



ARIZONA FIREPLACES

The Arizona Fireplaces is committed to maintaining and promoting a safe, healthy and injury free environment to all employees. This policy endorses efforts which ensure the quality of occupational safety and health by emphasizing incident and accident prevention and the control of risks in the working environment. No task is so important and no service so urgent that it cannot be done safely.



Our commitment to Safety excellence is emphasized by:

- Management's commitment and accountability to provide a safe and healthy work environment.
- Encouraging open communication between all project personnel and soliciting input, support and action to achieve an injury-free environment.
- Providing training and equipment to help ensure employee safety and project success.
- Promoting safety as a value rather than a directive and extending that value into all areas of our lives.

At Arizona Fireplaces, Environmental, Safety and Health are everyone's responsibility. As a condition of employment with Arizona Fireplaces, all employees are accountable to adopt safety as a value and comply with the Best Practices of the highest level of Environmental, Safety and Health Standards and Guidelines.

Jason Riojas  
General Manager

## General Safety Rules

### Purpose

Arizona Fireplaces primary objectives are to ensure the safety and health of our employees, and to protect company property. Our goal is to provide safe and healthful working conditions for all company employees.

Safety rules have been developed with input from Supervision and employees. While held to a minimum, the rules address behaviors and work practices that can lead to accidents and injuries.

Each employee should become familiar with and follow general and departmental safety rules. Supervisors must enforce safe work practices through strict adherence to safety rules. Jason Riojas, General Manager, Tracy Gawan, CFO and Keith Richardson, President, are generally responsible for implementing the General Safety rules. Barbie Samsel and Jennifer Jacob are the Safety Coordinators are responsible for monitoring and implementing necessary changes as they are handed down.

Most accidents can be prevented if everyone uses assigned safety equipment and follows the established safety rules. To operate a safe and successful business, we must work as a team to **THINK SAFE, WORK SAFE AND BE SAFE!**

### Communication of Safety Rules

Communication of safety rules is accomplished by:

- o Discussion during New Hire Orientation
- o Published in the New Hire/Company Handbook
- o Posting throughout the facility
- o Annual refresher training
- o On-the-spot corrections and reinforcement by supervisors.

### Additional Safety Rules

Arizona Fireplaces has additional safety rules for specific operations and departments that apply to those engaged in hazardous work areas or operations. Examples of these rules are contained in other safety manual chapters and standard operating procedures such as those for:

- o Lockout-Tagout

- o Hearing Conservation Safety
- o Welding Safety
- o Forklift Safety

## Posting of General Safety Rules

General Safety Rules will be posted in conspicuous areas of all buildings.

1. Report all work related injuries and illnesses immediately to:
  - Andrew Yenney (602)243-6423
2. Report all unsafe acts or unsafe conditions to your supervisor
3. Use seat belts when operating any company vehicle. Including forklifts, golf carts, service trucks, install trucks.
4. Use, possession, sale or being under the influence of illegal drugs, misuse of prescription drugs and/or alcohol is not permitted on company property or while “on duty”
5. Only authorized and trained employees may repair or adjust machinery and equipment. Lock out and tagout procedures must be followed before removing any machine guards or working on powered machinery and equipment. Replace all guards when job is completed
6. Only qualified and trained employees may work on or near exposed energized electrical parts or electrical equipment. Follow electrical safety rules when working with electrically powered machinery and equipment.
7. Only authorized and trained employees may dispense or use chemicals. It is your responsibility to know where MSDS’s are located and that they are available for your use and review.
8. Keep work areas clean and all aisles clear. Do not block emergency equipment or exits.
9. Wear and use the prescribed Personal Protective Safety Equipment. This includes foot protection, head protection, gloves, etc.
10. Smoking is permitted only in designated “Smoking Areas”.

Failure to follow the above rules may cause serious injury and/or illness. Disciplinary Action, up to and including termination, will be used to assure rule enforcement. Please use common

sense and think before you act. If you are not sure how to complete a job or task safely or have any questions, ask your supervisor.

## Emergency Action Plan

An emergency situation can be defined as a work-related injury requiring an ambulance response, work related fatality, a collapse of equipment or structure, fires that require fire department responses or an environmental incident that requires notification of the Environmental Protection Agency.

