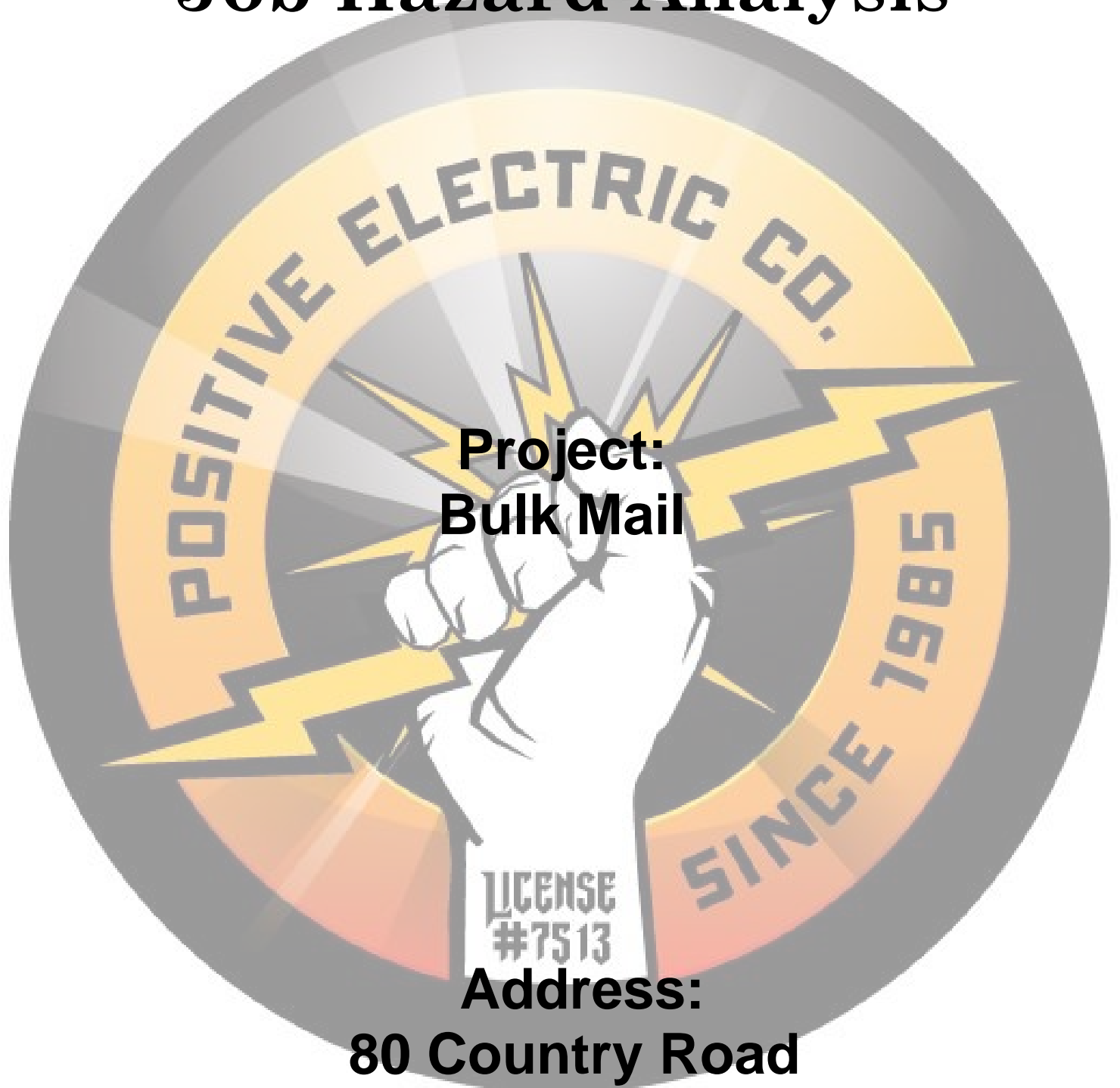


# **Positive Electric Co. Site Specific Safety Plan & Job Hazard Analysis**



**Project:  
Bulk Mail**

**Address:**

**80 Country Road  
Jersey City, NJ 07097**

# **Positive Electric Co. Site Specific Safety Plan**



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# SECTION 1 - INTRODUCTION AND DOCUMENTATION

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## 1.1 INTRODUCTION

Positive Electric Co. would like to welcome you to the \_\_\_\_\_ Project. The purpose of this Project Site Specific Safety Plan is to ensure that safety is communicated in a consistent manner, as we reach our goal of providing a work environment that is free from recognized hazards and keeping all personnel safe.

