



Safe Work Policy

Synergy Design & Construction, Inc.



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Acknowledgement of the Safe Work Policy for Synergy Design & Construction

The purpose of this policy is to develop a high standard of safety throughout all operations of Synergy Design & Construction.

We believe that each employee has the right to derive personal satisfaction from his/her job and the prevention of occupational injury or illness is of such consequence to this belief that it will be given top priority at all times.

It is our intention here at Synergy Design & Construction to provide our employees with the knowledge, hands-on training and equipment necessary for safe and healthy working conditions at all times. Each individual is responsible for the safety and health of those persons in their charge and coworkers around them. By accepting mutual responsibility to operate safely, we will all contribute to the well-being of personnel.

Signature

Date

Print your full name

Please sign and date one copy, and return it to your manager. Retain a second copy for your records.

Safe Work Practices

Part 1 – General Worksite Policies

- Synergy Design & Construction will designate a “competent person” to be on-site at all times. This person has the knowledge and training to be capable of identifying existing or predictable hazards, and who has the authority to take prompt corrective measures or stop work. The competent person for each crew is the Lead Carpenter.
- Before working, new employees will be trained to in safe work practices for tools and equipment, including personal protective equipment, such as safety glasses and gloves.
- Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps and/or trash to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.
- Each employee is individually responsible for following the company’s safe working practices and rules, and for wearing necessary safety equipment. Employees that fail to follow safe work policy may be subject to disciplinary action outlined in **Safe Work Disciplinary Policy** on **page 23**.

Part 2 – Fire Protection and Prevention

Fires can result in serious damage to property, injuries, and even death. Working with hazardous materials, using temporary heating devices, and performing hot work can lead to fires.

Should you fight a fire? Before you begin to fight a fire:

- be sure that everyone has left, or is leaving the structure,
- make sure the fire department has been called,
- make sure the fire is confined to a small area and is not spreading,
- be sure that you have an unobstructed escape route, and
- be sure that you know how to properly use the fire extinguisher.

Employee Safe Work Practices

Follow these rules:

General guidelines

- Know where the fire extinguishers are located and how to use them.
- Keep fire extinguishers with a rating of at least 2A within 100' of storage areas.
- Keep fire extinguishers easy to see and reach for in an emergency.

Hazardous materials

- Use only approved safety cans for storing more than one gallon of flammable liquid, although the original container may be used for less than one gallon.

- Do not store combustible materials more than 20' high.
- Keep driveways between and around combustible material piles at least 15' wide.
- Do not store combustible materials within 10' of a building or structure.
- Store flammable liquids in closed containers when not in use.
- Clean up leaks or spills of flammable or combustible liquids promptly.
- Use flammable liquids only where there are no open flames or other ignition sources within 50' of the operation.
- Do not store liquefied petroleum (LP) gas tanks inside buildings.
- Keep LP gas containers greater than 2 pounds on a firm and level surface and, when necessary, in a secured, upright position.
- Do not use solid fuel salamanders in building or on scaffolds.

Temporary heating devices

- Keep temporary heaters at least 6' from any LP gas container.
- Make sure that there is enough air circulation to maintain proper combustion, a safe working environment, and limited temperature rise.
- Place portable heaters on a suitable heat-insulated material, and the insulating materials should extend 2' or more beyond the heater in all directions.
- Keep heaters level when they are in use and follow any manufacturer's specifications.
- Keep all tarpaulins and similar materials at least 10' from the heater. Never use solid fuel salamanders in buildings or on scaffolds.

Part 3 – Tools

The misuse of tools can result in accidents, even for the experienced construction worker.

Using proper guarding and keeping up with tool maintenance is the only way to make working with tools easier, while still protecting yourself. Cuts, bruises, and even death can be the unfortunate results from removing guards or bypassing safety devices on tools.

Employee Safe Work Practices

Follow these rules:

General guidelines

- Keep all hand and power tools (employee or employer-owned) in safe condition.
- Follow manufacturers' requirements for safe use of all tools.
- Inspect all hand and power tools before use. If a tool is found to be damaged or unsafe in any way, remove it from service and notify the supervisor.
- Keep guards on tools at all times.
- Use all required personal protective equipment when using tools.
- Do not use wrenches when the jaws are sprung to the point of slippage.
- Do not use impact tools with mushroomed heads.

- Keep wooden handles free of splinters or cracks and be sure they stay tight in the tools.
- Ask your supervisor for help or training if you need it.

