

# ALLIED PAINTING C O N T R A C T O R S

*America's Sustainable Painting Company™*

*"Americas Sustainable Painting Contractors"*

Safety Manual



**Allied Painting Contractors, LLC  
11N263 Brookside Dr., Unit G  
Elgin, IL 60123**

We at Allied Painting Contractors take safety issues seriously; therefore we have designed this manual to demonstrate to our employees and our customers the depth of our commitment.

**M. Justin Poole  
President**

## **SAFETY POLICY**

**Allied Painting Contractors, LLC** will conduct their operations so that injuries to people, damage to property and damage to the environment will be avoided. Every effort will be made to prevent accidents. Our objective is to provide a clean, safe and healthy working environment for all employees. It is our intention to comply with all safety and health standards that are enforced by local, state or federal authorities.

Our company will provide administrative controls, personal protective equipment, and training to abate hazards in an effort to prevent injury and illness. We have developed policies, rules and procedures, which will contribute to your safety and that of your co-workers. We expect all safety practices as posted, instructed, and discussed, and to be safe employees off the job as well as on the job.

Each employee will contribute to the company safety program by following the Rules of Safe Conduct, bringing unsafe conditions to the attention of management, and recommending actions to improve the effectiveness of our program.

The supervisor shall insist that employees observe and obey every rule, regulation and order necessary for the safe conduct of the work, and shall take such action necessary to obtain compliance.

Whenever an accident occurs, whether medical treatment is necessary or not, the office must be contacted, and an Incident Report must be completed and filed with the Safety Committee.

## **SAFETY RULES**

- All company safety policies and procedures must be followed.
- Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job. Persons with symptoms of alcohol and/or drug abuse are encouraged to discuss personal or work-related problems with the supervisor/employer.
- No one shall knowingly be permitted or required to work while his or her ability or alertness is impaired by fatigue, illness, or other causes that might expose the individual or other to injury.
- Horseplay and other acts which tend to endanger the safety or well being of employees are prohibited. Fighting or instigating fights will not be tolerated.
- All injuries shall be reported promptly to the supervisor/employer so that arrangements can be made for medical and/or first aid treatment.
- Work shall be well planned and supervised to prevent injuries when working with equipment and handling heavy materials. When lifting heavy objects, employees should bend their knees and use the muscles of the legs instead of the smaller muscles of the back.
- Observe all warning signs and labels
- Any damage to ladders, scaffolds or other supporting structures shall be reported immediately to the foreman or supervisor. Work is to be arranged so that employees are able to face the ladder and use both hands while climbing.
- Machinery shall not be repaired or adjusted while in operation.
- Do not throw materials, tools, or other objects from heights (whether structures or buildings) until proper precautions are taken to protect others from the hazard of the falling object.
- Employees shall thoroughly wash their hands and forearms after handling hazardous substances, and follow special handling instructions from authorized sources.
- Gasoline and solvents shall not be used for personal cleaning purposes. Smoking is prohibited when working with any flammable substance.
- Sturdy work shoes, preferably high top leather with non-skid soles, are recommended. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
- Hats and gloves must be worn when necessary. Loose or frayed clothing, dangling ties, ear rings, necklaces, etc. must NOT be worn around moving machinery or other places where they can get caught.
- Hard hats must be worn at all times when necessary, unless your supervisor has specifically told you that no flying or falling object hazard exists.
- Earrings, nose rings, and tongue rings are strictly prohibited.

## **WRITTEN HAZARD COMMUNICATION (HAZCOM) PROGRAM**

### **PURPOSE**

It is the policy of JOHN SMITH PAINTING to comply with the requirements of the OSHA Hazard Communication Standard, and to develop a hazardous material information and communication system designed to help employees work more safely.

