



SEALANT, WATERPROOFING & RESTORATION INSTITUTE

SAFETY & HEALTH MANUAL

PROGRAM GUIDE



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ABOUT THE SEALANT, WATERPROOFING & RESTORATION INSTITUTE

In 1978, a small group of sealant contractors met in Chicago to discuss the formation of a trade association. Today the Sealant, Waterproofing & Restoration Institute (SWR Institute) has applicators, manufacturers and consulting companies as members, as well as architectural/engineering firms and testing laboratories members from across the United States and throughout the world, all involved in activities designed to upgrade the standards in new construction, as well as restoration, repair and maintenance of existing structures. This has enabled SWR Institute to become the leading organization of its kind.

Through our educational programs and publications, our members promote industry-wide standards of application and products. The members of SWR Institute are very active and constantly strive to advance our industry and the quality of work that is performed. Publishing *The Applicator*,



SWR Institute's premier publication, which features news about various application techniques; providing the SWR Institute Validation Program, which verifies the performance claims listed on participating companies' sealant and wall coating technical data sheets; hosting the industry's only Online Searchable

Directory, which makes it convenient for Internet users

to contact area commercial contractors, manufacturers and design professionals; producing *Sealants: The Professionals' Guide*, *Clear Water Repellents for Above Grade Masonry* and *Horizontal Concrete Treatments*; creating *Applying Liquid Sealants: An Applicator Training Program*, *A Practical Guide to Waterproofing Exterior Walls* and topic-specific *Technical Bulletins* are among SWR Institute's major

achievements. In addition, the Institute serves as a technical clearinghouse, assisting members, architects, owners, contractors and engineers solve industry-related problems. And the scope of services continues to grow.

1 INTRODUCTION

This general Safety & Health Program Guide has been developed by SWR Institute as an outreach effort in order to help employers understand how to develop the Written Safety and Health Program as recommended by the Occupational Safety and Health Administration (OSHA). Employers should understand that this plan will be only partially completed by filling in the blanks.

It must be noted that the final determination of compliance with OSHA regulations, including compliance with the written Safety and Health Program requirement under 29 CFR 1926.21, is made by evaluation of all factors pertaining to potential hazards at a particular worksite with respect to employee safety and health. Also, employers who are contemplating the use of this guide should be aware that it is not to be considered a substitute for

any provision of the Occupational Safety and Health Act or for any standards issued by OSHA.

This is a generic safety and health program, and is designed to be used as a guideline for developing your own company's safety and health program. Each company is different; this program must be tailored to meet your specific needs, by adding or deleting parts of this guide. Determine your needs based on the hazards or potential hazards of your job site.

Sample forms are attached to give you an understanding of what is required.

2 POLICY STATEMENT

It is _____ belief that our people are our most important asset and that the preservation of employee Safety and Health must remain a constant consideration in every phase of our business. It is our intent to provide a work environment as free of hazards as possible.

All employees are responsible for working safely and productively, always remaining aware of hazards in their jobs and following recognized safe work practices, including the use of Personal Protective Equipment (PPE).

It is also _____ belief that any safety and health program must have total employee

involvement. Therefore this program has management's highest priority, support, and participation.

PRODUCTION IS NOT SO URGENT THAT WE CANNOT TAKE TIME TO DO OUR WORK SAFELY.

President

3 GOALS

Safety begins at the top and goes downward throughout the company. Our goal is to have an injury free work place. This can be achieved by delegating responsibility and accountability to all involved in this company's operation.

Responsibility: Having to answer for activities and results.

Accountability: The active measurement by management to ensure compliance or management doing something to ensure action.

In other words, to reach our goal of a safe work place, everyone needs to take responsibility. Then everyone will be held accountable.

Benefits of achieving our goals:

- The minimizing of all injury accidents
- The loss to property and equipment
- No fatalities
- No permanent disabilities
- Having the best Safety and Health conditions possible in the work place.

YOUR COMPANY'S GOALS:

4 OBJECTIVES AND SAFETY MEETINGS



The Safety and Health program shall be reviewed annually, and be revised, updated or changed at that time if needed.

All employees of _____ shall attend and participate in the (Daily/Week/Month) safety meetings.

A minimum of _____ min./hrs. shall be given each (Day/Week/Month) to the safety meeting. This shall be conducted by

(Safety Person)_____.