Power tools

- Keep all electric power tools grounded or use the double-insulated type.
- Use safety clips or retainers on pneumatic impact tools to prevent attachments from expelling accidentally.
- Keep guards on all pneumatic nailers, staplers, and other equipment according to manufacturers' instructions.
- Do not use compressed air for cleaning, except when below 30 psi, and only with personal protective equipment (the 30-psi requirement does not apply to concrete form, mill scale, and similar cleaning purposes).
- Work within the manufacturer's safe operating pressure for hoses, pipes, valves, filters, and other fittings.

Woodworking tools

- Use only portable, power-driven circular saws that have guards above and below the baseplate or shoe (when the tool is withdrawn from work, the lower guard must automatically and instantly return to the covering position).
- Maintain guards on all the moving parts and blades of other portable saws and equipment.
- Use power-actuated tools only after receiving tool-specific training.
- Test the tool's safety device each day before using.
- Repair, service, or remove defective tools from service.
- Do not point tools at anyone.
- Do not leave loaded tools unattended.
- Load tools only just before use.
- Do not fire into materials that are too hard or too soft.
- Back up materials if there is a chance that fasteners could go through the material.
- Do not try to fasten an area that is spoiled from other attempts to fasten.
- Use tools with all guards in place.

Power-Actuated tools

- Only employees who have been trained in the operation of the particular tool in use may operate a powder-actuated tool.
- Be sure that the tool is tested each day before loading to see that safety devices are in proper working condition. The method of testing needs to be in accordance with the manufacturer's recommended procedure.
- Any tool that is found to be not in proper working order, or that develops a defect during use, must be immediately removed from service and not used until properly repaired.

- Use personal protective equipment that meets Occupational Safety and Health Administration (OSHA) requirements.
- Do not load tools until just before the intended firing time.
- Neither loaded nor empty tools should ever be pointed at anyone.
- Keep hands clear of the open barrel end.
- Do not leave loaded tools unattended.
- Do not drive fasteners into very hard or brittle material.

Part 4 – Electrical Safety

Electricity has many dangers:

- Electricity can burn. These burns can be internal or on the skin. If an electrical current heats jewelry being worn or tools being used, they can also burn. An electric arc flashing through the air can also burn.
- Electricity can shock. An electrical shock can stop the heart or cause a person to stop breathing. It can also cause muscle contraction that could result in a fall and further injury.
- Electricity can cause a fire or explosion.

The problem is that electricity is used so frequently on residential construction sites; it is often taken for granted. Its use is so familiar that the hazards seem to no longer be a hazard. This type of thinking is what can lead to accidents and injuries, and can even lead to death.

Employee Safe Work Practices

Follow these rules:

General guidelines

- Do not connect any electrical power circuit unless the circuit is de-energize or guarded by insulation or other means.
- Wear insulated gloves when using jackhammers, bars, or other hand tools that may contact a line, when the underground location of the power lines is unknown.
- Remove all damaged electrical tools from service.
- Protect electrical equipment in passageways from contact.
- Keep all walking/working surfaces free of electrical cords.
- Do not use worn or frayed electrical cords or cables.
- Do not fasten extension cords with staples; do not hang them from nails or suspend them with wire.
- Maintain a minimum 10' distance from all energized utility lines.

Ground fault protection and temporary power

- Use Ground Fault Circuit Interrupters (GFCIs) to protect extension cords and any other connectors even if the cords are connected to the permanent wiring of the house.

- Protect all general lighting lamps from breakage.
- Ground all metal case sockets.
- Protect extension cords when you run them through doors, windows, and floor holes.
- Use only three-wire type extension cords designed for hard or junior hard service (look for the following letters imprinted on or in the casings: hard service cord (types S, ST, SO, STO) and junior hard service cord (types SJ, SJO, SJT, SJTO)).
- Do not bypass any protective system or device designed to protect you from contact with electrical current.

Lockout/tagout

- Controls that are to be deactivated during the course of work on energized or de-energized equipment or circuits need to be tagged or marked.
- Equipment or circuits that are de-energized must be rendered inoperative; you must attach tags at all points where the equipment or circuits can be energized.
- The tags should be placed to clearly identify what equipment or circuits are being worked on.

Part 5 – Scaffolds

Erecting scaffolding requires some effort, but time and materials are available to build safe scaffolds for each job; they should be designed and built according to safety rules.

