



# SAFE WORK PRACTICES HANDBOOK FOR OPERATING ENGINEERS TRAINING CENTER

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## STATEMENT OF SAFETY POLICY

It is the policy of ***Operating Engineers Training Center (hereby known as OETC)*** to establish and maintain a safe and healthy work/training environment for all employees/trainees. We are committed to conducting our operation safely and to prevent loss, whether it is an injury or illness, property damage, and/or interruption of business.

Accidents cause unnecessary pain and suffering of those immediately involved. They generate additional costs to our bottom line. Accidents can be prevented, but it will take the collective efforts of all individuals involved.

The following code of **Safe Work Practices Handbook** has been developed to accomplish our goal of eliminating accidents from our work job sites and to create a safety culture throughout the industry. Safety is of the utmost importance and shall receive top priority, support and participation.

***Staff***  
***Operating Engineers Training Center***

## **GENERAL RULES**

1. New employees/trainees are to be given safety instructions by their supervisor/instructors specific to their job assignments.
2. All injuries, no matter how slight, are to be reported and recorded by your supervisor/instructor. If treatment is required, the supervisor/instructor will notify the Office by phone or radio, or if a minor injury, bring the employee/trainee to the Office.
3. Report immediately any unsafe conditions to your supervisor/instructor.

4. Use of any alcoholic beverages and drugs are strictly forbidden on the job. Do not come to work if intoxicated, sick, or in an otherwise poor mental or physical condition. Report in a condition to work.
5. If you are not sure how to do a job, **ask** someone who does, preferably your supervisor/instructor. Do not assume or guess.
6. Do not attempt to use equipment or material, which is not part of your regular job unless you have **received instructions**.
7. Do not argue, fight or engage in horseplay of any kind on the job.
8. Use protective clothing and equipment where required. This may include Tyvex overalls, rain gear, respirators, earplugs, harnesses, lanyards, hard hats, eye protection, high visibility vests, gloves and hard-toed boots.
9. **This personal protective equipment is available to you and it is your responsibility to get it and use it where needed.**
10. At minimum, hard hats, protective glasses, **hard toed boots**, long pants and shirts with sleeves shall be worn whenever you are on the site and outside of the office or immediate office area.
11. Do not use broken or defective tools.
12. Any deviation from established lockout-tag-out procedures will result in disciplinary action, including dismissal from the Training Center.
13. Never remove a safety device from a piece of equipment, including guards, and especially, safety chains or ties on air hoses.
14. Face ladders when climbing or descending and use three (3) points of contact. Ladders must extend three (3) feet above the landing, be tied off and report broken or unsafe ladders immediately.
15. Keep work areas clean and orderly.
16. Oxygen and acetylene bottles are to be secured in an upright position when in use and with valves closed and caps in place when not in use. Back off regulators, bleed off hoses and close torch valves at the end of each shift.

17. Be aware of where fire extinguishers are located.
18. Employees/trainees required to work where they may fall are to use safety harnesses w/lanyard and lifelines. A harness with lanyard and lifeline must be used at heights above six (6) feet. Lifelines are to be securely fastened to at least two (2) anchorages, which are safe and secure.
19. Keep walkways, scaffolds, and ladders clear and clean at all times.
20. Never throw materials, waste, muck, etc. off a staging or any elevated location unless you are certain the area below is clear and secured.
21. In lifting heavy objects, use large muscles of the legs rather than small back muscles. Do not try to lift loads which are too large. Get assistance from the use of a mechanical lift, a crane, dollies, or boom truck.
22. Do not break or disconnect any airline, or hose or any high pressure line without first making sure that the pressure has been bled off.
23. Do not ride on any load on moving equipment.
24. Load all vehicles so that nothing protrudes, over the sides. If something shall overhang a side or end, flag the load.
25. Do not wear loose or torn clothing that can be caught in moving machinery. The same applies to long hair and beards.
26. Do not cut or weld on a closed container until you know its contents and are certain that an **explosion** cannot occur.
27. Get an electrician to handle all electrical problems. **Never attempt to make any electrical repair unless you are an electrician.**
28. Bulletin boards are provided with general safety information, medical, police, fire and accident reporting phone numbers, traffic plans, approved parking areas and other information.
29. It is the OETC responsibility to inform employees/trainees about hazardous substances to which they are exposed, by means of a Hazard Communication Program, labels and other forms of warnings; safety data sheets (SDS) and information training. This applies to any substance, which