Problems that have arisen or that are anticipated shall be discussed along with any other safety and health topics. To keep the meeting a valuable educational experience the following is suggested:

- Keep the meeting moving
- Start and stop on time
- Use illustrated material and demonstrations to make the point
- Each topic should be discussed thoroughly
- Review accidents and injuries
- Evaluate close calls or near misses for trends, similar causes, and initiate corrective actions

YOUR COMPANY'S OBJECTIVE:

5 MANAGEMENT COMMITMENT

The management of _____ is committed to the company's safety policy, and to provide direction and motivation by:

The appointment of _____

_____ as our Safety Coordinator, who

will perform the following tasks:

- Establish our annual Company safety goals and objectives;
- Have a written safety and health program and be totally committed to it;
- Take part in employees' safety training;
- Establish and enforce disciplinary procedures for employees;
- Support for the safety and health program with people, providing authority and training; and
- Establish accountability and responsibilities for management and employees to follow.

YOUR MANAGEMENT'S COMMITMENT:

6 ASSIGNMENT OF RESPONSIBILITY

SAFETY OFFICER

(Company Name) _____ has designated

(Person's Name) _____ as our safety and

health officer. The location of his/her office is _____

It shall be the duty of the safety officer to assist the Supervisor/Foreman and all other levels of Management in the initiation, education, and execution of an effective safety program generally and more specifically the following:

- Introduce the safety program to new employees;
- Follow up on recommendations, suggestions, etc., made at the Daily/ Weekly/ Biweekly/ Monthly safety meetings. All topics of safety concerns shall be documented accordingly;
- Be thoroughly familiar with the company safety program and assist the personnel in the execution of standard policies;
- Conduct safety inspections on a periodic basis;
- Address all hazards or potential hazards as needed;
- Prepare monthly accident reports and investigations;
- Maintain adequate stock of first aid supplies and other safety equipment to ensure their immediate availability, and make sure there is adequate number of qualified first aid certified people on the job; and
- Be thoroughly familiar with the OSHA, local and state safety codes and regulations.

Note: Employers should incorporate current copies of such codes and regulations in to their safety and health programs as resource material.

EMPLOYEES

It is the duty of each and every employee to know the safety rules, and conduct his work in compliance. Disregard of the safety and health rules shall be grounds for disciplinary action up to and including termination. It is the duty of each employee to make full use of the safeguards provided for their protection. Every employee will receive an orientation when hired and receive a Company Safety and Health Program.

This is a partial list of these rules:

- Read, understand and follow safety and health rules.
- Personal Protection Equipment (PPE) will be worn at all times by employees working in areas where there is a possible danger of injury.
- Suitable work clothes will be worn; see your supervisor.
- Employees observed working in a manner that might cause injury to either themselves or other workers shall be warned of the danger and will immediately correct their method of operation.

- Employees shall report all injuries, no matter how slight to their supervisor/foreman immediately, and seek treatment promptly.
- Employees shall be aware of the location of first aid, fire fighting equipment, and other safety devices.
- Employees shall attend any and all required safety and health meetings.
- Until they are properly trained, employees are not to perform potentially hazardous tasks or to use any hazardous material.
- Employees are to follow all procedures when performing tasks.
- (Additional) _____
- (Additional) _____
- IF EVER IN DOUBT ABOUT SOMETHING, STOP AND ASK SOMEONE.

SUPERVISOR / FOREMAN

Supervisor/Foreman will establish an operating atmosphere that ensures that safety and health is managed in the same manner and with the same emphasis as production, cost and quality control. The tasks are as follows:

- Define the responsibilities for safety and health of all subordinates and hold each person accountable for their results through the formal appraisal system and where necessary, disciplinary procedures;
- Regularly emphasize that accident and health hazard exposure prevention are not only moral responsibilities, but also a condition of employment, as accidents create unnecessary losses both personal and financial;
- Identify operational oversights that could contribute to accidents, which often result in injuries and property damage; and
- Participate in safety and health related activities, including routinely attending safety meetings, reviews of the facility, correcting employee behavior that can result in accidents and injuries, and quality control problems;
- Spend some time with each person hired explaining the safety policies and the hazards of his/her particular work (See that this initial orientation of "new hires" is carried out by (Safety Officer's Name) _____); and
- Make sure that if a "Competent Person" is required, that one is on-hand to oversee and instruct employees when necessary.