Please note: This Plan does not replace the Positive Electric Co. Company Safety Program. Rather, it is in addition to our program, meets the requirements of our program, and provides additional site-specific procedures.

## 1.2 ORIENTATION MEETING

Prior to commencing any work, all employees of Positive Electric Co. will meet with Positive Electric Co. supervision on site. This meeting will include a review of all site-specific programs and safety procedures as contained within this site-specific safety plan. All employees are to sign off on [Appendix A \(attached\)](#)

## 1.3 DOCUMENTATION

Positive Electric Co. will maintain the following documentation on site:

- Our Company's Safety Program
- This site safety plan
- SDS for this project
- Site safety inspection documentation
- Safety tailgate meeting documentation
- Inspections of trenches by competent person (daily at a minimum)
- JHA for the project

# SECTION 2 - SAFETY PERSONNEL / INSPECTIONS AND MEETINGS

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## 2.1 PROJECT SAFETY PERSONNEL

A) On this project, the following personnel will have responsibility for safety:

Company	Name	Phone Number

B) Any safety related items, issues, violations, injuries, near-misses and corrective actions will be reviewed by project safety personnel.

## 2.2 PROJECT INSPECTIONS

POSITIVE ELECTRIC CO. site supervision may conduct inspections of the jobsite at any time. This will be performed at least daily. Safety issues requiring correction will be discussed and require immediate correction by the responsible employee. These will be documented and maintained on file at the job site.

POSITIVE ELECTRIC CO.'s Safety Director, or designated representative may also conduct periodic inspections. A report will be generated and kept in the jobsite safety file. Safety issues requiring correction will be discussed with and require immediate correction.

## 2.3 JOBSITE SAFETY MEETINGS

Positive Electric Co. will hold safety tailgate meetings for our employees at least weekly. The meetings are to be documented for content and attendance and maintained on site.

# SECTION 3 - EMERGENCY RESPONSE / INCIDENT & INJURY REPORTING

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## 3.1 EMERGENCY MANAGEMENT

Positive Electric Co. site supervision will complete and distribute the **Emergency Response Map** for this site (**Appendix B**). In the event of an emergency requiring evacuation, employees will receive verbal notification to evacuate. If this occurs, all personnel are to evacuate to the emergency staging area as noted on the emergency response map. In the event of an emergency contact:

Company	Name	Phone Number

## 3.2 INCIDENT / INJURY HANDLING AND REPORTING POLICY

If someone is seriously injured and it is an emergency, call 911. Notify your supervisor and the project superintendent. Those trained in CPR & First Aid are to help according to their level of training. All injuries, equipment and property damage, near miss incidents, and on site vehicle accidents must be reported immediately.

Company	Name	Phone Number

# SECTION 4 - PERSONAL PROTECTIVE EQUIPMENT

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## 4.1 HARD HATS

Hard hats are to be worn at all times on site outside of the job trailers. Hard hats should be cleaned and inspected regularly for cracks, soft spots or other damage. Electrical workers should only wear hard hats with a class “E” rating. Class E hard hats are intended to reduce the danger of exposure to high voltage conductors.

## 4.2 EYE PROTECTION

Appropriate eye protection meeting the requirements of ANSI Z87 (most recent version) with side shields are required to be worn in a manner to protect the eyes (it is recommended) at all times while on site outside of the job trailers. In addition, approved eye and face protection is required as follows:

- Goggles, welding hoods and shields, or face shields will be required to be properly worn at all times when in the area of operations, such as when welding, burning, grinding, chipping, chemical handling, corrosive liquids or molten materials, and at other times required by OSHA.
- Prescription glasses must meet the requirements of ANSI Z87 (most recent version) or be covered with over-the-glass safety glasses or face shield.

## 4.3 OTHER PPE

**Work boots** must be worn at all times suitable for construction work. Other forms of PPE such as **cut resistant gloves, ear plugs / ear muffs, respirators, high visibility safety vest, harness, etc.** are required to be worn as required by OSHA. Employees are to be trained in how to select, put on, and wear any required PPE.

## 4.4 CLOTHING

All workers on site must wear long pants and shirts with sleeves.

# SECTION 5 - ADDITIONAL SAFETY ITEMS

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## 5.1 HOUSEKEEPING

Good housekeeping is to be maintained at all times. This includes keeping the work areas clean and organized, and the walkways and stairways in and around the building free from material storage and debris of all types.