is known to be present in the work place in such a manner that employees/trainees may be exposed under normal conditions of use, or in a foreseeable emergency. Additional training will be performed whenever a new hazardous substance is introduced into the work area.

30. No employee/trainee shall remove or deface existing labels on incoming containers of hazardous substances, unless the material is immediately remarked with the required information.
31. Safety Data sheets (SDS) will be kept for each hazardous substance used. **These are available in the Main Classroom for examination by employees/instructors who shall be given copies when appropriate or desired.**
32. Protection of the environment is in everyone's interest. Every employee/trainee shall take an active role in preserving the environment.
33. Key items to be considered include pollution of rivers and creeks, protection of trees, disposal of garbage and waste, noise, air pollution and control of erosion.
34. Every employee/trainee shall assist in the effort by not allowing trash, oil or grease to get in the waterways. Throw all garbage in the designated containers or piles. Equipment shall be maneuvered in such a way as not to damage trees or the landscape.

As with all construction projects, the quality of the work is of utmost importance to OETC. The actual quality of the work shall depend on the efforts of each and every employee. Every one is expected to carefully follow the directions of supervision, which will be versed in the quality of work required. **Use common sense and do not take any shortcuts that may be detrimental to a quality-finished product.**

## **INSTRUCTOR RULES**

**All general rules apply.**

1. The first responsibility of instructor is to insure that work is being done safely. Any instructor who disregards safety or who places production or profit ahead of safety shall be terminated.
2. Every instructor is to instruct new employees/trainees in safety relating to their jobs.
3. Every instructor will conduct a weekly safety meeting on the first day of the week, prior to beginning each shift. Also all instructors shall hold a "3-minute-reminder" meeting at the start of each shift, to discuss the plans for the day and go over safety requirements for the day's operations.
4. Be sure your crew has all necessary personal protection equipment and uses it.
- 5. If you see any unsafe condition, correct it immediately.**
6. It is the instructor's responsibility to assure employees/trainees are competent on machinery or equipment, including all emergency procedures and safeguards before operating.
7. Every instructor shall instruct employees/trainees as to the location of the Main Classroom, telephone and emergency numbers, fire equipment, first aid kits, bathrooms, and drinking water.
8. Every instructor will review with all employees/trainees, the policy for reporting and treating on-the-job injuries.
9. Instructors shall not refuse to accept a report of accident or injury by any employee/trainee.
10. Instructors shall advise employees/trainees of any operation in their work area in which they may be exposed to hazards and of the proper protective equipment and procedures to reduce the risks.
11. Specific duties will be outlined by the instructor with each new employee/trainee.

## **EMPLOYEE / TRAINEE RULES**

**All general rules apply.**

1. Follow safe practice rules, render every possible aid to safe operations and report all unsafe conditions or practices to your supervisor/instructor.
2. Report all injuries to your supervisor/instructor immediately.

## **BEING RUN OVER OR STRUCK BY EQUIPMENT**

1. Being run over or struck by equipment are in the top four (4) causes of serious or fatal accidents on construction projects.

2. When working around equipment, always assume that the operator cannot see you and act accordingly.
3. Do not get in a position where you can be run over or struck by equipment starting up, moving or changing directions suddenly.
4. Always remain aware of where you are and that you are near moving equipment. Do not walk, or back absent-mindedly into the path of moving equipment.