6 ASSIGNMENT OF RESPONSIBILITY CONTINUED

DISCIPLINE / ENFORCEMENT

Two types or degrees of violation:

- **Serious Violation** – Violation of any company rule or regulation without premeditation. For a serious violation, (Safety Officer's Name)_____ can use his/her judgment determine the degree of discipline regarding the number of days off without pay.
- **Willful Violation** – Violation of any company rule or regulation with premeditation or forethought. For a willful violation, the discipline indicated below is the minimum that can be given. However, the degree of discipline may be extended or increased to termination of employment for willful violations. This decision is to be made by (Person's Name)_____.

YOUR COMPANY'S DISCIPLINE POLICY:

7 HAZARD CONTROL

Where feasible, workplace hazards are prevented by effective design of the job site or job. Where it is not feasible to eliminate such hazards, they must be controlled to prevent unsafe and unhealthy exposure. Once a potential hazard is recognized, the elimination or control must be done in a timely manner. These procedures should include measures such as the following:

- Using engineering techniques where feasible and appropriate.
- Maintaining the facility and all equipment to prevent equipment breakdowns.
- Using administrative controls, such as reducing the duration of exposure.
- Supervisors/Foreman shall maintain a periodic site inspection program.



- Establishing a medical program that includes first aid on site, as well as nearby physician and emergency medical card to reduce the risk of any injury or illness that occurs.
- Address any and all safety hazards to employees whenever one is observed.

8 SAFETY COMMITTEE

The Committee shall consist of representatives from management and employees with (Safety Coordinator's Name)

_____ as the chairman. The committee is a forum, created for the purpose of fostering safety and health through communication. The responsibilities of Safety Committee Members include:

- Discuss safety policies and procedures with management and make recommendations for improvements,
- Serve as liaison between workers and management in safety matters,
- Provide technical reference materials,
- Review accident investigation reports on all accidents and "near-misses," and
- Identify unsafe conditions and practices and make recommendations for remedies.

YOUR COMPANY'S SAFETY COMMITTEE POLICY:

9 TRAINING AND EDUCATION

Training is an essential component of an effective safety and health program. It addresses the responsibilities of both management and employees at the site. Training is often most effective when incorporated into other education on performance requirements and job practices.

At least annually, training programs should be provided as follows:

- Initially when the plan is developed;
- For all new employees;
- When new equipment, materials, or processes are introduced;
- When procedures have been updated or revised; and
- When experiences/operations show that employee performance must be improved.

Besides the standard training, employees should also be trained in the recognition of hazards. They must be able to look at something or someone and know that there is a problem. A list may include:

Falls: From floors, roofs and roof openings, ladders (Straight and Step), scaffolds, wall openings, tripping, trenches, steel erection, stairs, chairs, etc.

Electrical: Appliances, damaged cords, outlets, overloads, overhead high voltage, extension cords, portable tools (broken casing or damaged wiring), grounding, metal boxes, switches, ground fault circuit interrupters (GFCI), etc.

Housekeeping: Exits, walkways, floors, trash, storage of materials (hazardous and non-hazardous), protruding nails, etc.

Fire: Oily-dirty rags, combustibles, fuel gas cylinders, blocked exits, etc.

Trips/Slips: Stairs, uneven flooring, electrical cords, icy walkways, etc.

Health: Silicosis, asbestos, loss of hearing, eye injury due to flying objects, etc.

Employees trained in the recognition of hazards are less likely to be injured on the job. Overall production will increase, workers compensation insurance will decrease and management/employee relations will be substantially improved.

Training is not just for the worker, but also for everyone.

YOUR TRAINING POLICY AND PROCEDURES:

10 RECORD KEEPING AND HAZARD ANALYSIS

If an injury or accident should ever occur, you are to report it to your supervisor/foreman as soon as possible.

A log and summary report shall be maintained for every recordable injury and illness. The entry should be done as soon as practicable, but no later than six working days after receiving information that a recordable injury or illness has occurred. The OSHA log No. 200 or equivalent shall be used for the recording.

A recordable injury or illness would include those accidents that result in a fatality, lost work days, transfer to another job, termination of employment, or an incident requiring medical treatment (other than first aid) or that involves loss of consciousness or restriction of work or motion.

First aid is any one-time treatment, and any follow up visit for the purpose of observation, of minor scratches, cuts, burns, splinters, and so forth that do not ordinarily require medical care.

An annual summary of recordable injuries and illnesses shall be posted and contain the following information: calendar year, company name, establishment name, establishment address, certification signature, title and date.