Fabricated frame scaffolds. A fabricated frame scaffold (tubular-welded frame scaffold) is a scaffold consisting of a platform(s) supported on fabricated end frames with integral posts, horizontal bearers, and intermediate members.

- When moving platforms to the next level, the existing platform should not be removed until the new end frames are set in place and braced. Then the next platform can be placed.
- Vertical members of frames must be secured laterally.
- Secure cross bracing so that the frame is automatically square and aligned.
- Frames and panels must be joined by couplings, stacking pins, or other means to keep the frame secure.
- If needed, locking pins or similar protection must be used to prevent frame uplift.

Pump jack scaffolds. A pump jack scaffold is a supported scaffold consisting of a platform supported by vertical poles and movable support brackets.

- Brackets, braces, and accessories must be made from metal plates and angles.
- Each bracket must have two gripping mechanisms to prevent slippage.
- Poles must be attached to the structure with rigid, triangle braces at the top and bottom, and at any other locations necessary to keep the scaffold secure.
- When a pump jack has to pass over a brace that has already been installed, another brace must be installed about 4' above the brace that has to be passed. After the pump jack has passed the original brace location, the brace can be reinstalled.

- Workbenches may be used for the toprail of guardrail system as long as they are the right height and strength.
- Workbenches should not be used as work platforms.
- Wood poles must be straight-grained and free of shakes; large, loose, or dead knots; and other defects that could weaken the pole.
- Wood poles that are built of two continuous lengths must be joined together with the seams parallel.
- When 2x4s are spliced together to make a pole, the mending plates must maintain the full strength of the lumber.

Ladder jack scaffolds. A ladder jack scaffold is a supported scaffold consisting of a platform resting on brackets attached to two ladders.

- Ladder jack platforms must not be over 20' in height and must not be bridged together.
- Job-made ladders must not be used to support a scaffold.
- Ladders must be properly manufactured and must be sturdy.
- The ladder jack must be assembled so that the weight bears on the side rails and ladder rungs.
- The bearing area must be at least 10" in length on each rung.
- Ladders used to support ladder jacks must be equipped with devices to prevent slipping.
- For work higher than 10' on a ladder jack, a personal fall arrest system (PFAS) is required.

General scaffold safety. One of the most important elements of scaffold construction is to be sure that all of the scaffold components are designed to work together. OSHA states that scaffold components manufactured by different manufacturers cannot be intermixed unless the components will fit together without forcing them, and the scaffold's structural strength remains the same. It is an OSHA violation for a builder to modify the scaffold components of different manufacturers in order to intermix them unless the competent person has determined the resulting scaffold is structurally sound.

Having a firm foundation is very important to having a safe scaffold structure. In order to avoid settling, which could result in an unstable scaffold, all poles, legs, posts, frames, and uprights of scaffolds must be placed on base plates and mud sills where necessary, or some other firm foundation. Unstable objects such as scrap lumber, terra cotta, or concrete block fragments must not be used to support scaffolds.

It is important to follow the safety rules for scaffolds and scaffold platforms. Unstable or unsafe objects must never be used as working platforms. Some examples of bad choices for platforms would be plywood, old decaying lumber, or siding panels.

Employee Safe Work Practice

Follow these rules:

General guidelines

- Build all scaffolds according to the competent person and manufacturer's directions.
- Make certain that each scaffold is strong enough to support itself and at least four times the expected load.
- Build all working-level scaffold platforms at least 18" wide.
- Deck the platform with no more than a 1" space between the decking/platform units and the upright supports (if there is not enough space to plank/deck fully, then you must plank/deck as much as you can).
- Deck as much as necessary to protect yourself when using the platform as a walkway, or for employees erecting or dismantling the scaffold.
 - *Exception:* The decking/platforms for ladder jack, pump jack, top plate, and roof bracket scaffolds can be as narrow as 12" wide.
- Make the decking as wide as possible if there is not enough space to build the minimum platform size.
- Keep the front edge of the platform within 14" of the face of the work (if this is not possible, you must use guardrails or PFASs to keep from falling to the inside of the work area).
 - *Exception:* The distance between the edge of the platform and the face of the work can be 18" for plastering or lathing.
- Cleat or attach platforms to be the scaffold or make the planking extend at least 6" past the supports. (If a platform is shorter than 10', the platforms must not extend past the supports by more than 12" unless there is support for the cantilevered section. Platforms longer than 10' must not extend past the supports by more than 18" unless there is support for the cantilevered sections (if you cannot access those cantilevered sections, you do not have to support those sections).
- Build longer platforms with the abutting ends of the plank/deck resting on separate supports, or somehow secure them.
- Overlap the ends of planks/decking by 12" on the supports, or nail or somehow secure the ends together.
- Do not paint the tops or bottoms of work platforms with anything that will hide defects (only the sides can be painted for identification).
- Have the competent person decide if it is safe to intermix scaffold parts.

