Safety Harnesses, Lanyards, Lifelines, and Safety Nets: Fall protection is required by **OSHA 1915.159** at any height 4’ Foot and above. Each employee shall be made aware of their obligation to wear and use safety harnesses and associated equipment when the task dictates. This policy will be adhered to strictly, and any employee found not to be using safety harnesses, as required, will be subject to immediate removal from the project.

- a. Removal from Service: Lifelines, safety harnesses, and lanyards, shall be used only for the safeguarding of workers. If any of these devices are actually subject to in-service loading (as distinguished from static load testing), they shall be immediately removed from service and shall not be used again for safeguarding workers.
- b. Lifelines shall be secured above the point of operation to an anchorage of structural member capable of supporting a minimum dead weight of 5,000 pounds.
- c. Safety lanyards shall be a minimum of ½” in diameter and no longer than 6 feet in length. The lanyard shall have a breaking strength of 5,000 pounds. It is recommended that a deceleration device be used as part of the lanyard to dissipate the energy from fall arrest.
- d. All safety harnesses and lanyard hardware, except rivets, shall be capable of withstanding a tensile loading of 5,000 pounds, without cracking, breaking, or taking a permanent deformation.
- e. All lifelines, safety harnesses, lanyards and associated hardware shall be inspected after each use for wear and possible damage due to use. Additionally, periodic inspection of lifelines, safety harnesses, lanyards and associated hardware kept in storage, shall be done to ensure that they have not been subject to damage, deterioration due to storage conditions and other factor that may reduce their strength characteristics.

- I) Hearing Protection: Employees shall not be exposed to noise in excess of the occupational exposure limits set out in this plan; it will include ear plugs/ear muffs. Noise will be taken down using the following preferences:
 - a. Instituting Engineering Controls
 - b. Work practices/administrative control
 - c. Providing personal hearing protectors
 - i. There are two types of recognized hearing protectors available for use in effectively reducing noise exposure:
 - 1. Ear Plugs
 - 2. Ear Muffs

- J) Prohibitions & Precautions:
 - a. Cotton Earplugs are not acceptable means of hearing protection
 - b. When using ear-muffs for hearing protection, special care must be given to ensure that they are disinfected before being issued to another employee.
 - c. Workers are to be informed of the hazards associated with exposure to noise and the purpose and limitation of protective hearing devices. The wearing of this equipment will be mandatory in a high noise area.
 - d. Employees will be informed of the diminishment of hearing which such hearing PPE creates including possible audible commands.

2.0 Fall Protection Requirements

- A) Worker Training: All workers that will work from elevations above 6 feet, will be trained in fall protection, which will include training specific to their fall protection gear and the applicable federal, state, city standards, **OSHA 1926.501**, along with Woodstock Finishes, fall protection safety policies.
- B) All open-sided floors, floor holes, or penetrations with a change in elevation greater than 4 feet must be provided with a floor/hole cover or standard fall protection (guard rail system, safety netting, or fall arrest system).
- C) Description of Fall Protection: Fall protection will vary by task; guardrails shall be able to withstand 200lbs of lateral pressure. Where workers can be struck by debris underneath operations at elevations, toe boards will be installed. Appropriate fall protections will be verified in the field according to site conditions i.e. if surface is such that steel poles or 2x2 angle irons cannot be secured in the ground to support ¼ wire rope perimeter preproduction, an alternate robust wood system will instead be provided. All fall protection engineering controls will be designed by an OSHA defined “competent person” and be in accord with **OSHA CFR 29** 1926 Fall Protection Standards.
- D) A change of height of more than 19’” will require a step(s) along with necessary handrails and mid-boards.
- E) For the protection of workers, scaffold footing shall be sound and stable. The base of the scaffold must be 4 times the height or the scaffold must be tied in. The work platform must be fully planked. All scaffolds greater than 10 feet in height shall be provided with a standard guardrail consisting of a top rail, mid-rail and toe-board.
- F) Ladders will be secured in place, extend 3 feet above the work surface, and be positioned in a proper location before use.

- G) Platform height of scaffolds should not be extended by ladders, boxes, barrels, or other devices. Workers shall walk and work only on the platform created by the scaffold.
- H) Fall protection controls must be implemented on supported scaffolds with a walking working height of 6 feet or more.
- D) Scissor lifts should be used as per the manufacturer's specification by workers properly trained in their use. If possible to tie off in a scissor lift, workers must do so.
- J) Scaffolding must be cross-braced or braced diagonally and be plumb, square, and rigid. Sections of scaffolding are locked together with scaffold pins, specifically designed by the respective scaffold manufacturer.
- K) Scaffold planking, guardrails, ladders, toe-boards, and mesh wiring must be installed on scaffolds compliant with **OSHA's CFR 1926** and NYC administrative code 27, Subchapter 19 on site safety scaffolding regulations. All supported scaffolding must be rated for four times its intended capacity.
- L) Materials and/or debris will not be allowed to accumulate on scaffolding.
- M) Mobile and Aerial Lifts: This renovation will greatly utilize personnel lifts, hence it is imperative that all workers be trained and familiar with the specific lift they are using.
 - a. All operators must be qualified and authorized to use mobile lifts and aerial lifts. Their fitness in the use of such equipment shall be documented. In addition and included in such training, they must:
 - i. Understand the manufacturer's instructions.
 - ii. Receive training, including hands-on on the specific lift equipment they are using.
 - iii. Know the safety and health rules & regulations for each jobsite/task to be performed.
 - iv. Shall know not to extend the walking working platform beyond its developed height with ladders, or standing on guardrails.
 - v. Understand the crushing type dangers of leaning outside of the baskets.
 - vi. Know lanyard anchorage points for fall restraint and fall arrest tie-offs.
 - vii. Know the peruse checklists and be able to access the equipment's job worthiness.

3.0 Electrical Safety

A) Guidelines for Electrical Safety:

- a. All electric will be ground fault interrupted in 15 and 20 amp outlets, which are not part of the permanent wiring. Temporary wiring will be equipped with fixed, grounded (if metal) guard and will be properly hung using porcelain insulation rings.
- b. GFCI outlets will be employed on temporary circuits being utilized for power tools.
- c. Workers shall inspect all electrical equipment, including extension cords, for the following hazards:
 - i. Missing ground pins on plugs Insulation pulled free from or support connections.
 - ii. Damaged insulation, exposed wires, evidence of arcing, sparking, or smoking
 - iii. When an unsafe condition is identified, the equipment shall be removed from the site until repaired by a qualified person.