The summary covering the previous calendar year shall be posted no later than Feb. 1 and shall remain in place until March 1.

If no injury or illness occurred in the year, zeros must be entered on the total line and posted.

OSHA log No. 200 should be evaluated by the employer to determine trends or patterns in injuries in order to address hazards to which employees are exposed.

11 ACCIDENT AND INVESTIGATION

SUPERVISORS / FOREMAN

- Provide first aid, call for emergency medical care if required.
- If further medical treatment is required, arrange to have an employee accompany the injured employee to the medical facility.
- Secure area, equipment and personnel from injury and further damage.
- Investigate the incident (injury) — gather facts, record employee and witness statements, take pictures and physical measurements of incident site and equipment involved.
- Complete an incident investigation report form within 24 hours whenever possible.
- If the injury warrants time away from work, ensure that a physician authorizes the absence and that you maintain contact with your employee while he/she remains off work.
- Ensure that corrective action to prevent a recurrence is taken.
- Discuss incident, where appropriate, in safety and other employee meetings with the intent to prevent a recurrence. Discuss with other supervisors and other management.
- Monitor status of employee(s) off work, maintain contact with employee and encourage return to work even if the physician requires restrictions.
- When injured employee(s) return to work they should not be allowed to return to work without “return to work” release forms from the physician. Review the release carefully and ensure that the employee follows the restrictions indicated by the physician.

12 FIRST AID/MEDICAL EMERGENCIES

(Company Name) _____

has designated (Person or Person's Name) _____

_____ as having adequate training to render first aid in the event of a medical emergency.

First aid kits are located at the following locations:

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Every employee shall be trained in emergency procedures:

- Evacuation plan
- Alarm systems
- Shutdown procedures for equipment
- Types of potential emergencies

YOUR COMPANY'S SPECIAL PROCEDURES:

Employer should review their typical job site and address any and all of their hazards or potential hazards by adding to this section.

13 SAFETY RULES AND PROCEDURES

- No employee is expected to undertake a job until that person has received adequate training.
- All employees shall be trained on every potential hazard that they could be exposed to and how to protect themselves.
- No employee is required to work under conditions that are unsanitary, dangerous or hazardous to their health.
- Only qualified trained personnel are permitted to operate machinery or equipment
- All injuries must be reported to your supervision/foreman. Manufacturer's specifications/limitations / instructions shall be followed.
- Particular attention should be given to new employees and to employees moving to new jobs or doing non-routine tasks.
- All OSHA posters shall be posted.
- Emergency numbers shall be posted and reviewed with employees.
- Each employee in an excavation/trench shall be protected from cave-ins by an adequate protective system. (See your own detailed section on excavations.)
- For employees working in areas where there is a possible danger of head injury, Personal Protection Equipment (PPE) shall protect excessive noise exposure, or potential eye and face injury.
- All hand and power tools and similar equipment, whether furnished by the employer or the employee, shall be maintained in a safe condition.
- All materials stored in tiers shall be stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling or collapse.
- The employer shall ensure that electrical equipment is free from recognized hazards that are likely to cause death or serious physical harm to employees.
- All scaffolding shall be erected in accordance with the CFR 1926.451 subpart L. Standard guardrails for fall protection and ladders for safe access shall be used. (See your own detailed section on scaffolding.)
- All places of employment shall be kept clean, the floor of every workroom shall be maintained, so far as practicable, in a dry condition; standing water shall be removed. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats or other dry standing places or appropriate waterproof footwear shall be provided.
- To facilitate cleaning, every floor, working place, and passageway shall be kept free from protruding nails, splinters, loose boards, holes and openings.
- All floor openings, open sided floor and wall openings shall be guarded by standard railings and toe boards or cover. (See your own detailed section on fall hazards.)
- The employer shall comply with the manufacturer's specifications and limitations applicable to the operation of any and all cranes and derricks.
- All equipment left unattended at night, adjacent to a highway in normal use, or adjacent to construction areas where work is in progress, shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, to identify the location of the equipment.
- No construction loads shall be placed on a concrete structure or portion of a concrete structure unless the employer determines, based on information received from a person who is qualified in structural design, that the structure or portion of the structure is capable of supporting the loads.
- A stairway or ladder shall be provided at all personnel points of access where there is a break in elevation of 19 inches or more, and no ramp, runway, sloped embankment, or personnel hoist is provided. (See your own detailed section on ladders.)