Scaffold access

- Use portable, hook-on, or attachable ladders to get on and off the scaffold when the platform is more than 2' above or below the access point. You can also have direct access from another scaffold or the structure as long as it is not more than 14" away.
- Do not use cross braces to climb on or off scaffolds.
- Use the right type of ladder to access the scaffold you are using. Proper rungs are at least 11 " long with maximum spacing of 16 " between rungs.

Scaffold use

- Do not use any part of a scaffold that is damaged or weakened.
- Do not allow employees to work on scaffolds when they are feeling weak, sick, or dizzy.
- Do not work on any part of the scaffold other than the work platform.
- Do not alter the scaffold.
- Do not move a scaffold horizontally while employees are on it unless it is a mobile scaffold and the proper procedures are followed.
- Do not perform heat-producing activities such as welding without taking precautions to protect scaffold components.
- Do not allow employees to work on scaffolds covered with snow, ice, or other slippery material.
- Do not allow work on or from scaffolds during storms or high winds unless the competent person has determined that it is safe for employees to do so.
- Do not allow debris to accumulate on platforms.
- Do not overload scaffold platforms.
- Do not use makeshift devices, such as boxes and barrels, on top of scaffold platforms to increase the working level height of employees.
- Do not erect, use, alter, or move scaffolds within 10' of overhead power lines.
- Do not use shore or lean-to scaffolds.

Scaffold fall protection

- Use a PFAS when on ladder jacks more than 10' above the ground.
- Use fall protection on all scaffolds more than 10' high. Usually this is done with guardrails.
- Use guardrails along all open sides and ends and build to the following requirements:
 - Toprails between 36" and 45" high must be installed.
 - Midrails must be installed halfway between the platform and the toprail. If using mesh or panels, install them from the top to bottom of the guardrail.
 - Guardrails must withstand 200 pounds of downward force and must not be made of steel or plastic banding.
 - Rail ends must not hang over the edge of scaffolds.
 - Midrails and mesh must withstand at least 75 pounds of downward force.
 - Manila or plastic rope can be used as a guardrail only if it is inspected by the competent person and meets the criteria for guardrails.
 - Cross bracing can be used in place of toprails or midrails (but not both at the same time), if the cross is between 20" and 30" above the platform for the midrail or 38" to 48" above the platform for the toprail.
 - Surface the guardrails to prevent puncture wounds or lacerations.

Falling object protection

- Wear a hard hat anytime you are working on or near scaffolds.
- Keep objects away from the edge of the scaffolds so they cannot fall.

- Place toeboards as high as the materials so those objects will not fall off the scaffold—at least 3" high; they must be able to withstand 50 pounds of force.

Part 6 – Fall Protection

Fall injuries and fatalities involve many human and equipment issues that must be addressed to protect employees from fall hazards. Those issues include:

- the need to know where protection is required;
- the selection of fall protection systems that are appropriate for given situations;
- the proper construction and installation of safety systems;
- the proper supervision of employees;
- the implementation of safe work procedures; and
- the proper training in the selection, use, and maintenance of fall protection systems.

Employee Safe Work Practices

Follow these rules:

General guidelines

- Employees must tell the supervisor about any unsafe or hazardous conditions or practices that may cause injury to either them or any other employee.
- All employees must follow the directions of the competent person in regard to the controlled access zones (CAZ).

Interior falls and guardrails

- Install guardrails or covers whenever there is a fall potential of 6' or more.
- Make guardrail top rails 42" + 3" above the walking/working level.
- Raise the toprail height equal to the height of stilts when stilts are used.
- Keep midrails halfway between the top edge of the guardrail system and the walking/working level.
- Build guardrail systems to withstand, without failure, a force of at least 200 pounds along the top edge.
- Surface the guardrail so that it does not injure anyone or snag clothes.
- Do not use steel banding and plastic banding as top or midrails.
- Build guardrails to the following specs:
 - *For wood railings:* Wood components must be minimum 1,500 lb-ft/in (2) fiber (stress grade) construction grade lumber; the posts must be at least 2x4 lumber spaced not more than 8' apart on center; the toprail must be at least 2x4 lumber, the intermediate rail must be at least 1 x6 lumber. All lumber dimensions are nominal sizes provided by the American Softwood Lumber Standards (January 1970).
 - *For pipe railings:* Posts, top rails, and intermediate railings must be at least 1" nominal diameter (schedule 40 pipe) with posts spaced not more than 8' apart on center.