## 5.2 TRENCHING & EXCAVATION

Trenches will be dug to various depths up to approximately 4'. In addition, the following will be implemented:

- A competent person will be present for trenching work.
- The competent person will inspect the trench, at a minimum, daily prior to employees entering the trench.
- No employee is to enter a trench 5' or deeper, or otherwise unsafe, unless the competent person has documented the inspection and has authorized employees to enter.
- A ladder for egress must be in place in all trenches 4' or deeper and within 25' of all employees in the trench.
- A protective system (shoring, shield, sloping, or benching) is needed per OSHA regulations for all trenches 5' or deeper (or if less than 5' and soil is unstable and there is a cave-in hazard).

Note: A list of all trenching and excavation policies can be found in our company safety program.

## 5.3 USE OF HEAVY EQUIPMENT

Only trained and authorized employees are to operate heavy equipment. Operate to the manufacturer's instructions and follow OSHA standards. In addition:

- Stay clear of heavy equipment, and never work under any part of the equipment, arm, or bucket.
- Do not approach the piece of operating equipment unless eye contact is made with the operator and permission is given.
- Only qualified riggers are to rig to equipment. In addition, only engineered attachments and anchor points are to be used. Only use appropriately rated rigging equipment.

## 5.4 USE OF SCISSOR LIFTS

Only trained and authorized employees are to operate scissor lifts. Follow the JHA for further direction.

## 5.5 ELECTRICAL WORK

Only qualified electrical workers are to perform electrical work. Each worker is to check with the jobsite supervisor prior to any electrical work to be updated on status of electrical related to their work, including inside the building. If there is any electrical source live it must be locked out following lockout procedures. No work is to be performed live on this project unless it is authorized by the supervisor and a JHA is completed for the work.



**APPENDIX A (SSSP)**

**POSITIVE ELECTRIC CO. PRE-CONSTRUCTION MEETING FORM**

**PROJECT:** \_\_\_\_\_  
\_\_\_\_\_

**Positive Electric Co. employee agreement:**

I have met with the supervisor for POSITIVE ELECTRIC CO. on this project. I have read and clearly understand the Site Specific Safety Plan for the project noted above. I will follow the company safety policy and this plan. I will not perform any work that is unsafe or I am not trained to do.

Employee Name \_\_\_\_\_ Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

POSITIVE ELECTRIC CO. Representative \_\_\_\_\_

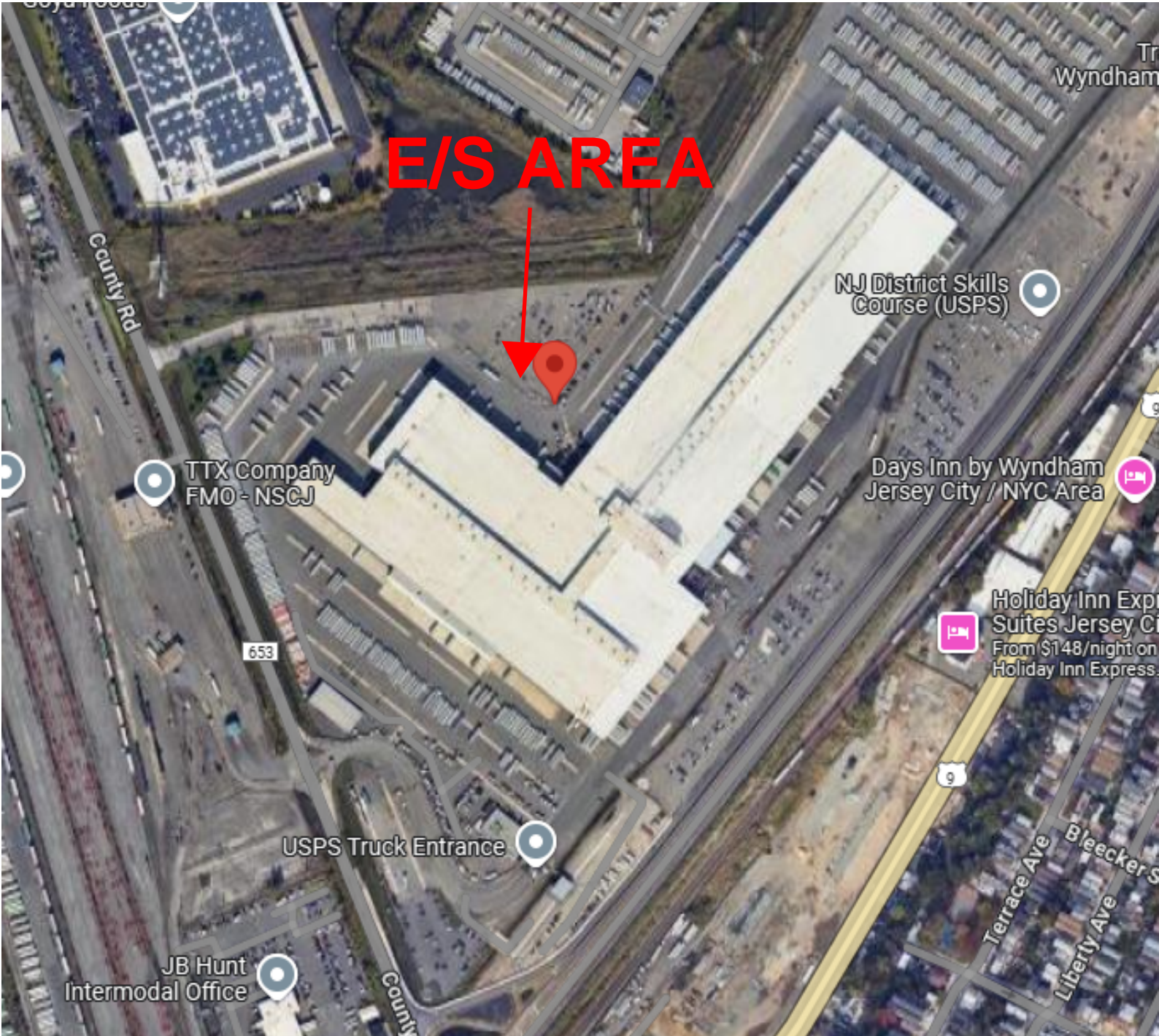
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APPENDIX B (SSSP)