- d. Equipment is inspected regularly for hazards and problems. Damaged machinery is removed from the site for repair or replacement (it may be stored temporarily on poly).
- e. Workspaces, walkways, and similar locations will be kept free of electric cords and tools, (i.e: cutting, and bending work will be conducted in designated areas).
- f. Equipment will not be stored around electrical cabinets in such a way as to prevent access.
- g. Only fiberglass ladders are accepted for use on this project.
- h. All power tool wiring, temporary power cables or other cables, shall be hung where possible, to avoid tripping hazards.
- i. Electrical work will be conducted by qualified and experienced electricians.
- j. Work permits are required, as applicable, prior to any electrical work. When working on existing electrical systems, employees will require lockout and tag-out of circuits or equipment being worked on (see LOTO section).
- k. Industry-Standard electrical safety practices will be adhered to. Flexible cords will be suitable for the condition and location of use. We will not splice or tap extension cords.
- l. Employees are trained and experienced with work for which they are assigned. Workers will be notified of the location and hazards involved with nearby circuits and protective measures taken.
- m. Workers shall be trained in safety- related work practices that pertain to their job and cannot work near electrical hazards without training to recognize and avoid the hazard.
- n. Before work begins, all electric circuits, exposed or concealed, that may be contacted by workers shall be posted with warning signs. All workers shall be notified of the location and hazard invoiced with nearby electrical circuits and protective measures taken.
- o. Workers shall not work near any part of an electrical circuit unless they are protected against shock by guarding or by de-energizing and grounding circuit.
- p. OSHA lock out/tag out procedures as outlined in **OSHA 1910.147**.
- q. See section 34.0 for Electrical Lock out/tag out procedures.

4.0 Chemical Safety & Handling

Woodstock Finishes will maintain copies of all MSDS/SDS for review and acceptance before any chemicals are brought on site, in accordance with **OSHA 29 CFR 1910**.

- A) Chemical Personal Protection: When handling chemicals or hazardous materials, appropriate safety equipment, such as goggles, face shields, hard hats, work shoes, and rubber gloves or aprons are required.
- B) Bulk Chemical Waste: There is no chemical bulk waste expected for this project.
- C) Miscellaneous Hazardous Debris: All solvent based debris shall be placed into 50 gallon drums at the end of each work day for disposal.
 - a. Drop cloth will be used to contain any splash off or accidental spills. We will assure that equipment brought into the project site to deliver or store hazardous chemicals is in good condition that all equipment required is operating.
- D) Employee Documentation of Fitness: All personnel who handle hazardous chemicals will have the necessary handling permits and certifications. Documentation will be available at all times for inspections.

- E) Employee Training: Applicable personnel will be thoroughly familiar with operation of equipment and the use of materials or chemicals required in the execution of this project. Personnel will be knowledgeable of the physical properties of the job and potential hazards we expect to encounter and what personal protective equipment is required. Each contractor will provide their employees with appropriate PPE for the hazards present.
 - F) Spill Response: Spill response equipment will be available on the job site to contain or control a reasonably anticipated release or spill. All chemical spills on the job site shall be reported immediately to a Woodstock Team Representative.
 - G) Woodstock Finishes shall maintain and provide a complete inventory of chemicals brought to the job site, by each sub-contractor. Woodstock shall maintain and have available upon request, the Material Safety Data Sheets (MSDS'S) for each chemical on site. Should this change through the course of the project the contractor responsible shall submit to Woodstock, a copy of all appropriate MSDS/SDS sheets in addition to making them available on site. MSDS sheets will be submitted prior to arriving on work site.
- PLEASE NOTE: At the end of the project, Woodstock Finishes shall hold those contractors responsible for any unused chemicals removal from the Project Site, or assess the appropriate charges for prompt removal.

5.0 Confined Space

Confined Space Entry: Woodstock Finishes shall, in accordance with **OSHA 1926.21** Safety training and education, pursuant to section 107 of the Act, establish and supervise programs for the education and training of employers and employees in the recognition, avoidance and prevention of unsafe conditions in employments covered by the act.

- ✚ The Woodstock Finishes Supervisor will be responsible for completing the Confined space Entry Permit and any associated paperwork.
- ✚ Ventilation. Ventilation is a prerequisite to work in confined spaces
- ✚ Woodstock Finishes Employees must be pre-qualified by the facility to perform the work and briefed on the hazards of the confined space prior to beginning work.
- ✚ Lifelines. Where a welder must enter a confined space through a manhole or other small opening, means shall be provided for quickly removing him in case of emergency. When safety belts and lifelines are used for this purpose they shall be so attached to the welder's body that his body cannot be jammed in a small exit opening. An attendant with a preplanned rescue procedure shall be stationed outside to observe the welder at all times and be capable of putting rescue operations into effect.
- ✚ Woodstock Finishes Employees will provide documentation of each Worker's Confined Space Entry training that meets all of the requirements in Regards to OSHA 29 CFR 1910.146.
- ✚ Woodstock Finishes will provide air monitoring equipment and Woodstock Finishes Employees who are trained to properly calibrate the equipment and have the ability to determine the conditions within the space.
- ✚ Woodstock Finishes must provide their own retrieval devices (tripods, harnesses, etc.)

for rescue.

6.0 Fire Protection & Prevention

Protecting workers, in accordance with **OSHA 29 CFR 1915** from fire hazards while conducting ship repair, shipbuilding, shipbreaking, and related work activities as well as firefighting activities. Many of the basic tasks involved in shipyard employment, such as welding, grinding, and cutting metal with torches, provide an ignition source for fires.

- A) Fire Extinguishers: A sufficient number and proper type of fire extinguishers will be in place according to activity and fuel source, i.e: flammable liquids & combustible. Our personnel are trained in the use of such fire extinguishers. We will have fire extinguishers in all work areas involving hot work, i.e: welding, burning, grinding, etc.
- B) Employee Training: Employees who may be called upon to use extinguishers will be trained in their use, and associated fuels and emergency procedures.
- C) Notification of Fire Incident: Woodstock Felid representative will be notified immediately on all fire and explosion occurrences. Operations which present a potential fire hazard will be identified and measures will be employed to reduce (control) the hazard on a case by case basis.
- D) Good Housekeeping: Waste, rubbish, and flammable materials will be stored properly. Oil, grease, and highly volatile liquids will not be stored near oxygen cylinders. Our employees are aware that smoking is prohibited. Fire extinguishers must be tagged, inspected annually/monthly and logged. There is no storage of flammables inside the building. No more than 15 cubic yards of combustible debris will be stored overnight at any given time.
Gasoline will not be permitted to be stored inside any enclosed building. A storage container, specifically designed for Gasoline storage, will be utilized and secured with access allowed to authorize competent persons. Competent person will distribute as needed.
- E) Storage and use of oxygen, acetylene, and any other flammable/combustible gas, liquid, or substance will be in accordance with the requirements of FDNY in compliance with those fire codes regulating construction work in NYC. Woodstock Finishes, and each contractor, shall insure the appropriate Permits will be obtained where necessary, and proper storage facilities will be provided. Combustibles must be stored in fire rated appropriately labeled storage cabinets.
- F) All required certificates for hot work materials will be obtained by Woodstock Finishes.
- G) Fire Resistant clothing is required for these types of activities.