### **RESPONSIBILITIES**

- It is the responsibility of Allied Painting Contractors., to assure that all provisions of this program are implemented and current.
- It is the responsibility of Allied Painting Contractors., to compile the initial hazardous material inventory list, to establish and maintain the Material Safety Data Sheet (MSDS) master file, and to check the job-site for compliance.
- Smith Painting will specify that an MSDA is ordered with each purchase of supply materials, inspect incoming materials and check to be sure that the material being received is on the master inventory. Nolan Painting must also check to make sure that each container is properly labeled.
- It is the responsibility of Allied Painting Contractors., to establish an inventory list of hazardous materials for the job-site. We must be certain that containers are properly labeled and materials are stored safely. It is the responsibility of Allied Painting Contractors., to ensure that all employees on the site have received Hazard Communication Training.
- Employees: It is the responsibility of each employee to learn about the hazards of the materials they work with and follow the appropriate safety measures. Questions, concerns, and problems are directed to Allied Painting Contractors., or their foreman. No employee is permitted to violate the safe work practices required by Allied Painting Contractors or as outlined on the MSDS sheets.

### **MSDS FILES**

Material Safety Data Sheets will be collected, added to the Master File, and made available through photocopies at the job-site. MSDS' for all materials will be available to employees upon request to Allied Painting Contractors.

### **LABELS AND OTHER WARNINGS**

Labels supplied by the manufacturer of the material, and found on chemical containers, will be checked for required information and warning by Allied Painting Contractors., and then maintained on incoming chemical materials. The name and address of the chemical manufacturer or other responsible party must be included on all materials received from a chemical manufacturer or distributor. Materials, solvents, thinners, paints and coatings dispensed at or for the job-site will be kept in containers labeled according to the information on the manufacturer's label. If the label does not contain the correct information, or is otherwise found to be inadequate, a new label will be used with a warning the same as the information supplied by the manufacturer. A container of material used for one day, and only by the individual who fills it, need not be labeled. If that material is not completely used, it must be emptied at the end of the day. It is a good idea, however, to label even immediate use containers. This will be done whenever practical.

If labels cannot be easily affixed to the container, tags, signs, or other written materials will be used to label containers. The labels will be legible, prominently displayed and stated in English. The labels will contain the name of the material, a description of the hazard, and any warnings, which may be appropriate.

### ***TRAINING AND INFORMATION***

Training sessions will be conducted by Allied Painting Contractors., for all employees. This training will review the requirements of the OSHA Hazard Communication Standard, operations and work activities where hazardous materials are used at the job-site, the location and availability of the Written Hazard Communication Program, the list of hazardous materials, and the collection of MSDS' for each work area.

The training will include the use of the PDCA video program with the accompanying handbooks and an explanation of the hazardous materials in their work area as well as any physical and health hazards. This will include the use of personal protective devices (such as respirators and safety glasses) and work practice instructions (such as the proper use of ventilation fans), which will permit the employee to work safely with the hazardous materials. It will include an explanation of the required labels and the tags for hazardous materials and ways to interpret the warning. It will also include directions to obtain further information on the materials and program. Any appropriate emergency instructions and response procedures will be included.

### ***NON-ROUTINE WORK TRAINING***

Any maintenance or other infrequent work will be reviewed by Allied Painting Contractors., for potential exposure to hazardous or other safety problems. A procedure will be established before work begins, detailing appropriate actions and safeguards to control exposure to any hazardous chemical. This procedure will be used whenever the work is done.

### ***SPECIAL NOTIFICATION***

Prior to starting work at a jobsite, Allied Painting Contractors., will meet with the owner, company representative, the general contractor, and other subcontractors, if any, to discuss the work to be completed, potential safety and material hazards, and appropriate work practices. This meeting will identify materials used in the workplace by the owner or other subs, and any materials used by our company to complete the work. Allied Painting Contractors., will provide access to the MSDS file by the owner or subs for materials likely to be encountered, and the building owner and other subs will be asked to provide our company with access to the MSDS' required. An agreement will be reached on how each employer will pass this information on to their employees.

**Allied Painting Contractors.**  
**DRUG AND ALCOHOL POLICY**

**SECTION I: Purpose**

Alcohol and drug abuse ranks as one of the major health problems in the U.S. Our employees are our most valuable resource and their safety and health are of most importance. We at John Smith Painting are committed to providing a safe working environment to protect our employees and others, to provide the highest level of service and professionalism, and to minimize the risk of accidents and injuries. As we achieve through you, our employees, by preventing accidents due to drug or alcohol use, being ever safety conscious and remaining productive. We have always had a reputation for having the most knowledgeable, well-trained, focused employees. That tradition continues with your commitment to this policy.