- Guard all unprotected holes with rails or covers.
- Color code or mark the word "Hole" or "Cover" on the cover.

Controlled access zones (CAZ). A CAZ is an area in which certain work (e.g., overhand bricklaying) may take place without the use of guardrail systems, PFASs, or safety net systems, and access to the zone is controlled). The following steps must be completed to ensure that the

- CAZ is clearly marked or controlled by the competent person:
- All access to the CAZ must be restricted to authorized entrants.
- All employees who are permitted in the CAZ must be listed or be visibly identifiable by the competent person before they enter.
- All protective elements of the CAZ must be enforced before beginning work.

Attic and roof work. The following steps must be taken to protect employees when exposed to fall hazards in attics and on roofs while installing drywall, insulation, HVAC systems, electrical systems (including alarms, telephone lines, and cable TV), plumbing, and carpentry (the application of shingles, tile, and other roof covering is covered elsewhere):

- Materials and equipment for the work must be located close.
- Materials and other objects that could be impalement hazards must be kept out of the area below, or else such materials must be properly guarded.
- When attic or roof work is in progress, do not stand or walk below or adjacent to any openings in the ceiling where you could be struck by falling objects.
- Operations must be suspended when adverse weather (such as high winds, rain, snow, or sleet) creates hazardous condition.

Erection of exterior walls. During the construction and erection of exterior walls, the following steps must be taken:

- A painted line 6' from the floor deck edge must be clearly marked before any wall erection activities (to warn of the approaching unprotected edge).
- Materials for operations must be staged to minimize fall hazards.
- Build exterior walls with as much cutting of materials and other preparation as far away from the edge of the deck as possible.

Foundation walls/formwork. The following steps must be taken to protect you when exposed to fall hazards while working from the top surface of block or concrete foundation walls, and related formwork:

- All formwork must be adequately supported before you can be on top of the formwork.
- Operations must be suspended when adverse weather (such as high winds, rain, snow, or sleet) creates a hazardous condition.
- Materials and equipment for the work must be located close to you when on the top of the foundation/formwork.
- Materials and other objects that could be an impalement hazard must be properly guarded or kept out of the area below you.

Floor joists/trusses and sheathing. During the installation of floor sheathing/joists, the following steps must be taken:

- Materials for the operations must be staged to allow for easy access.
- First floor joists/trusses must be rolled into position and secured from the ground loaders, or sawhorse scaffolds.
- Each successive floor joist/truss must be rolled into place and secured from a platform created from a sheet of plywood laid over the previously secured floor joists or trusses.
- Except for the first row of sheathing, which must be installed from ladders or the ground, work from the established deck.
- If not assisting in the leading edge construction while leading edges still exist (e.g., cutting the decking for the installers), do not go within 6' of the leading edge under construction.

Roof materials application. When conventional fall protection systems are not used during roofing materials application, the following steps must be taken:

- Roof surfaces must be inspected for slipping hazards; as needed, either eliminate the hazards or take effective measures to avoid them.
- Wear appropriate footwear to reduce slipping potential.
- Roofing operations must be suspended when adverse weather (such as high winds, rain, snow, or sleet) is creating a hazardous condition.
- Damaged portions of the roof deck must be repaired as soon as possible.
- Holes (including skylight openings) or other openings must be covered or surrounded by guardrails.
- Do not go up or down the roof's slope within 6' of the rake edge except when it is required by the work.
- Do not store supplies and materials within 6' of the rake edge.
- Guard materials and other objects that could be impalement or other hazards and store them away from the work area.