7.0 Hazard Awareness Training

- A) All workers reporting to the site for the first time will be required to have on-site emergency procedures for non-routine emergency, resulting from spills and/or other release hazardous materials, in accordance with **OSHA Hazard Communication Standard (HCS) (29 CFR 1910.1200(g))**. Within this orientation, employees will be versed in the safety and environmental concerns particular to the work site. These topics will also be reinforced during weekly toolbox meetings.

- B) Material Safety Data Sheets/Safety Data Sheets (GHS compliant) will be provided, when appropriate, for products used on the construction project. Please see attached Material Safety Sheets/GHS Section for pertinent information. Employees and employees of subcontractors and controlling contractors will be trained in how to access MSD/SDS's and their right to know. Although all MSD/SDS do not follow the same uniform format, all sheets will contain:
- a. Product Information: product identifier (name), manufacturer and suppliers names, addresses, and emergency phone numbers.
 - b. Hazardous Ingredients
 - c. Physical Data
 - d. Fire or Explosion Hazard Data
 - e. Reactivity Data: information on the chemical instability of a product and the substances it may react with
 - f. Toxicological Properties: health effects
 - g. Preventive Measures
 - h. First Aid Measures
 - i. Preparation Information: who is responsible for preparation and date of preparation of MSDS/SDS
- C) Policies and Procedures for MSDS
- a. Maintaining our company's MSDS/SDS's is the responsibility of the Hazard Communication Coordinator's Assistance.
 - b. MSDS's are maintained at Woodstock Finishes' office and on site for all materials and made readily available to all employees.
 - c. All purchase orders shall include a requirement that an MSDS be sent to the company for their records.
 - d. All purchase orders shall include a requirement that an MSDS be sent to the company for their records.
 - e. In the event the first chemical shipment is not preceded or accompanied by a MSDS, the receiver will notify the Hazard Communications coordinator, who will notify the supplier/manufacturer be sending a "Material Safety Data Sheet Supplier Request" letter to the supplier of the chemical.
 - f. Copies of these communications will be maintained by the Hazard Communication Coordinator Assistance.
 - g. When the company receives a MSDS, a copy will be immediately sent to the jobsite, if one is not already available there. Readily available is defined by OSHA letters of interpretation and codes.
 - h. MSDS's are updated every 3 years regardless of changes in material composition. If new or significant information becomes available before the three years has elapsed, the supplier is required to update the product label and MSDS.
- D) If any hazardous material is used or stored at the job site, we shall provide HAZCOM program for review by Woodstock Finishes personnel upon request. Such HAZCOM program shall include:
- a. Labeling containers and warning signs
 - b. Obtaining & retaining MSDS's
 - c. Specific worker training requirements

- d. Documentation that each worker has completed the training requirements
- e. An inventory of hazardous material at the job site
- E) Hazardous Communication for New Tasks: When a worker is assigned to a job where they might come into contact with hazardous material, the supervisor shall make the worker aware of the condition. The pertinent MSDS's and safety practices should be reviewed.
- F) Container Labeling: All containers will be labeled. Labels on hazardous material containers will not be defaced or removed. The labels will identify the substance in the container and the appropriate warnings about the substance.
- G) Woodstock is responsible for coordinating the HAZCOM program at the job site.

8.0 Materials Handling

All materials must be handled in accordance with **OSHA 2236**. Contractor must submit a work plan for any lifting equipment. Whenever possible, objects will be lifted and moved by mechanical devices rather than by manual effort. The mechanical devices will be appropriate for the lifting or moving task will be operated only by qualified and authorized personnel.

- A) Objects that require special handling or rigging will only be moved under the guidance of a person who has specifically trained to move such objects. A rigging work plan must be submitted for acceptance prior to such activities. Material handling tasks that are unusual or required specific guidance will need a written addendum identifying the lifting protocols. The addendum must be submitted for approval prior to the task being performed.
- B) Lifting devices will be inspected by a trained and qualified individual at least once a year and will be inspected prior to each use by the user. Defective equipment will be taken out of service immediately and repaired or replaced.
- C) No nylon slings will be used for hoisting unless a letter, from the manufacturer of the load to be hoisted, provides that such nylon slings are the only safe means of rigging. If nylon slings are used they will be used with abrasive protections.
- D) Personnel will not pass under a raised load, nor will a suspended load be left unattended. Personnel will not be carried on lifting equipment, unless it is specifically designed to carry passengers.
- E) The wheels of the truck being loaded or unloaded will be chocked to prevent movement.
- F) Accessible fire-extinguishers will be available in all mechanical lifting devices. All mobile lifting devices shall be equipped with an audible backup warning device. All traffic regulations shall be observed when a lifting device is in operation on the project, and all vehicles on the site shall be equipped with audible backup alarms, in working order.
- G) Employees involved in heavy lifting will be properly trained in lifting procedures and should be physically qualified to protect the person and the material.
- H) Tiered or stacked material will be stored within acceptable height limited to avoid falling (no higher than 6 feet)
- I) All reciprocating, rotating or other moving parts will be guarded at all times.

- J) Personnel will be trained in the procedures used for material handling. This training will address the requirements of applicable regulations, for example the training of personnel who operate powered industrial trucks.


9.0 Work Area Protection


General Protections: Woodstock Finishes shall restrict the spread of dust and debris and keep waste from being disturbed into other areas of the building, in accordance with **OSHA 1926.1424**.


Minimum Work Area Protection Requirements: In order to perform work on any project, all contractors must, at least, meet the following requirements. Please note that additional requirements may be necessary based on job-specific activities. It is the responsibility of each contractor to identify these requirements in the job-specific Environmental Health and Safety plan submitted and include a process to meet these requirements.


All work areas must be sufficiently barricaded to prevent unauthorized access and limit exposure of the public to work area hazards. Accident prevention signs (e.g., “Danger-Keep Out”) must be visible when work is being performed and must be covered when hazards no longer exist. All signs must conform to the requirements specified by OSHA and be used only for their intended purpose.