POSITIVE ELECTRIC CO.

PROJECT: \_\_\_\_\_

EMERGENCY EVACUATION MAP



EMERGENCY STAGING AREA IS IN PARKING AREA AS SHOWN IN RED "E/S AREA"

**Emergency Contacts**

**AMBULANCE 911**

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**FIRE - RESCUE 911**

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**HOSPITAL 911**

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**PHYSICIAN** CityMD Jersey City 201-354-1955  
32 Journal Square Plaza Jersey City, NJ 07306

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**ALTERNATE  
PHYSICIAN** AFC Union City 551-257-1948  
4200 Bergenline Avenue Union City, NJ 07087

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**POLICE 911**

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Avenel Area Office - 732-750-3270 Hasbrouck Heights Area Office- 732-750-3270

**OSHA** Marlton Area Office - 856-596-5200 Parsippany Area Office - 973-263-1003

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*POSTING IS REQUIRED BY TITLE 8 SECTION 1512(e)*

# Positive Electric Co

## Steps to take Following an Incident/Accident at the Job site,

### 1. Ensure Workers Safety:

- a. The foremost priority is to ensure the safety of everyone involved. Immediately assess the situation to determine if there are any ongoing hazards and take steps to mitigate them. Without putting yourself in any danger, check on the well-being of anyone else involved in the accident.

### 2. Provide First Aid and Report the Incident/Accident:

- a. **If the Injuries are minor**, If you're certified and feel comfortable doing so, administer first aid. If you are not, find someone who is. Do not attempt to provide first aid if it places you or anyone else at higher risk.
- b. Contact your supervisor or safety manager immediately after you have control over the situation. Be sure to report even minor accidents in detail. If the issue that caused it is not resolved or repaired, it can result in a worse injury the next time. For example, if a wobbly ladder that someone stumbled getting off isn't replaced, the next person could fall from the top of the defective ladder.
- c. **If the injuries are Severe or life-threatening**, call 911 before attempting to aid anyone. Seconds can be the difference between life or death in a significant accident.

### 3. Secure the Scene:

- a. Secure the area to prevent further accidents or injuries. This may involve cordoning off the area, shutting down equipment, or evacuating the immediate vicinity if there is a risk of secondary incidents. It's crucial that any emergency personnel can get to the injured employees in a timely fashion.
- b. Eliminate the danger. Make sure no one else can get injured by separating the equipment. If the area still poses a risk, remove any injured persons. Do not move them if it's safe to wait for paramedics.
- c. Nothing should be touched or tampered with after the accident. An investigation will take place after the incident. The scene must not be disturbed to ensure that the findings are accurate.