Using slide guards. When using roofing slide guards as fall protection, the following additional steps must be taken:

- *On roofs with slopes less than or equal to 6:12:* Roofing slide guards must be installed continuously along the eave. To accomplish this, not more than three rows of roofing materials must be applied. After that, the roof slide guards (or equivalent supports) must be installed by using nails long enough to hold the slide guard in place if you were to slide down the roof and contact the slide guard. The angle of the slide guard system must be approximately 90 degrees (plus or minus 10 degrees) to the roof.
- *On roofs with slopes greater than 6:12 up to and including 8:12:* Eave slide guards must be installed and additional slide guards must be installed below the work area at intervals not to exceed 8'. To install the slide guard, stand on the plank below, and secure the roof jacks with nails, then install the planks. You can then climb up to the plank and continue to install the roof. Although the eave slide guards must run the eave's entire length and must be at approximately a 90-

degree angle (plus or minus 10 degree) to the roof, higher slide guards need only be long enough to provide protection below the area where you're working and may be more level.

- Once the roofing materials are installed to the ridge, climb down to the lower plank and remove the slide guards from the higher level. Continue this process down the roof until all planks and roof jacks have been removed.
- Only when the job is completed can the remaining eave slide guards be removed.
- *On roofs with slopes greater than 8:12 and on roof with slopes greater than 4:12 where the eave to the lower level fall distance is more than 25':* Employees must use one of the conventional methods of fall protection (PFAS or guardrails).

Roof sheathing operations. The following steps must be implemented to protect you from fall hazards while installing roof sheathing:

- Do not install roof sheathing unless you are qualified to do so.
- Once roof sheathing installation begins, if you are not involved in that activity do not stand or walk below or adjacent to the roof opening or exterior walls in any area where you could be struck by falling objects.
- The competent person must define the limits of this area before sheathing begins.
- The competent person must stop work as needed to allow passage through such areas when this work stoppage would not create a greater hazard.
- The bottom row of roof sheathing must be installed by standing in truss webs.

Using slide guards. After the bottom row of roof sheathing is installed, a slide guard extending the width of the roof must be securely attached to the roof:

- Slide guards must be constructed of no less than nominal 4" height lumber capable of limiting on uncontrolled slide.
- Install the slide guard while standing in truss webs and leaning over the sheathing.
- Additional rows of roof sheathing may be installed when you are positioned on previously installed rows of sheathing. A slide guard can help you retain your footing during successive sheathing operations.
- Additional slide guards must be securely attached to the roof at intervals not to exceed 13' as successive rows of sheathing are installed.
- Roofs with pitches in excess of 9:12 must have slide guards installed at 4' intervals.
- In wet weather (rain, snow, or sleet), roof sheathing operations must be suspended unless safe footing can be ensured.
- When strong winds (above 40 mph) are present, roof-sheathing operations must be suspended unless windbreakers are erected.

Roof truss/rafter erection. The following steps must be taken to protect you when you are exposed to fall hazards while working from the top plate installing trusses/rafters:

- Do not have other duties to perform during truss/rafter erection procedures.

- All trusses/rafters must be adequately braced before you can use the truss/rafter as a support.
- Remain on the top plate, using the previously stabilized truss/rafter as a support, while other trusses/rafters are being erected.
- Leave the area of the secured trusses/rafters only when necessary to secure another.
- The first two trusses/rafters must be set from ladders leaning on side walls at points where the walls can support the weight of the ladder. Then climb onto the interior top plate via the ladder to secure the peaks of the first two trusses/rafters being set.

The following steps must be followed to protect you from all hazards while securing trusses/rafters at the peak of the trusses/ridge beam.

- Once truss/rafter installation begins, do not let employees not involved in that activity stand or walk below or adjacent to the roof opening or exterior walls in any area where they could be struck by falling objects.
- Do not have other duties than securing/bracing the trusses/ridge beam.
- When positioned at the peaks or in the webs of trusses or on top of the ridge beam, work from a stable position, either by sitting on a ridge seat or other equivalent surface that provides additional stability or positioning yourself in previously stabilized trusses/rafters and leaning into and reaching through the trusses/rafters.
- Do not stay on the peak/ridge any longer than necessary to complete the task safely.

Part 7 – Stairways and Ladders

The misuse of stair and ladder systems can result in serious injuries. Safety begins when the ladder is first placed on the ground, and it must continue as employees go up or down the ladder. The condition in which ladders are maintained, steps are surfaced, and the way employees move ladders play a part in a stair and ladder safety program.

Employee Safe Work Practices

Follow these rules:

Temporary stairs

- Use a stairway, ramp, or ladder whenever you have to step more than 18" to gain access to another surface.
- Build temporary stairs between 30 degrees and 50 degrees from horizontal.
- Make riser height and tread depth the same for each flight of stairs. Do not vary by more than 1/4-inch in any stairway system.
- Use a platform when doors open directly on a stairway, and make sure the platform is 20" farther out than the swing of the door.
- Keep hazardous projections such as protruding nails, big splinters, etc., out of the stairs.