10.0 Hot Work Permits


 All burn permits are obtained from the Woodstock Finishes Representative and are valid for only one shift. Each permit requires a fire watch during the activity and 30 minutes after.

 As per **OSHA 1910.252** Fire watchers shall have fire extinguishing equipment readily available and be trained in its use. They shall be familiar with facilities for sounding an alarm in the event of a fire. They shall watch for fires in all exposed areas, try to extinguish them only when obviously within the capacity of the equipment available, or otherwise sound the alarm. A fire watch shall be maintained for at least a half hour after completion of welding or cutting operations to detect and extinguish possible smoldering fires.

 All exposed combustible materials below welding, cutting and burning areas must be removed to a safe location, covered with fire retardant material, or protected by containing all sparks and slag in an OSHA approved spark catcher.

 At a minimum, a 5 pound CO2 fire extinguisher must be within 30 feet of any welding, burning, cutting or open flame work.

 The Woodstock Finishes Employee must inspect all leads, grounds clamps, hoses, gauges, torches, and cylinders before they are put into operation.

 Adequate ventilation and/or respiratory protection must be provided when working on galvanized materials.



BE AWARE of the many hot surfaces which can seriously burn.



Prohibited Areas: Cutting or welding shall not be permitted in the following areas:

1. In areas not authorized by management
2. In sprinklered buildings while such protection is impaired.
3. In the presence of explosive atmospheres
4. In areas near storage of large quantities of exposed, readily ignitable materials such as bulk sulfur, baled paper, or cotton.
5. Relocation of combustibles. Where practicable, all combustibles shall be relocated at least 35 feet (10.7 m) from the work site. Where relocation is impracticable, combustibles shall be protected with flameproofed covers or otherwise shielded with metal or asbestos guards or curtains.
6. Ducts. Ducts and conveyor systems that might carry sparks to distant combustibles shall be suitably protected or shut down.
7. Noncombustible walls. If welding is to be done on a metal wall, partition, ceiling or roof, precautions shall be taken to prevent ignition of combustibles on the other side, due to conduction or radiation, preferably by relocating combustibles. Where combustibles are not relocated, a fire watch on the opposite side from the work shall be provided.
8. Combustible cover. Welding shall not be attempted on a metal partition, wall, ceiling or roof having a combustible covering nor on walls or partitions of combustible sandwich-type panel construction.
9. Pipes. Cutting or welding on pipes or other metal in contact with combustible walls, partitions, ceilings or roofs shall not be undertaken if the work is close enough to cause ignition by conduction.



Fire prevention precautions. Cutting or welding shall be permitted only in areas that are or have been made fire safe. When work cannot be moved practically, as in most construction work, the area shall be made safe by removing combustibles or protecting combustibles from ignition sources.



Venting and purging. All hollow spaces, cavities or containers shall be vented to permit the escape of air or gases before preheating, cutting or welding. Purging with inert gas is recommended.



Protection as follows:

- .1** Helmets or hand shields shall be used during all arc welding or arc cutting operations, excluding submerged arc welding. Helpers or attendants shall be provided with proper eye protection.
- .2** Eye protection: Eye protection in the form of suitable goggles shall be provided where needed for brazing operations.
 - .2.1** Goggles shall be ventilated to prevent fogging of the lenses as much as practicable.

- .2.2 Lenses shall bear some permanent distinctive marking by which the source and shade may be readily identified.
- .2.3 All glass for lenses shall be tempered, substantially free from striae, air bubbles, waves and other flaws. Except when a lens is ground to provide proper optical correction for defective vision, the front and rear surfaces of lenses and windows shall be smooth and parallel.
- .3 Helmets and hand shields shall be made of a material which is an insulator for heat and electricity. Helmets, shields and goggles shall be not readily flammable and shall be capable of withstanding sterilization.
- .4 Protective clothing - General requirements. Employees exposed to the hazards created by welding, cutting, or brazing operations shall be protected by personal protective equipment in accordance with the requirements of **OSHA1910.132**. Appropriate protective clothing required for any welding operation will vary with the size, nature and location of the work to be performed.

11.0 Insulation Materials (Non-Asbestos)

PURPOSE: The purpose of this procedure is to establish work procedures and requirements for engineering controls and personal protective equipment during the installation, removal, and handling of non-asbestos thermal insulating materials, particularly refractory ceramic fibers and cement, fiberglass, calcium silicate products containing crystalline silica, foamglass, and textile-grade fiberglass, as specified in **OSHA Industry 3229**. For non-asbestos products that are not used for thermal insulation, follow the manufacturer's material safety data sheet for the product.

INTRODUCTION: This procedure applies to the installation and removal of all non-asbestos thermal insulating materials. These are found on equipment including, but not limited to the following:

- a. Boiler interior and exterior surfaces
- b. Boiler piping and valves
- c. Water pipes and fittings
- d. Turbines
- e. Ducts
- f. Flues
- g. Hoppers and associated equipment
- h. Steam piping and valves
- i. Note: This procedure does not apply to work involving removal of

insulation and associated components or the removal of dust/debris that has been determined to be asbestos-containing material greater than 1% asbestos. Refer to the Con Edison Asbestos Management manual for the proper handling of asbestos-containing materials.

Insulation Material (non asbestos)

Non-asbestos thermal insulation materials shall be handled by methods that minimize airborne dust and the spread of contamination (e.g. wet methods or HEPA vacuuming). Non-asbestos thermal insulation debris shall be cleaned up using a vacuum equipped with a HEPA filter (Non-asbestos HEPA filter vacuum). Under no circumstances will non-asbestos insulation be dry swept or shoveled.

Smoking, drinking, eating, and/or chewing gum is prohibited within a controlled non-asbestos thermal insulation work area. Workers shall wash their hands and face at the end of a work period to remove fibers from the skin. Enclosures or temporary curtains shall be used when conditions warrant a barrier to restrict the spread of fibers and dust. All individuals removing, installing or handling non-asbestos thermal insulation or remaining in the controlled area while work is in progress shall wear respiratory protective equipment, gloves, and non-white disposable clothing taped at the wrist and ankles.

Power tools used for cutting, sawing, grinding, drilling, sanding, and polishing are permitted only when used with a HEPA-filter vacuum. The floor of the controlled work areas shall be covered with six mil fire-retardant plastic sheeting that is overlapped and taped to contain the insulation.

Compressed air will not be used in this project nor will it be used for the purpose of house cleaning.