In the event that an emergency situation arises, you should notify the following persons:

1. A department manager or worker in the area who has access to a phone or radio.
2. 911 and/or Supervisory Staff

NAME	ROLE	CELL	EMAIL
Keith Richardson	President	(602)920-5533	<a href="mailto:keith@afdistributors.com">keith@afdistributors.com</a>
Jason Riojas	General Manager	(480)469-4335	<a href="mailto:jriojas@arizonafireplaces.com">jriojas@arizonafireplaces.com</a>
Scott Maxwell	Field Operations MGR	(520)400-2431	<a href="mailto:smaxwell@arizonafireplaces.com">smaxwell@arizonafireplaces.com</a>
Andrew Yenney	Human Resources	(602)243-6423	<a href="mailto:ayenney@arizonafireplaces.com">ayenney@arizonafireplaces.com</a>
Justin Baker	Project Management	(602)344-4227	<a href="mailto:jbaker@arizonafireplaces.com">jbaker@arizonafireplaces.com</a>
Barbie Samsel	Project Management	(602)344-4203	<a href="mailto:bsamsel@arizonafireplaces.com">bsamsel@arizonafireplaces.com</a>

Arizona Fireplaces supervisor will evaluate all emergency situations and conditions and choreograph the arrival/departure of emergency response vehicles and an emergency evacuation of site personnel if necessary

3. Site Evacuation:  
If it is determined that an evacuation is necessary, workers will be notified by supervisory staff. Upon notification, you should immediately proceed to safety (i.e. parking lot, another building not being evacuated, or an open area away from the evacuation)
4. You must report any injury, accident or near miss that you are involved in or are witness to. 911 should be called immediately in the case of any serious injury.



- a. Our address is 3435 E. Atlanta Ave, Phoenix, AZ 85040
- b. The nearest medical facility is

FastMed Urgent Care  
2720 W. Baseline Rd, Unit 140  
Tempe, AZ 85283  
(602)777-6000

MBI  
4100 E. Broadway Rd.  
Phoenix, AZ 85040

St. Luke's Hospital  
1800 East Van Buren St  
Phoenix, AZ 85009

Other Potential Notifications:

Arizona Department of Environmental Quality Emergency Response (602)207-2330

National Response Center (NRC) 800-424-8802

Maricopa County Emergency Management (602)273-1411

Banner Poison Control Center (602)253-3334

## Case Management Plan

Any near miss must be reported within 48 hours to the Safety Management Team. Arizona Fireplaces Main office must be notified as soon as possible as to the occurrence.

1. In the case of minor injuries, i.e. small cuts, minor burns, etc. there is a fully stocked first aid kit on each truck.
2. For more serious injuries that might require medical care, but is not an emergency, have a co-worker transport the injured team member to the nearest urgent care center.
3. 911 should be called immediately if the injury is life threatening. Such instances would be a fall, broken bones, breathing difficulties, chest pains, heavy bleeding, etc. Stay with the injured patient until medical help arrives. Do not move or carry the injured party. Make them comfortable as possible. Administer CPR if deemed necessary



# Worker Safety

## Warehousing

### Think Safety

- The fatal injury rate for the warehousing industry is higher than the national average for all industries.
- Potential hazards for workers in warehousing:
  - Unsafe use of forklifts;
  - Improper stacking of products;
  - Failure to use proper personal protective equipment;
  - Failure to follow proper lockout/tagout procedures;
  - Inadequate fire safety provisions; or
  - Repetitive motion injuries.

### Hazards & Solutions

Warehouse operations can present a wide variety of potential hazards for the worker.

For warehousing establishments, the 10 OSHA standards most frequently included in the agency's citations were:

1. Forklifts
2. Hazard communication
3. Electrical, wiring methods
4. Electrical, system design
5. Guarding floor & wall openings and holes
6. Exits
7. Mechanical power transmission
8. Respiratory protection
9. Lockout/tagout
10. Portable fire extinguishers

### Docks

**Hazard:** Injuries happen here when forklifts run off the dock, products fall on employees or equipment strikes a person.