- Fix slippery conditions before the stairs are used.
- Put wood or other materials in unfilled pan stairs to keep the surface even.
- Build treads of stairs with wood or other solid materials and install them the full width and depth of the stair.

Stairrails and handrails

- Install a 36" high stair/handrail on unprotected sides of stairs with more than three risers or greater than 30" high (measure the 36" from the tread surface up to the top of the rail).
- Install midrails halfway between the top edge of the stairrail system and the stairway steps.
- Use a handrail offset on winding/spiral stairs to keep you from walking where the treads are less than 6" wide.
- Build stair/handrail systems to withstand 200 pounds of force in any downward or outward direction, at any point along the top edge.
- Install handrails between 30" and 37" on all stair systems (even if there is a wall) to act as a handhold.
- Surface stair/handrails to prevent injury and snagging of clothing.
- Build stair handrails so they do not create a projection hazard beyond the edge of the rail.
- Build temporary stair/handrails about 3" away from where drywall will be installed (that way the rails do not have to be taken down to install drywall).
- Provide unprotected sides and edges of stairway landings with guardrail systems.

Ladders

The following safety requirements apply to all ladders, including job-made ladders.

- Use ladders only on stable and level surfaces unless they are secured to prevent movement.
- Keep the area around the top and bottom of ladders clear of debris.
- Place ladders on non-slip surfaces or use slip-resistant feet.
- Inspect ladders weekly and after any activity that could have damaged them.
- Take ladders with structural defects out of service until repaired.
- Repair ladders to equal the original design before using again.
- Maintain ladders free of oil, grease, and other slipping hazards.
- Use ladders only to their manufacturer's rated capacity.
- Use ladders only for the designated purpose.
- Do not move, shift, or extend ladders while they are in use.
- Place ladders at an angle of 4:1 for every 4' height; the ladders should be placed 1' out.
- Extend ladders at least 3' beyond the surface you are accessing so you have handhold when getting on and off.
- Do not use a stepladder as an extension ladder.

- Do not tie ladders together to make a longer ladder.
- Do not put ladders on scaffolds or other unstable platforms.
- Support both ladder rails equally.
- Keep ladders from coming within 10' of energized power lines.
- Do not use the top of a stepladder as a step.
- Do not use the cross bracing on the back of stepladders for climbing.
- Face the ladder when going up or down. Use at least one hand to hold the ladder when going up or down the ladder.
- Do not carry objects or loads that could cause you to lose your balance and fall.
- Be sure that ladder rungs and steps are parallel, level, and uniformly spaced when used.
- Be sure that rungs or steps of portable ladders or stepladders are between 10" and 14" apart.
- Be sure that siderails for all portable ladders are at least 11" apart.
- Always use and lock the metal spreader or device that holds the front and back sections apart.
- Surface ladders to prevent punctures, lacerations, or snagging of clothing.
- Coat wood ladders with clear covering only (identification or warning labels can be on one face of a siderail).
- Do not build or use job-made ladders unless they meet the exact ANSI and OSHA specifications.

Part 8 – Temperature Extremes

Heat related illness (HRI) and cold stress are recognized workplace hazards. All work operations involving exposure to temperature extremes, either humidity/heat extremes or cold extremes have the potential for inducing HRI or cold. Table 1 shows symptoms and first aid measures to take if a worker shows signs of a HRI and cold stress.

Employee Safe Work Practices

Follow these rules:

- Dress properly.
- Employees should become acclimatized (gradually build up exposure), especially workers who are new to working in temperature extremes or have been away from work for a week or more. Gradually increase workloads and allow more frequent breaks during the first week of work.
- Keep adequate potable (safe for drinking) water close to the work area, and drink small amounts frequently to remain hydrated.
- Reduce physical demands during hot weather, or schedule heavier work for cooler times of the day.
- Reduce physical demands during cold weather, or schedule heavier work for the warmer times of the day.
- Monitor your physical condition and that of your coworkers.