All insulated materials will be approved before arriving on the job site.

Non-asbestos insulation material will be handled by methods that minimize generation and spread of airborne dust.

Non-asbestos insulation material debris will be cleaned up using vacuum equipped with HEPA filter.

Fiberglass insulation will remain fixed to the HVAC ductwork, and will be disposed as such.

A specification for insulation will be provided upon the materials arrival on site for use on the project.

12.0 Respiratory Protection

Fit test and medicals must be recorded to Woodstock Finishes Superintendent before any use All respiratory protection must be in compliance with **OSHA 1910.134**.

- A) The following criteria shall be used when selecting a respirator:
 - a. The oxygen content and environment. (APR's can be used only when the oxygen is between 19.5%-23.0%)
 - b. The activity to be performed: which permits estimating the expected exposure levels, and the type of respirator that allows for ease of use and

desired protection? Consideration of the activity also helps to avoid additional stress to the wearer. For example, wearing a respirator in a high temperature environment places additional stress on the wearer.

- c. The specific type and concentration of the contaminant in the air.
- B) Respirators must be certified by NIOSH according to Code 42 of Federal Regulations (CFR) 84. NIOSH approved respirators are identified with a certification number. Single-banded disposable APR's are not approved, and their use is prohibited.
- C) Air Purifying Respirators: APR's cleans the contaminated atmosphere by drawing the air through chemical cartridges to remove gases and vapors, and mechanical filters to remove particulates including dust, mists, or fumes. The two types of APR's are:
 - D) Negative Pressure Respirators- which are designed as a half-face piece or full-face piece unit. When the user inhales, "purified" air is drawn through the cartridge or filter. During inhalation, the drawing in of the air creates a slight negative pressure in the mask. Because this negative pressure can draw contaminants into the mask, it is critical that the mask be properly fitted.
 - E) The half-face piece respirator consists of a flexible, molded face piece, which covers the nose and mouth. This respirator shall be used, when the anticipated exposure will not exceed 10 times of OSHA PEL or maximum use concentration as assigned by NIOSH, whichever is lower. For example, the OSHA PEL for lead is 50 micrograms per cubic meter, which means that a half-face piece negative pressure respirator (protection factor of 10) has a maximum use concentration of 500 micrograms per cubic meter.
 - F) Half-face piece respirators are not permitted for protection against airborne radionuclide. Full-face piece respirators shall be used when the anticipated exposure will not exceed 50 times the OSHA PEL or maximum use concentration as assigned by NIOSH, whichever is lower.
 - G) The full face piece unit covers the eyes, nose and mouth area completely. Powered Air- Purifying Respirators (PAPR's) are designed as full-face piece units. The headpiece covers the eyes, nose and mouth, and is connected by a flexible airline to a battery- powered, filtered air blower. The air is drawn through the filter/cartridge and supplied to the breathing zone. A full face piece tight-fitting PAPR shall be used when the anticipated exposure will not exceed 50 times the OSHA PEL or the minimum use concentration, whichever is lower.
 - H) Protection Factors: The assigned protection factors (APF's) of 10, 50 and 100 have been designated for the half-face piece, full-face piece, and the PAPR, respectively.

I) APR Limitations : which shall be considered when selecting the correct respirator. These limitations include:

- a) Does not protect against oxygen-deficient atmospheres or against skin irritation by absorption of airborne contaminants through the skin.
- b) The maximum contaminant concentration against which an APR will protect is determined by the designed efficiency and capacity of the cartridge or filter. The proper cartridge or filter must be selected for the particular atmosphere and condition.
- c) APR's should not be used when:
 - 1. Known or potential oxygen deficiency (19.5%) conditions exist.
 - 2. The identity/concentration of the contaminant(s) is unknown or the concentration of contaminants exceeds the assigned respirator protection factor or the maximum use concentration, whichever is lower.
 - 3. The level of any contaminant exceeds the Immediately Dangerous to Life or Health (IDLH) value.
 - 4. A cartridge or canister certified for protection of the contaminant does not exist.
 - 5. A stressor does not have adequate warning properties. Warning properties are airborne concentrations that can be detected by odor, taste or skin sensation at or below the OSHA PEL. For example, if the chemical is odorless and the chemical passes through the canister, an over exposure may result.
 - 6. A wearer cannot be properly fitted or has not been medically certified.

J) The Following General Statements Provide Guidelines Concerning Selecting Filters and Cartridges

- a) The reference to "Color" in the chart, below represents NIOSH standards for the actual color of the chemical cartridge

COLOR CONTAMINANTS CONTROL:

- ✚ Black Organic vapors (OV) such as acetone, alcohol, gasoline, etc.
- ✚ Green Ammonia and methylamine
- ✚ Olive Formaldehyde
- ✚ Orange Mercury
- ✚ White Acid gases (AG) such as chlorine, hydrogen chloride, and sulfur dioxide
- ✚ Yellow Organic vapors and acid gases (OV/ AG)
- ✚ Magenta Dust, mists, fumes, asbestos, and radionuclide

- b) All filters, cartridges, and canisters shall be labeled and color-coded with the NIOSH-approved label. The label on a canister shall not be removed and shall remain legible.
 - c) In situations involving exposure to particulates, only a filter certified by NIOSH, for example a P-100 filter, shall be used. Where the task presents potential exposures to vapors and gases, a cartridge with appropriate sorbent chemical shall be used.
- K) Where the task presents and exposure to a mixture of chemicals, a combination cartridge/filter such as for organic vapor/acid gas/P-100 may be used.
- L) Respirator Use: To ensure that a properly-selected respirator provides the desired protection, personnel shall be trained in the use of the respirator they will use, certified by a physician to wear the respirator, and fit-tested with the type, style, and brand of respirator to be used.
- M) Fit Testing: Fit testing is critical because it confirms that the respirator is sealing correctly and that the wearer is drawing the air through the mask and cartridge/filter instead of through an opening. The following items present the general requirements for fit tests.
 - a) Fit test is required for each type of APR to be worn. For example, if the employee will wear 1 3M half face piece, an MSA full face piece, and a 3M disposable respirator, he or she must be fit-tested for all three types of models.
 - b) If the employee will wear a full-face piece PAPR, a Type C pressure- demand unit, or an SCBA, then fit testing shall be performed with the same model MSA full face piece negative pressure to determine the correct size.