#### 4. **Document the Incident:**

- a. It's essential to document the details of the accident accurately. Using the safety app, go to the "Forms" section and select the Accident/ Incident Investigation form and follow the instructions record the date, time, location, description of the incident, injuries sustained, and any contributing factors. This documentation will be crucial for investigations and potential legal proceedings.

#### 5. **Interview Witnesses:**

- a. If there are any witnesses to the accident, you should interview them to gather additional information about what happened. Their accounts can help provide a more comprehensive understanding of the incident.

#### 6. **Implement Corrective Actions:**

- a. Once the immediate situation has been addressed, the foreman will work with management and safety personnel to implement corrective actions to prevent similar incidents from occurring in the future. This may involve changes to procedures, additional training, or equipment modifications.

By taking these actions, you can effectively respond to accidents on the job site, minimize harm, and work towards preventing similar incidents in the future.

#### **Positive Electric Co. Management List:**

Michael Gingerelli	Cell # 973-868-2286
Austin Stark	Cell # 973-224-5352
Glenn Roberts	Cell # 862-266-1415
Ken Cirincione	Cell # 908-229-9110
Rob Piotrowski	Cell # 973-985-3330
Zack Koch	Cell # 908-763-0932
Bill Collins	Cell # 610-809-1826

# Codes of Safe Practice

## General Codes of Safe Practice

Report all unsafe conditions and equipment to their supervisor or safety coordinator.

- Report all accidents, injuries and illnesses to their supervisor or safety coordinator immediately.
- Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
- Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
- Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
- In the event of fire, call for supervisor or sound alarm and evacuate.
- Upon hearing the alarm, stop work safely, turn off machines and evacuate to the designated emergency staging area immediately.
- Only trained workers may attempt to respond to a fire or other emergency.
- Exit doors must comply with fire safety regulations during business hours.
- Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
- Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
- Aisles must be kept clear at all times.
- Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
- All spills must be cleaned up promptly. For large spills beyond an employee's training to handle, 911 and/or a trained clean up team must be called.
- Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy.
- You must contact your supervisor when help is needed to move a heavy object.
- When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
- Do not stack material in an unstable manner.
- Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
- Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
- Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
- Do not use any portable electrical tools and equipment that are not grounded or double insulated.
- All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity.
- Inspect motorized vehicles and other mechanized equipment daily or prior to use.
- Shut off engine, set brakes and block wheels prior to loading or unloading vehicles.

- Inspect pallets and their loads for integrity and stability before loading or moving.
- Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs or high temperature lines.
- Do not use compressed air for cleaning off clothing unless the pressure is less than 10 psi.
- Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
- Wear hearing protection in all areas identified as having high noise exposure.
- Face Shields must be worn when grinding.
- Do not use any faulty or worn hand tools.
- Guard floor openings by a cover, guardrail, or equivalent.
- Always keep flammable or toxic chemicals in closed containers when not in use.
- Do not eat in areas where hazardous chemicals are present.
- Be aware of the potential hazards involving various chemicals stored or used in the workplace.
- Cleaning supplies should be stored away from edible items on kitchen shelves.
- Cleaning solvents and flammable liquids should be stored in appropriate containers and properly labeled.

## Construction Codes of Safe Practice

- All conditions from construction, alteration, demolition and/or repair including painting and decorating that no contractor or sub-contractor for any part of contract work shall require any laborer or mechanic employed in the performance of the contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his/her health or safety.
- All equipment, materials and, job sites should be regularly inspected for safety.
- All employees must be competently trained and/or have experience to operate equipment or machinery.
- All employees should be aware of hazards presented by materials, equipment, and job sites.
- Personal protective equipment: All employees must wear the proper equipment for the job site and task at hand.
- Head protection (hard hats) are required when overhead work is being conducted (risk of flying or falling objects), risk of electrical shock and burns and/or when required by posting at the jobsite.
- All employees must wear hearing protection on job sites exceeding 90 DBAS. (Decibel level.)
- All employees must wear respiratory protection when dust exceeds limits specified by the Safety Data Sheet.
- All employees should be aware of occupational hazards in construction industry.
- First Aid kits shall be provided on all job sites.
- All job sites must supply potable drinking water and adequate washing facilities.
- One toilet is required for every 20 employees where there is no transportation. Toilets must be cleaned and supplied with toilet paper.
- Fire protection materials must be portable and located 75 feet from all working areas: fire extinguisher must meet specifications for job at hand.
- Construction site must have person certified in First Aid. CPR certification is also required when there is confined space work.