## OPERATORS RULES

### All general rules apply

1. If you are an equipment operator, remember that your first consideration is safety. Watch out for persons in the area especially when you are starting up or changing directions.
2. If your equipment or vehicle is equipped with rollover protection and seat belts, **use of seat belts is mandatory**.
3. Before moving your machine, be sure that the area is clear of people and equipment.
4. Every operator shall sound the horn before moving the equipment and whenever necessary during the travel.
5. Do not permit people to ride on your equipment unless a safe place to ride is provided.
6. Keep your machine under control at all times. Control is more important than speed.

7. It is your responsibility to see that movement alarms, lights, horns, brakes, etc., are in working condition.
8. Be sure that all loads are securely tied down and do not protrude over the sides of the equipment.
9. Observe signs and other warning devices in all work areas.
10. Powered mobile haulage equipment shall not be left unattended unless the master switch or motor is turned off; operating controls are in neutral or park position, the brakes are set, or equivalent precautions are taken to prevent rolling (chocks or blocks).
11. Always lower buckets, blades, etc. on your equipment before leaving it. Set brakes. Chock the wheels if positioned so that a runaway is **not** possible.
12. Crane operators shall signal whenever a suspended load could pass over personnel in the area.
13. Crane operators shall hoist personnel in approved cages only.
14. No employee shall ride haulage equipment unless it is equipped with seating for each passenger and protects passengers from being struck, crushed, or caught between other equipment and any adjacent surface.

## **VEHICLES & HAULAGE EQUIPMENT**

**All general rules apply.**

1. Vehicles shall be driven at safe speeds with regard of the weather, load, traffic and character of the roadway or haulage road.
2. Windshield and door glass shall be intact and kept reasonable clean so as not to hinder good vision.
3. Equipment operators are responsible for the condition of safety devices on their equipment, brakes, lights, mirror, back-up signals, windshield wipers, etc.

4. Dump truck drivers shall remain in the cab while loading.
5. Vehicles shall be loaded so that material will not fall or shift during hauls.
6. Any employee/trainee working or passing near haulage equipment should be alert for rocks kicking out from under tires.
7. Tailgating and racing are **not** permitted. Stay a safe distance from the equipment in front and give loaded equipment the right-of-way.
8. Under no circumstances is a person to ride with arms or legs outside of the vehicle body, in a standing position on the body, on the running board, or seated on the side fenders, cabs, cab shields, rear of vehicle or on the load.
9. Spotters, Dumpmen, Grade Checkers, Surveyors and others exposed to vehicular traffic, shall wear high visibility garments or equivalent meeting the requirements for flag person.
10. Keep your machine under control at all times. Control is more important than speed.
11. Always lower buckets, blades, etc. on your equipment before leaving the equipment. Set the brakes and if the equipment could run away if the brakes fail or the air bled off, block wheels securely.

## **SERVICES & MECHANICS RULES**

**All general rules apply.**

1. Always wear eye protection when cutting and grinding.

2. Keep work areas in an orderly manner. Clean up grease and oil spills.
3. Do not depend on air or hydraulic systems to hold up equipment you may be working under. Equipment can fall if the hydraulic pressure bleeds off. Block up the load.
4. Oxygen and acetylene bottles in use are to be secured in an upright position at all times. When not in use, valves shall be closed, hoses and regulators bled off and cylinder caps replaced.
5. Know the location of fire extinguishers and their proper use.
6. Use the right tools for the job you are doing. Get help to move heavy or awkward loads.
7. Be sure that any electrical machinery you are working on is "locked out" and cannot start up while you are working on it.
8. Always bleed off air or water pressure on a line before breaking it or cutting into it.
9. Always replace any guards or safety devices you may have removed during servicing of equipment.

## **CRANE OPERATOR RULES**

**All general rules apply.**

Crane operators shall make a visual inspection of their equipment prior to its first operation on any work shift.

A record of these inspections shall be maintained on the crane and copies are to be distributed to the maintenance department and to the safety department.

1. Every operator is solely responsible for operating their machine safely. Do not perform any action that you consider unsafe regardless of who may give you instructions.