- N) Respirators shall be used according to manufacturer's instruction and regulatory requirements.
- O) A respirator may not be used if any item of clothing, other personal protective equipment (PPE), hair, or facial hair interferes with the function or fit of the respirator.
- P) Precautions Associated with the Safe Use of Respirators are as follows:
 - a) A respirator may not be used unless appropriate air sampling or monitoring is performed to confirm that the respirator is being used within established limits.
 - b) Parts or attachments for one respirator type of brand may not be substituted with parts of another type of brand unless specifically approved by the manufacturers.
 - c) Respirators shall be worn at all times in designated areas, will be donned in a safe area, and may be removed only during prescribed decontamination.
 - d) If at any time while wearing a respirator, an employee feels dizzy or nauseous, or experiences other distress, that employee should leave the work area, notify a supervisor and seek medical attention, if necessary.
 - e) ARP filters shall be changed if breathing becomes difficult, this may indicate the changing of the filter; personnel shall exit the area, replace the filter, put on the respirator, and perform the positive and negative fit tests.
- Q) Chemical cartridges shall be used for a maximum of eight hours. This period can be accumulated during 1 day or over a maximum of 10 calendar days.
- R) Personnel who require corrective lenses shall use a spectacle kit, with the proper prescription lenses, which fits inside the face piece. Eyewear shall not interfere with the fit of the face piece. Contact lenses may not be worn unless specified by the site specific program.
- S) After replacing the cartridge, perform the positive/negative fit test before re-entering the work area. If an effective seal is not obtained, the employee shall notify the supervisor immediately. Factors that impact the useful life of respirator canisters and filters include:
 - a) Hazard and risk assessment information
 - b) Environmental factors such as heat, cold, and humidity
 - c) Mixtures of contaminants that may affect the rated capacity of a cartridge or canister
 - d) Experience in similar circumstances
 - e) The first sign of chemical break-through and chemical warning properties

- f) Air flow resistance causing undue difficulty in breathing
 - g) Damage to the canister or cartridge in such a way that potentially affects its ability to remove contaminant
 - h) Prior to use, each individual shall perform a user fit check.
- T) Respirator inspection procedures: To lower the probability of respirator failure, all respirators except those for emergency use shall be inspected before and after each use, Emergency equipment shall be inspected monthly, and records of monthly inspections shall be maintained.
- U) When inspecting airline and SCBA systems, confirm the operation of the compressor or confirm that the cylinder is full, and ensure the operation of all alarms. The following general respirator inspection procedures shall be used:
 - a) Inspect the unit for obvious damage, defects or deteriorated rubber.
 - b) Check that the face piece harness is pliable, that fasteners work easily, and that there are no signs of damage, drying, or other potential causes of failure.
 - c) If the respirator is full face unit, inspect the lens for damage, diminished visibility, and proper seal.
 - d) Exhalation valve(s) operate to let exhaled air escape from the unit. To inspect, check the valve for debris, residues, or tears, which could cause sticking or leaking.
 - e) Inhalation valves operate to let air enter into the unit. To inspect, remove the cartridges, look through the opening from the cartridge holder, and feel inside the pocket to confirm that the passage is clear. Confirm that valves are properly seated, and free of tears, debris, and residue.

V) Respirator Maintenance, Cleaning and Storage: Respirators shall be inspected, maintained, cleaned, disinfected, and stored according to the manufacturer's directions and the guidelines provided in this program. Personnel providing cleaning and maintenance of respirators may perform only those elements for which they are trained or certified.




Cleaning and sanitizing of the respirator shall be completed in a clean, safe place. Respirators shall be cleaned and disinfected after each use, and before another person may use the respirator. Respirators shall be stored in a clean, safe location where they will not be contaminated, misshapen, or exposed to elements that could affect the operation of the respirator.

- a) Medical surveillance shall be provided for all personnel

who use respiratory protection. A medical evaluation shall be provided to each employee who wears a respirator, prior to fit testing or before the employee is required to use the respirator in the work place. Only employees who receive an annual approval shall be permitted to wear a respirator. Medical clearance shall be obtained prior to a respirator fit test. This medical evaluation shall be performed using a medical questionnaire or an initial medical examination that obtains the same information as the medical questionnaire.

- b) In order to focus the medical evaluation, the physician should be aware of conditions under which the respirator will be worn and the tasks that the individual will perform while wearing the mask (e.g. the extent of use, the degree of exertion the wearer will encounter, and the characteristics of the respirator that he or she will be wearing). This information is important because most respirators increase physical stress on the body, particularly the heart and lungs. If the employee will wear a negative- pressure respirator, and a medical condition that may place the employee's health at increased risk if the respirator is used, the employer shall provide a PAPR, and if the medical evaluation finds that the employee can use this respirator.
- c) Records shall be maintained of these examinations and the physician's approval/non- approval for the individual to wear the respirator. After the initial medical examination and training, respirator wearers shall be re-evaluated annually.
- d) This program requires that personnel receive respiratory protection training addressing the requirements of this program prior to being assigned to work with respirators, and that they receive annual refresher training and an annual fit test. Individuals must be given the opportunity to try on and become familiar with one of an assortment of approved half and full- face piece negative-pressure respirators. These individuals shall pass a quantitative or qualitative fit test administered according to OSHA regulations.
- e) The Respiratory Protection Program Administrator at each facility shall maintain records of the following:

Local Respiratory Protection Program

-  Hazard assessments
-  Employee Training
-  Fit Testing

- ✚ Medical Surveillance
- ✚ Respirator and fit-test equipment maintenance and repair.

13.0 Fire Watch Requirements

Woodstock Finishes will make sure the following takes place in accordance with **OSHA 1915**.

- A) When welding/torching takes place, the following safety procedure will be taken:
 - Provide fire protection (fire watch). Any worker performing fire watch must show a valid Certificate of Fitness for fire watch duties.
 - Clear area of all flammable materials
 - Keep fire extinguisher in the area
 - Check equipment for safe and proper operation
 - Individuals will wear the proper personal protective gear

- B) If the object to be cut or welded cannot readily be moved, all movable fire hazards within 35 feet of the welding or cutting must be taken to a safe place and made fire safe.
- C) Guards and/or welding blankets must be used to confine heat, sparks and slag.
- D) Cutting or welding must not be permitted in buildings protected by sprinklers, unless additional protection is provided and in the presence of explosive atmospheres or in an area where combustible gases, liquids, or dusts have accumulated.
- E) In New York City, fire watches must possess a valid New York City Fire Department Fire Watch Certificate of Fitness.
- F) Fire Watches must have fire-extinguishing equipment readily available, must be trained in its *use*, and must be familiar with the procedures for sounding an alarm.
- G) Fire Watches must make two inspections after completion of the welding operation: one-half after the torch is shut off, and one-half hour after the first inspection.
- H) Coatings/ paint must be removed with an approved paint stripper to a point at least 4 inches on either side for the area where heat will be applied.