**SECTION II: General Policy**

Each of our employees has a responsibility to co-workers and customers to deliver services in a safe and conscientious manner. Continuing research and practical experience have proven that even limited quantities of narcotics, abused prescription drugs or alcohol can impair your reflexes and judgment, possibly leading to injury or fatality to you or a co-worker. For these reasons, we have adopted a policy that all employees must report to work free from the presence of any illegal, non-prescription drug or alcohol.

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing or using illegal drugs or alcohol while on company time, or on company property including any work vehicle. **Employees are prohibited from having any alcohol or illegal, unauthorized controlled substance in their systems, including excessive amounts of otherwise lawful controlled substances (prescriptions) when at the jobsite or customer's house, thereby jeopardizing their crew and themselves. Abuse of these substances can cause dizziness, vertigo, drowsiness or blackouts, especially dangerous when operating vehicles, heavy equipment, or working above ground level.**

The proper use of medication prescribed by your doctor is not prohibited. However, we do prohibit excessive use or misuse of prescribed medication. Employees should report to their direct supervisor their use of any prescribed drug. It will be the employee's responsibility to determine from their physician whether a prescribed drug may impair job performance and/or ability to use certain equipment or tools.

It shall be the responsibility of each employee who observes or has knowledge of another employee in a condition which impairs employee to perform their job duties or who presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy, to promptly report that fact to their immediate supervisor. **If an employee is in violation of this policy and has put themselves or other in danger, it will be the responsibility of the supervisor or foreman to write a written report, having the employee leave the premises, while seeing to their safety. (I.e., not allowing them to drive, but finding them a ride home)**

An employee convicted under a criminal drug statute must notify Allied Painting Contractors., within five (5) days of such conviction.

Full compliance with the foregoing policies is a condition of employment with Allied Painting Contractors.

Any employee who violates this drug/alcohol-free workplace policy shall be subject to discipline, up to and including immediate termination.

Employees who become aware of violations of this policy have a duty to report such violations to management.

### **SECTION III: Drug Testing**

Allied Painting Contractors., reserves the right to require any employee to submit to drug and/or alcohol testing. Such requests may be based upon reasonable suspicion that an employee has come to work having used alcohol or illegal drugs or while performing assigned duties on company time. Reasonable suspicion may arise from, among other factors, supervisory observation, peers reports or complaints, performance decline, attendance or behavioral changes, or involvement in a workplace accident indicating a possible error in judgment or negligence.

Allied Painting Contractors., will fully investigate any reports of substance abuse by any available legal means of surveillance and investigation. Evidence of any illegal activity will be made available to the appropriate law enforcement agency.

### **SECTION IV: Disciplinary Action**

Employees who are found to offer illegal drugs for sale or to encourage their use or transfer in any way while on company property or business, will be subject to immediate disciplinary action up to and including termination.

**Employees who fail tests for alcohol or illegal drugs may be discharged, or at the discretion of Allied Painting Contractors., may be given the option to enter a rehabilitation program at the employee's expense. Each situation will be addressed on a case-by-case basis.**

Refusal to submit to drug testing can at the discretion of Management be grounds for termination.

## **WRITTEN RESPIRATORY PROTECTION PROGRAM**

### **PURPOSE**

This program is designed to help reduce employee exposures to occupational dusts, fumes, mists, radionuclides, gasses and vapors. The primary objective is to prevent excessive exposure to these contaminants. Where feasible, exposure to contaminants will be eliminated by engineering controls (For example, general and local exhaust ventilation, enclosure or isolation, and substitution of a less hazardous process or material). When effective engineering controls are not feasible, use of personal respiratory protective equipment may be required to achieve this goal.