Table 1. HRI and Cold Stress Symptoms and First Aid Measures

Illness	Symptoms	First Aid*
Heat stroke	<ul style="list-style-type: none"> • Confusion • Fainting • Seizures • Excessive sweating or red, hot, dry skin • Very high body temperature 	<ul style="list-style-type: none"> • Call 911 <p>While waiting for help:</p> <ul style="list-style-type: none"> • Place worker in shady, cool area • Loosen clothing, remove outer clothing • Fan air on worker; cold packs in armpits • Wet worker with cool water; apply ice packs, cool compresses, or ice if available • Provide fluids (preferably water) as soon as possible • Stay with worker until help arrives
Heat exhaustion	<ul style="list-style-type: none"> • Cool, moist skin • Heavy sweating • Headache • Nausea or vomiting • Dizziness • Light headedness • Weakness • Thirst • Irritability • Fast heart beat 	<ul style="list-style-type: none"> • Have worker sit or lie down in a cool, shady area • Give worker plenty of water or other cool beverages to drink • Cool worker with cold compresses/ice packs • Take to clinic or emergency room for medical evaluation or treatment if signs or symptoms worsen or do not improve within 60 minutes. • Do not return to work that day
Heat cramps	<ul style="list-style-type: none"> • Muscle spasms • Pain (usually in abdomen, arms, or legs) 	<ul style="list-style-type: none"> • Have worker rest in shady, cool area • Worker should drink water or other cool beverages • Wait a few hours before allowing worker to return to strenuous work • Have worker seek medical attention if cramps don't go away
Heat rash	<ul style="list-style-type: none"> • Clusters of red bumps on skin • Often appears on neck, upper chest, folds of skin 	<ul style="list-style-type: none"> • Try to work in a cooler, less humid environment when possible • Keep the affected area dry

Illness	Symptoms	First Aid*
Hypothermia	<ul style="list-style-type: none"> • Shivering has stopped • Loss of coordination • Confusion • Disorientation • Inability to walk to stand • Dilated pupils • Slowed pulse and/or breathing • Loss of consciousness 	<ul style="list-style-type: none"> • Call 911 <p>While waiting for help:</p> <ul style="list-style-type: none"> • Move the person to a warm, dry area. • Remove wet clothes and replace with dry clothes, cover the body (including the head and neck) with layers of blankets; and with a vapor barrier (e.g., tarp, garbage bag). Do not cover the face. • Give warm sweetened drinks, if alert, to help increase the body temperature. Never try to give a drink to an unconscious person. • Place warm bottles or hot packs in armpits, sides of chest, and groin.
Frost Bite	<ul style="list-style-type: none"> • Reddened skin develops gray/white patches • Numbness in the affected part. • Feels firm or hard. • Blisters may occur in the affected part, in severe cases 	<ul style="list-style-type: none"> • Follow the recommendations described above for hypothermia. • Do not rub the affected area to warm it because this action can cause more damage. • Do not apply snow/water. Do not break blisters. • Loosely cover and protect the area from contact. • Do not try to rewarm the frostbitten area before getting medical help; for example, do not place in warm water. If a frostbitten area is rewarmed and gets frozen again, more tissue damage will occur. It is safer for the frostbitten area to be rewarmed by medical professionals. • Give warm sweetened drinks, if the person is alert.
Trench Foot	<ul style="list-style-type: none"> • Redness of the skin • Swelling • Numbness • Blisters 	<ul style="list-style-type: none"> • Call 911 <p>While waiting for help:</p> <ul style="list-style-type: none"> • Remove the shoes, or boots, and wet socks. • Dry the feet

* Remember, if you are not a medical professional, use this information as a guide only to help those in need.

Part 9 – Distracted Driving

All employees must minimize distractions which take away from concentrating on driving, as driving while distracted constitutes a hazard, and could be a traffic infraction in some states.

Employee Safe Work Practices

Follow these rules:

- Employees may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.
- If employees need to use their phones, they must pull over safely to the side of the road or another safe location.
- Additionally, employees are required to:
 - Turn cell phones off or put them on silent or vibrate before starting the car.
 - Consider modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving.
 - Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.

Safe Work Disciplinary Policy

Synergy Design & Construction believes that a Safe Work Policy is unenforceable without some type of disciplinary policy. We believe that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

- **Step 1:** A first time violation will be discussed orally between company supervision and the employee. This will be done as soon as possible.
- **Step 2:** A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel folder. Time off without pay (3-day minimum).
- **Step 3:** A third time violation will result in termination.

If an employee knowingly and willingly violates any of the safety practices or rule, or puts his/her self in an imminent danger situation, the employee will be immediately discharged.