Gas cylinders used for hot work must be handled, transported, and stored appropriately.
- I) As stated in the first sentence of section 16, the Lead Abatement portion, of this manual "All paint in the station is assumed to be

lead-containing. Thusly, all paint will be treated accordingly and handled as specified in the aforementioned section.

14 Lock Out- Tagout Plan

Purpose: The purpose of this section is to protect employees and other employees, working within proximity of activities, especially electrical activities, from accidental contact with uncontrolled energy sources. This program will be in accordance with **OSHA 29 CFR 1910**. This program will include operational procedures to protect such people from being injured by accidental energization, startup or movement of machinery, equipment, and other sources of kinetic energy. This program will encompass all work activities. Such activities apply to the installation, servicing or maintenance of machines, equipment, conductors and devices where the unexpected energization, startup or release of energy may exist. Examples of applicable energy sources include, but are not limited to, electrical, thermal, mechanical, hydraulic, pneumatic and chemical.

Site Specific Elevator LOTO Notation: During the demolition phase of work where an existing electrical feed to the lighting and controls to the freight elevator is disabled, the task will require LOTO procedures.

- A). Where an existing electrical feed to the lighting and controls to the freight elevator is disabled, the task will require LOTO procedures.

- B). Exceptions
 - a. Where Cord and plug connected electrical equipment that, when unplugged, contains no stored energy and cannot be unexpectedly re- energized while the plug is continually under the exclusive control of the authorized employee working on the equipment. Note that "exclusive control" of an employee means the plug is in the employee's physical possession, or within arm's reach and in line of sight.
 - b. Hot-tap operations where the continuity of service is essential, a shutdown of the system is impractical, controlling contractor documented procedures are followed and special equipment is used which provides proven effective protection for employees.

- C). Definitions:
 - a. Affected employee: An employee whose job

- requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.
- b. Authorized employee: A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.
 - c. Controlling contractor: A prime contractor, general contractor, construction manager or any other legal entity, which has the overall responsibility for the construction of the project - its planning, quality and completion.
 - d. Energized: Connected to an energy source or containing residual or stored energy.
 - e. Energy isolating device: A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker, a disconnect switch, a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.
 - f. Energy source: Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.
 - g. Hazardous Energy: Is any type of energy that, if released unexpectedly, can injure or kill. It has two major forms: kinetic and potential. Kinetic Energy results from *movement*, such as turning shafts, belts, pulleys, flowing liquids/gases, and electrical current. Potential Energy, which is *stored* energy that can be dangerous if unexpectedly released and turned into kinetic energy. Examples would include elevated dump bodies on trucks, hydraulic/pneumatic/steam pressure in pipes or tanks, elevated loader buckets, or electrical energy stored in batteries or capacitors.
 - h. Hot tap: A procedure used in the repair maintenance

and services activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances. it is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.

- i. Lockout: The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.
- j. Lockout device: A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.
- k. Normal production operations: The utilization of a machine or equipment to perform its intended production function.
- l. Other Employees do not lockout or normally work around locked out equipment. They include such people as staff, ancillary contractors, and visitors.
- m. Servicing and/or maintenance: Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or un-jamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.
- n. Setting up: Any work performed to prepare a machine or equipment to perform its normal production operation.
- o. Tagout: The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.
- p. Tagout device: A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

D) Procedures and Guidelines:

- Identify: Identify hazardous energy associated with task. Locate and identify all energy producing machines, equipment devices or supplies that apply to the work that will be performed on a conductor, machine or piece of equipment to be locked out.
- Affirm Presence of Energy: Through normal and typical operational modes i.e. wall switches, mounted "on/off" switches, check to see that the energy source that will be locked out is present. For example, affirm that a light switch controls a light and that the light goes on by closing the switch circuit.
- Notify: Notify all affected employees and other employees that a lockout/tagout is about to take place, the reason for the lockout/tagout, and the specific machinery or equipment affected. Coordinate such notification with controlling contractor and commit list of affected people to writing.
- Shut down: Shut down the device, machine or equipment by its normal stopping procedure(s).
- Isolate Operate the disconnect switch, circuit breaker, valve or other energy isolating device to isolate (disconnect) the machine or equipment from its energy source.
- Lockout/Tagout: Apply individually assigned lockout and tagout devices to the energy isolating device.
- Remove Residual Energy: On occasion, energy will remain inside the line, machine or equipment that has been locked out. Before proceeding employees should relieve, restrain, bleed, or bring to ground all residual, or stored energy. Exhaust or restrain stored or residual energy in the machine or equipment by grounding, blocking, bleeding down.
- Clear the Area and Test: Clear the area around the line, conduit, machine or equipment of nonessential objects. Make sure that all personnel are safely positioned or removed from the area. Then test all the operating controls by putting them in the "on" position to ensure that the energy source has been successfully disconnected. Make sure the authorized person in the presence of everyone who will work on the locked system returns the operating control(s) to the neutral or off position before proceeding with servicing or maintenance work so upon restart the system will not immediately activate or energize.
- Perform Installation, service, or maintenance: Following all other occupational safety and health protocol found in CFR 29 1910 and CFR 29 1926 perform assigned tasks.
- Group Lockout Procedures Whenever more than one authorized employee performs Lockout/Tagout, each individual group member must follow the Lockout/Tagout procedures outlined here, employees must NEVER depend upon someone else's lockout device, and must ALWAYS use their individually assigned lockout device.

- One authorized employee or contractor will be designated as responsible for the lockout.
 - The lockout procedure will be reviewed with each group member.
 - If more than one crew, trade, or other employees are involved, one authorized employee or contractor will coordinate the lockout to ensure that all control measures are applied and that there is continuity of protection for the group in a hierarchy order.
 - Each authorized employee will affix his or her personal lock to the same lockout device. Each lock should have a hasp with the person's name affixed to it. Each authorized employee will remove their lockout device when they stop working on the line, conduit, equipment or machine being serviced or installed.
- **Removal of Locks and Tags and Restart Procedures:** The key to each lockout device must be in the sole possession of the employee to which it was assigned. Only the authorized employee who applied the lockout or tagout device may remove it, except as noted below.
 - **Check Conduit, Line work, fixture Machine or Equipment.** Check that all work performed to a conduit, devices, machinery, equipment are complete and properly installed, serviced or maintained and that the surrounding area is clear of nonessential objects. Make sure guards have been reinstalled and that the machine/equipment is operationally intact. Inspect that wire nuts are tight, grounds are affixed their continuity check.
 - **Verify:** Verify controls on the line, machine, fixture, device, equipment is in the "neutral" or "off" position and that all employees are safely positioned or removed from the area. Switches to lights and other applicable equipment and devices must be in the "off" or neutral positions.
 - **Remove Locks and Tags:** Remove lockout and tagout devices and reenergize.
 - **Notify Affected Employees:** Before restarting machinery/equipment, notify affected employees and other employees that the installation, servicing or maintenance is complete and that locks and tags have been removed. Advise controlling contractor of the presence of new equipment and a cursory review or operation directing them to read operation manuals before use is applicable.
 - **Lockout/Tagout Devices:** All lockout/tagout devices must be durable, standardized, substantial, and identifiable.
 - **Durable:** The devices must be capable of withstanding the environment to which they are exposed for the maximum duration of exposure. Tagout devices must be constructed and printed so that they do not deteriorate or become

illegible, especially when used in corrosive wet environments.