2. Operators shall signal when moving or swinging the crane or when hoisting in an area where other employees may be working.
3. Do not swing loads over personnel.
4. Operators are to accept signals from only one person.
5. If signals are not clear, do not move the load.
6. Do not place side pull on booms.
7. Know the weight of the load you are lifting and do not exceed the crane's rated loading at a given radius. Follow the load chart.
8. If you are uncertain that the load is rigged properly, do not lift it.
9. Do not leave the rig or divert your attention when a load is suspended.
10. Before laying down the boom, be sure there are no obstructions under the boom that could damage it, or be damaged.
11. Do not operate your rig on steep slopes without assistance from dozers or other heavy pieces of equipment.
12. Do not use the crane to place a strain upon something that will not pick freely.

## **HOUSEKEEPING**

1. **"Clean as you go"**. Cleanup on a regular basis is mandatory.
2. Keep job site clear of trash, excess material, scrap metal, lumber and all debris that may cause a hazard.
3. The only material that should be in the work area is that which is necessary for the work being done.

## FALL PROTECTION - THE A-B-C RULE

**All general rules apply.**

Fall protection is required when employees/trainees are exposed to falls of six feet or more.

Three components make up the fall arrest system. **They are A, the anchorage. B, the body harnesses. C, the connecting components in the system (lanyard).**

### **A-ANCHOR POINTS**

Fall arrest anchor points must support a minimum of 5,000 pounds per attached worker.

Halfhooking is never to be used as a mean of anchoring yourself. Rig to avoid contact with structures or objects below.

### **B-BODY HARNESS**

Always inspect your harness and lanyard to insure that there are no burns, cuts, abrasions, kinks, knots, broken strands or excessive wear before each use.

Always check that all buckles are properly closed before each use.

Never punch additional holes in or alter any harness in any way.

Never attach foreign objects to a D-ring. They may prevent or falsely indicate snap hook engagement.

Always insure that you have a snug fit.

## **C-CONNECTING DEVICES**

Always inspect your shock-absorbing lanyard before each use.

Always attach the deceleration unit, or the shock-absorbing end of the lanyard to the body harness.

Always check that the snap hooks are not distorted or cracked before each use. Always check that the breakaway jacket on the deceleration unit has no broken stitches, tears, stretch marks or other evidence of impact loading.

Remove from service, destroy and discard unit if it does not pass this inspection and replace immediately.

Make certain that each hook is positioned so that it's keeper is never bearing the load.

Never disable locking keeper on the hook.

Never punch holes in or alter your lanyard in any way.

Never attach two lanyards together in any way.

Never tie knots in lanyards. Knots reduce the strength of the lanyard up to 50%.

Never wrap a rope lanyard around a beam or other sharp object.

Never attach a lanyard back onto itself.

Never allow a lanyard to contact high-temperatures surfaces or areas.

Positioning lanyard is not to be used for fall protection unless they are used with a deceleration unit and attached to the D-ring on the back of the harness.

## **EXCAVATION AND TRENCHES**

1. Do not enter or work in any trench or excavation where shoring or other protection from cave-in is required.
2. When working in trenches stay away from the excavation equipment and stay within the shoring.
3. Stay within the protected areas of shields and shoring.
4. Do not open up more than five-foot vertical face for lagging installations. In running ground use a sloped face and install one board at a time at the top of that slope.
5. Excavation equipment operator will excavate at the direction of the competent person in charge.
6. Dropping lagging boards into the trench will be at the direction of a competent person in the trench who has determined that all is clear. No one else shall direct. The top man will never drop a lagging board without an all-clear signal from the trench.
7. Always use ladders or other approved means of access to trenches and other excavation. In trenches keep ladder close to work areas, no more than 25 feet away.
8. Use only safe crossing for crossing open trenches.
9. Keep alert for changing ground conditions or sign of possible movement.
10. Expose underground utilities by hand prior to machine excavation. Exercise special care around communication and power cable.
11. OETC routinely utilizes engineered shoring systems to protect our workers/trainees from the hazards of moving ground. The job superintendent will decide which alternative shoring system will be used and instruct the foremen and crew in its installation. Plan and details of the engineered shoring system will be available in each jobsite office.
12. All employees will be trained in the safety precautions and hazards associated with sloping, shoring, and benching.