### **RESPONSIBILITIES**

- **Management** will determine what specific applications require use of respiratory equipment. They will insure that proper respiratory equipment is provided to meet the needs of each specific application. Employees will be provided with adequate training and instructions on all equipment.
- **Management/Supervisors:** Superintendents, supervisors or foremen are responsible for ensuring that all personnel under their control are completely knowledgeable of the respiratory protection requirements for the areas in which they work. They also are responsible for ensuring that their subordinates comply with all aspects of this respiratory program, including respirator inspection and maintenance.
- **Employees:** The responsibility of the employee is to have an awareness of the respiratory protection requirements for his work area (as explained by management). Employees also are responsible for wearing the appropriate respiratory equipment according to proper instructions and for maintaining the equipment in a clean and operable condition.

### **EMPLOYEE TRAINING**

All employees will receive training on the use of respirators. An initial training on applicable regulations, their responsibilities in the respiratory program, the hazards present and their effect on the wearer if the respirator is not worn properly, respirator selection and use, engineering and administrative controls being used and the needs for respirators. All employees will be trained to handle emergency situations that may arise while using respirators.

Each employee, upon assignment to a specific respirator, will be instructed by his superintendents, supervisor, or foreman relative to that respirator. Training will include proper use, fit testing, limitations, and care of the respirator.

## ***EMPLOYEE FIT TESTING***

Employees required to wear a respirator will be fitted properly and tested for a face seal prior to use of the respirator in a contaminated area. Manufacturers' fitting instructions will be used. In addition, any fit testing required by OSHA standards will be performed to supplement the manufacturers' tests.

Include the fit test method used on the "Respirator Issuance and Training" form. If it is determined that an individual cannot obtain an adequate fit or face seal with any negative pressure respirator, a powered air purifying or air supplied respirator may be required instead.

## ***RESPIRATOR INSPECTION AND MAINTENANCE***

- The wearer of a respirator will inspect it daily whenever it is in use.
- The supervisor or foreman will inspect it periodically.
- Respirators not discarded after one shift use will be cleaned on a daily basis according to the manufacturer's instructions and by the assigned employee.
- Respirators not discarded after one shift use will be stored in a suitable container away from areas of contamination.
- Whenever feasible, respirators not discarded after one shift use will be marked or stored in such a manner to assure that they are worn only by the assigned employee. If use by more than one employee is required, the respirator will be cleaned between uses.

## **WRITTEN LEAD COMPLIANCE PROGRAM**

### **PURPOSE**

The purpose of this program is to establish procedures for protecting employees of Allied Painting Contractors, while working on jobs with exposures to lead above the PEL.

This program is part of Allied Painting Contractors., efforts to comply with OSHA Interim Final Rule on Lead in Construction as found at 29 CFR 1926.62. This program applies to all employees who work in areas where exposures to lead may occur.

### **DEFINITIONS**

- **Action Level (AL):** The amount of airborne lead in a work area (measured without respirators), requiring an employer to take protective measures for employee safety. Exposures between the AL and the PEL trigger further air monitoring every 6 months. The AL is measured in the same units as the PEL.
- **Blood Lead Level (BLL):** The amount of lead, measured in micrograms, present in a deciliter (dl) of whole blood.
- **High-Efficiency Particulate Air (HEPA):** Filtration used on equipment such as vacuums, air movers, and respiratory protection equipment which filters particulate material down to .3 microns with an efficiency of 99.97%
- **NIOSH:** National Institute for Occupational Safety and Health: An agency that establishes minimum performance standards for respirators, and tests and approves respirators for various uses.
- **Permissible Exposure Limit (PEL):** The maximum amount of airborne lead, measured in micrograms per cubic meter (ug/m<sup>3</sup>) that a worker might breathe in during an 8-hour workday. It is the amount of lead, by weight, found in the dust and vapors at a work site, divided by the number of hours worked in a day. On the job exposures over the PEL trigger protective measures including respiratory protection and further air monitoring every 3 months.
- **Time Weighted Average (TWA):** The amount of lead dust a person is exposed to (by weight) divided by the number of hours of exposure during a day (so exposures at low concentrations will offset exposures at higher concentrations).