- Standardized: Both lockout and tagout devices must be standardized according to either color, shape, or size. Tagout devices must also be standardized according to print and format.
 - Substantial: Lockout and tagout devices must be substantial enough to minimize early or accidental removal. Means of attachment must be non-reusable, attachable by hand, self-locking, and non-releasable, with a minimum unlocking strength of 50 pounds (one-piece nylon cable tie)
 - Identifiable: Locks and tags must clearly identify the employee who applied them, warn of hazardous conditions if the system or equipment is energized.
 - Padlocks. No other type of lock can be used for lockout, and lockout locks may not be used for any other purpose, such as toolbox security. Locks of course should be individually keyed.
 - Lockout Tags must be provided, or all "tag" information must be affixed to each lock using a label. If separate tags are chosen, then the grommets must be large enough for a lock shackle to pass through. As with locks, tags or labels must be standardized. The minimum information that should be on a tag or lock label is: the word "Danger" or wording that indicates that someone's safety is in jeopardy if the lock is overridden, such as "DO NOT START" or "LOCKED OUT" and the employee's name that it represents and protects.
- Removal of Locks by Others The key to each lockout device must be in the sole possession of the employee to which it was assigned. Only the authorized employee who applied the lockout or tagout device may remove it.
 - Procedures for Lock out/Tag out

Remove equipment from service:

- 1) An authorized employee must determine which equipment will need to be locked out or tagged out.
- 2) The initial lockout/tagout log entry must be made.
- 3) Affected equipment must be shut down. All hazardous energy sources will need to be controlled. Ensure the correct piece of equipment is shutdown. Potential energy must also be dissipated or minimized so that injury will not occur if released.
- 4) After the equipment is verified to be shut down and hazardous energy source(s) isolated, test the equipment to ensure that it will not run or start. Ensure that no one is exposed to the equipment when testing. After testing, return power switches to the off position.
- 5) Locks and/or tags used to indicate that equipment is not to be operated must be put in place.

Return equipment to service:

- 1) Verify that all work is complete. Ensure that everyone working on the equipment is notified that work has been completed and that equipment is to be returned to service. Area should be checked to ensure that no one would be exposed to hazards when restarting equipment. Ensure all tools/materials have been removed from equipment and area around equipment.
- 2) After all parties have been notified of work completion, lock (s) or tag(s) can be removed.

SITE SPECIFIC SAFETY *ORIENTATION*

This is to acknowledge, by my signature, that I have received the specific Safety Orientation for Woodstock Finishes, Inc. The information received by Woodstock Finishes, Inc. designated safety person, consisted of the following:

- ✚ Project Access
- ✚ Location of Fire Safety Equipment
- ✚ Location of MSDS/SDS
- ✚ Emergency Egress Paths
- ✚ Personal Protective Equipment Required (Hard hat, safety glasses, hearing protection, proper safety shoes & clothes).
- ✚ Emergency Reporting Procedures
- ✚ Identification of Competent Person, by trade
- ✚ Weekly tool box talks
- ✚ Location of Men's Toilet, and Women's Toilet
- ✚ Any dangerous Areas restricted to qualified persons
- ✚ Hazcom & Safety Enforcement
- ✚ OSHA 10 & 30 Hour Cards, Verification

I fully understand my responsibility to be familiar with and practice the standards described above (on the previous page). I am also advised that failure to comply, with any one of the above will be cause for removal and/or suspension from the project for an indeterminate time.

For: Woodstock Finishes, Inc. _____ Date: _____

Competent Person Assigned (print name) _____ for

Contractor _____ Union Affiliation _____

Worker Name (print) _____ Signed _____

Cell#: _____ Emergency Contact # _____

Waste Management Plan

Woodstock Finishes' waste management plan will be implemented by the Woodstock site superintendent assigned. Working in concert with Woodstock employees, the site superintendent will direct the employees to remove debris on a daily basis.

Debris will be moved from the site to a PA provided debris container, located in the closest loading dock. The method used to transport the debris will be in a heavy duty debris container, manufactured with wheels for low impact on finished flooring.

Larger debris will be loaded directly into the PA provided container, while smaller debris will first be contained in black trash bags for disposal, into the PA provided containers.

All debris will remain within the project site until ready for transport. No debris at anytime will be stored outside of the project site.

Dust protection construction will be used at the doors, to minimize the migration of airborne dust into the common areas.

Construction Site Security Plan

Emergency 24 Hour Contacts:

Primary Contact:

Thomas Arena- COO/Safety Director

#347-446-3357

Secondary Contact:

Katie Waters- Vice President of Operations

Cell#914-573-1020

Office#212-332-6015



Third Contact:

Jack Parsons- President

Cell#347-515-1810

Woodstock Finishes, Inc. is well versed in the logistical and implementation issues often associated with maintain and continuing predetermined security levels in office buildings and airport environments. The plan below will detail specific security steps and practices utilized to create a secure project.

Personnel:

-  A competent person from Woodstock Finishes will be onsite at all times work is taking place
-  Badges: All employees onsite will have participated in the SWAC and security access programs, as set up by the NYNJ Port Authority

Requirements and outlined in the Westfield rules and regulation handbook. All personnel that enter the site will be required to sign in on a Woodstock provided log book. At that time, the job site superintendent will visually confirm the person entering is displaying an access badge. This ensures that there is a record of all employees onsite, with the times they entered and left the site. Woodstock will maintain one employee with an Escort status badge for non-badged personnel visits.

- ✚ Previous to the commencement of work, all employees will attend a safety and security toolbox talk. Toolbox talks will be held weekly by the Project Superintendent.