## FIRE

1. The most likely cause of fire is failure in some piece of electrical gear.
2. Determine the locations of all fire extinguishers.
3. In case of an electrical fire, turn off power to the equipment that is burning.
4. Notify the supervisor immediately so that emergency plans can be put into action.
5. Act immediately to put the fire out.
6. Use the properly rated extinguisher suitable for electrical fires. **DO NOT USE WATER!**
7. Avoid breathing smoke or fumes from fires.
8. If the fire cannot be extinguished or excess smoke accumulates, exit in accordance with the emergency plan.

## ACCIDENT PREVENTION PLAN ENFORCEMENT

Listed below are rules to which an employee/trainee is to give special attention. An infraction of any of them is cause for dismissal.

OETC recognizes that both the employee/trainee and the Training Trust benefit from an orderly and harmonious work environment. Rules and regulations defining certain improper employee/trainee action exist to maintain this kind of environment.

Disciplinary actions, including, but not limited to warnings or immediate discharge will be taken if any employee/trainee engages in these actions.

An employee/trainee will be immediately discharged for actions including, but not limited to, the following.

1. Theft of OETC property or the property of another employee/trainee or individual on OETC property.

2. Falsifying safety or health records.
3. Fighting or other serious misconduct that may cause a serious injury to another.
4. Willfully destroying OETC property or the property of others.
5. Refusing to obey lawful and reasonable orders given by a supervisor/instructor.
6. Reporting to work under the influence of alcohol or drugs; or possessing, using, or selling alcoholic beverages or drugs on OETC property.
7. In the case of drugs being prescribed by a physician, the company may request a statement from the physician given the reason, the duration and possible side effects.
8. Unauthorized possession of firearms, other weapons, or explosives on OETC property.

An employee/trainee will receive disciplinary action up to and including immediate discharge for actions including, but not limited to, the following:

1. Failing to use prescribed safety equipment and tools.
2. Smoking in unauthorized areas.
3. Reporting to work improperly dressed.
4. Failing to report accidents or injuries promptly.
5. Creating or contributing to unsafe or unsanitary conditions, or failure to follow housekeeping rules.
6. Failure to follow any safety rule or regulation, including general rules.
7. Horseplay or interfering with the work of others.

Disciplinary action, other than immediate discharge, shall generally be as follows:

First Violation – Verbal Warning

Second Violation – Written Warning

Third Violation – Discharge

## **AGC – 701 OPERATING ENGINEERS TRAINING TRUST SUBSTANCE ABUSE POLICY**

The AGC-701 OPERATING ENGINEERS TRAINING TRUST is committed to providing a workplace free from drug/ alcohol abuse. This policy is designed to give assurance that: employees, apprentices, journey workers, on-site providers, vendors, contractors and subcontractors are not under the influence of any substance or impaired in any way that would adversely affect their ability to safely and competently perform assigned duties or services. In order to achieve this objective, the following TRUST rules shall apply to everyone on a Training TRUST Facility(ies). Failure to comply with these rules may result in disciplinary action: for employees, up to and including termination; for journey workers in training, immediate removal from the facility and a suspension of training; for apprentices, immediate removal from the TRUST facility(ies) and a suspension of training with notice to the JATC of all actions taken involving the apprentice; for all others, an immediate removal from the TRUST facility(ies) and a termination of services.