YOUR COMPANY'S SAFETY RULES AND PROCEDURES:

14 EMERGENCY RESPONSE TO HAZARDOUS SUBSTANCES

The employer shall determine beforehand whether they will be involved in a hazardous substance cleanup. If so, the employer shall develop and implement a written safety and health program for their employees involved in hazardous waste operations. The program shall be designed to identify, evaluate and control safety and health hazards, and to provide for emergency response for hazardous waste operations. The plan shall incorporate the following:

- An organizational structure
- A comprehensive work plan
- Site-specific safety and health plan
- Safety and health training program
- Employer's standard operating procedures for safety and health
- Any necessary interface between general program and site-specific activities

INITIAL TRAINING

General site workers (including equipment operators, general laborers and supervisory personnel) engaged in hazardous substance removal or other activities that expose or potentially expose workers to hazardous substances and health hazards shall receive a minimum of 40 hours of instruction off the site, and a minimum of three days actual field experience under the direct supervision of a trained, experienced supervisor.

(Company Name)_____

WILL FOLLOW THE RULES AND REGULATIONS FROM THE 29 CFR 1910.120 PERTAINING TO HAZARDOUS WASTE OPERATIONS AND EMERGENCY RESPONSE.

Employer shall also read and follow the standard in 29 CFR 1910.1200.

Note: Employers should incorporate current copies of such codes and regulations in to your safety and health program as resource material.

15 EMERGENCY ACTION PLAN

The emergency action plan will be in writing and will cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies. The following elements at a minimum shall be included in the plan:

- Emergency escape procedures and emergency escape route assignments;
- Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
- Procedures to account for all employees after emergency evacuation has been completed;
- Rescue and medical duties for those employees who are able to perform them.;
- Means of reporting fires and other emergencies; and
- Names or regular job titles of persons who can be contacted for further information or explanation of duties under the plan.

ALARM SYSTEMS

(Company Name)_____ will establish an employee alarm system which complies with 29 CFR 1926.159.

- If the employee alarm system is used for alerting fire brigade members or for other purposes, a distinctive signal for each purpose will be used.

EVACUATION

(Company Name)_____ will establish in the emergency action plan the types of evacuation to be used in emergency circumstances.

TRAINING

- Before implementing the emergency action plan, *COMPANY NAME* will designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.
- (Company Name)_____ will review the plan with each employee covered by the plan at the following times:
 - Initially when the plan is developed.
 - Whenever the employee's responsibilities or designated actions under the plan change.
 - Whenever the plan is changed.
- (Company Name)_____ will review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency.

15 SUMMARY

The plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.

ENTER ANY SPECIAL PROCEDURES YOUR COMPANY HAS HERE

THESE ARE SAMPLE DOCUMENTS THAT YOUR COMPANY MAY USE, OR MODIFY TO MEET YOUR OWN SPECIAL NEEDS.

16 APPENDIX/ADDITIONAL RESOURCES

Most Frequently Cited Serious Violations

<http://www.4-safety.com/OSHA%20MFC/FY2003-MFC%20Construction.ppt>

Consultation: Free On-site Safety and Health Services

<http://www.osha.gov/dcsp/smallbusiness/consult.html>



DISCLAIMER

This general Safety & Health Program Guide has been prepared by industry representatives as an aid to help employers develop their own written Safety & Health Program as recommended by the Occupational Safety and Health Administration (OSHA). The Sealant, Waterproofing & Restoration Institute (SWR Institute) has merely compiled information from industry representatives and from OSHA. Accordingly, the SWR Institute, its members, employees and agents expressly disclaim any responsibility whatsoever for the accuracy of the terms, methods, procedures, specifications, views and opinions discussed herein. Employers should note that by filling in the blanks will NOT provide the necessary content of a written Safety & Health Program as required by OSHA. Each company is different and any written Safety & Health Program must be tailored to meet each company's specific needs. A final determination of compliance with OSHA regulations, including compliance with the written Safety & Health Program requirement under 29 CFR 1926.21, is made by

evaluation of all factors pertaining to potential hazards at a particular worksite with respect to employee safety and health. This Guide should not be considered a substitute for any provision of the Occupational Safety and Health Act or for any standards issued by OSHA or other federal, state and local agencies. SWR Institute, its members, employees and agents expressly disclaim any responsibility whatsoever for damages arising from the use, application or reliance on the recommendations and information contained in this generic safety and health program.

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