### **EMPLOYEES**

Employees are responsible for:

- Wearing appropriate protective clothing and respiratory protection supplied by Allied Painting Contractors
- Using appropriate work practices to reduce the exposure to lead.
- Their own personal hygiene, including washing hands and face before eating, and showering after the work shift when available, to assure that lead exposures are contained at the job-site and not carried home on their clothing.

## **GENERAL PROGRAM ACTIVITIES**

- Lead hazards will be assessed on every job and appropriate protection will be provided for all affected employees.
- Where practical, engineering and administrative controls will be implemented to lower employee exposure to lead.
- Allied Painting Contractors., will communicate with other contractors and employers at the project to inform them of activities that will generate exposures to lead and learn of any activities conducted by other contractors that could create lead exposures for our employees.
- Jobsites, materials and equipment will be inspected regularly to verify the correct use and appropriate protection for all employees.
- A Site Specific Lead Safety Plan will be completed for all jobs where the potential for lead exposure exists.

## **TRAINING**

- In order to reduce exposure to lead, all employees who are required to work on lead projects will receive training on the work methods and equipment designed to reduce exposure to lead.
- Training will be repeated annually.
- Training will include hands-on training with all equipment.
- All respiratory equipment will be fitted and fit tested according to the written respiratory protections program consistent with the requirements of the Rule and developed by Allied Painting Contractors.

## **WRITTEN HEARING CONSERVATION PROGRAM**

### **PURPOSE**

Allied Painting Contractors., has prepared this program as required by 1926.52 and 1910.95 Occupational Noise Exposure to ensure the protection of its employees from hearing loss. Whenever employee noise exposure equals or exceeds an 8-hour time-weighted average sound level of 85 decibels, this program will be implemented.

### **TRAINING**

Each employee exposed to noise at or above 85 decibels (TWA) shall participate in the following safety talks:

- Effects of Noise
- Hearing Protection
- Use of Hearing Protectors

## **FALL PROTECTION POLICY**

### **POLICY**

Nolan Paint, Inc. is dedicated to the safety of its employees. Fall hazards are a major concern in our industry. All employees engaged in activities where OSHA safety standards mandate, where usual methods of fall protection are inadequate or where the job supervisor deems it necessary, the employee will wear the proper fall protection equipment.

### **RESPONSIBILITIES**

Allied Painting Contractors. will ensure that all equipment meets required specifications for the intended application. They will also ensure that all personnel required to use fall protection equipment have been medically qualified and trained in the proper use of the equipment. Supervisors will ensure that fall protection systems are used where required. The supervisor will inspect fall protection equipment on a weekly basis. Employees will use fall protection equipment as instructed. Equipment will be inspected before each use.

### **EMPLOYEE QUALIFICATION**

All employees who will be required to wear fall protection equipment will be medically qualified. The medical review will consist of an interview with the employee regarding information about his medical history, which would affect his ability to wear fall protection equipment.

### **INSTALLATION AND USE OF EQUIPMENT**

All equipment will be installed and used in accordance with OSHA standards and the manufacturer's instructions. The installation and use of equipment will be inspected and approved by a competent person. All equipment will be used only for the application for which it was designed.

### **FALL PROTECTION EMERGENCIES**

Potential fall emergencies will be evaluated. An equipment inventory will be conducted by the supervisor before each job where fall protection is required. This supervisor will ensure that fall protection equipment or tools are available for post-fall recovery (ladders, scaffolds, man-lifts, etc.), emergency phone numbers are posted and first-aid equipment and personnel are prepared to respond to a fall emergency.

### **TRAINING**

Employees will receive annual training on the use of fall protection. Training will include information on the use of fall protection equipment, inspection, installation and maintenance, OSHA Safety Standards, and company procedures. Training will consist of toolbox talks and hands-on demonstrations.

**Allied Painting Contractors**

**SAFETY MANUAL**

*This is to verify that I have read the **Allied Painting Contractors. Safety Manual** and that if I have any questions or concerns relative to the information contained therein, I will address these questions to my supervisor for clarification.*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employee signature*