1. No one will use, possess or distribute on TRUST premises, facilities or work places at any time any of the following:
  - Alcoholic beverages
  - Intoxicants, narcotic
  - Illegal or unauthorized drugs (including marijuana)
  - Drug Paraphernalia
  - Prescription drugs used illegally (belonging to someone else)
2. No one will report for duty, training or perform service (or become, while on TRUST facilities) under the influence of any substance which will impair alertness, coordination, working ability or safety in any way.
3. Employees, journey workers in training and apprentices must report the use of medically authorized prescription drugs and over the counter drugs to the Director or designee for evaluation concerning possible impact on the individuals' ability to safely and competently perform assigned duties. Employees, journey workers in training and apprentices should determine in advance from the prescribing physician if the drug can/will affect performance while on TRUST facilities. The Directors or designee's evaluation may result in:
  - The employee, journey worker in training or apprentice returning to normal activities and/or
  - Less demanding assignment(s), or
  - The employee, journey worker in training or apprentice may be asked to return/stay off the facilities until the therapy is complete.
4. All employees, journey workers in training and apprentices will be subject to *Drugs of Abuse Screening* (see below) when reasonable suspicion of impairment and/or being under the influence exists, or when an accident resulting in physical injury or property damage has

occurred that cannot be reasonably or satisfactorily explained. Employees, journey workers in training and apprentices who refuse to take the test or sign the laboratory's consent form shall be advised that they have *one hour* to reconsider their decision and that refusal to consent the screening will:

- In the case of an employee, constitute insubordination and will be considered as a voluntary termination of employment.
  - In the case of a journey worker in training, result in immediate removal from the facilities and suspension of training and the action reported to the JATC, Local Union and the TRUST.
  - In the case of the apprentice, result in immediate removal from the facilities and suspension of training and the action taken reported to the JATC.
5. Tampering with the laboratory's samples will result in the same actions as detailed in section (4) above.

#### Drugs of Abuse (including alcohol) Screening

The TRUST retains the right to implement as a condition of employment, journey worker/ apprentice training, and contract services and any or all of the following testing programs:

1. Pre-employment training, Re-employment
2. Pre-training, in progress training
3. Random
4. Post-accident
5. Periodic
6. For cause of reasonable suspicion

1. Employees, journey workers in training or apprentices referred for drug testing pursuant to 3,4,5 and 6 above, will be transported at the direction of the Director and his/her designee, to the testing facility.

2. After testing pursuant to 4 and 6 above, transportation will be furnished to the individual's place of residence. Arrangements will be made for retrieving the individual's personal vehicle.

- Employees will be required to remain off the job, with pay, pending results of the test. Upon receiving negative test results, the TRUST will contact the employee reinstating the individual to active employment.
- Journey workers in training and apprentices shall be required to remain off TRUST facilities and training will be suspended pending the result of the test. Upon receiving negative results, the individual will be contacted and returned to active training.

3. If employee test results are positive, the paid suspension will end and an unpaid suspension will begin. A conference will be scheduled with the individual to discuss options. These are:

- Mandatory referral and assessment by a physician or licensed counseling professional\*. Enrollment in, and successful completion of, a rehabilitation program. Employees must sign an agreement with the TRUST. Refusal by an employee to sign the rehabilitation agreement or failure to meet the terms and conditions of the agreement will result in termination. The employee successfully completing a

Rehabilitation Program will be subject to random testing for a period of two (2) years.

OR

- Termination of employment

*In no event or under any circumstances does the TRUST assume any responsibility or liability for the costs incurred in proceeding with any rehabilitation program.*

4. If a journey worker/apprentice test results are positive, a conference will be scheduled with the individual to discuss options. These are:
  - Voluntary self-referral and assessment by a physician or licensed counseling professional\*. Enrollment in and successful completion of a Rehabilitation program. Individuals must sign an agreement with the TRUST. Refusal by an individual to sign the rehabilitation agreement or failure to meet the terms and conditions of the agreement will result in the individual being barred from any Rehabilitation program and will be subject to random testing when on a TRUST facility for a period of two (2) years.

OR

- Voluntary withdrawal from access to any further training provided by the TRUST or on TRUST facilities.

In cases of positive alcohol testing only, if the physician or licensed counseling professional feels rehabilitation is unnecessary, the TRUST may apply a final written warning in lieu of rehabilitation. However, the employee will be subject to random testing as stated.