**Solutions:**

- Drive forklifts slowly on docks and dock plates;
- Secure dock plates and check to see if the plate can safely support the load;

- Keep clear of dock edges and never back up forklifts to the dock's edge;
- Provide visual warnings near dock edges;
- Prohibit "dock jumping" by employees;
- Make sure that dock ladders and stairs meet OSHA specifications.

## Forklifts

**Hazard:** About 100 employees are killed and 95,000 injured every year while operating forklifts in all industries. Forklift turnovers account for a significant percentage of these fatalities.

### Solutions:

- Train, evaluate and certify all operators to ensure that they can operate forklifts safely;
- Do not allow anyone under 18 years old to operate a forklift;
- Properly maintain haulage equipment, including tires;
- Before using a forklift, examine it for hazardous conditions which would make it unsafe to operate;
- Follow safe procedures for picking up, putting down and stacking loads;
- Drive safely, never exceeding 5 mph and slow down in congested areas or those with slippery surfaces;
- Ensure that the operator wears a seatbelt installed by the manufacturer;
- Never drive up to a person standing in front of a fixed object such as a wall or stacked materials;
- Prohibit stunt driving and horseplay;
- Do not handle loads that are heavier than the weight capacity of the forklift;
- Remove unsafe or defective trucks from service until the defect is properly repaired;
- Maintain sufficiently safe clearances for aisles and at loading docks or passages where forklifts are used;
- Ensure adequate ventilation either by opened doors/windows or using a ventilation system to provide enough fresh air to keep concentrations of noxious gases from engine exhaust below acceptable limits;
- Provide covers and/or guardrails to protect workers from the hazards of open pits, tanks, vats and ditches;
- Train employees on the hazards associated with the combustion byproducts of forklift operation, such as carbon monoxide.

## Conveyors

**Hazard:** Workers can be injured when they are caught in pinch points or in the in-going nip points, are hit by falling products or develop musculoskeletal disorders associated with awkward postures or repetitive motions.

### Solutions:

- Inspect conveyors regularly;
- Ensure that pinch points are adequately guarded;
- Develop ways of locking out conveyors and train employees in these procedures;

- Provide proper lighting and working surfaces in the area surrounding the conveyor.

## **Materials Storage**

**Hazard:** Improperly stored materials may fall and injure workers.

**Solutions:**

- Stack loads evenly and straight;
- Place heavier loads on lower or middle shelves;
- Remove one object at a time from shelves;
- Keep aisles and passageways clear and in good repair.

## **Manual Lifting/Handling**

**Hazard:** Back injuries may occur from improper lifting or overexertion.

**Solutions:**

- Provide general ergonomics training and task-specific training;
- Minimize the need for lifting by using good design and engineering techniques;
- Lift properly and get a coworker to help if a product is too heavy.

## **Hazard Communication**

**Hazard:** Chemical burns are possible if spills of hazardous materials occur.

**Solutions:**

- Maintain a Material Safety Data Sheet (MSDS) for each chemical to which workers are exposed in the facility;
- Follow instructions on the MSDS for handling chemical products;
- Train employees on the risks of each chemical being stored;
- Provide spill cleanup kits in any area where chemicals are stored;
- Have a written spill control plan;

- Train employees to clean up spills, protect themselves and properly dispose of used materials;
- Provide proper personal protective equipment and enforce its use;
- Store all chemicals safely and securely;
- Store chemicals away from forklift traffic areas.

## Charging Stations

**Hazard:** Fires and explosion risks are possible unless proper guidelines are followed.

**Solutions:**

- Prohibit smoking and open flames in and around charging stations;
- Provide adequate ventilation to disperse fumes from gassing batteries;
- Ensure that fire extinguishers are available and fully charged;
- Provide proper personal protective equipment such as rubber gloves and eye and face protection;
- Properly position forklifts and apply brakes before attempting to change or charge batteries; follow required procedures when refueling gas or propane fueled forklifts;
- Provide conveyors, overhead hoists or equivalent materials handling equipment for servicing batteries;
- Provide an eye washing and safety shower facility for employees exposed to battery acids.

## Poor Ergonomics

**Hazard:** Improper lifting, repetitive motion or poor design of operations can lead to musculoskeletal disorders in workers.

**Solutions:**

- If possible, use powered equipment instead of requiring a manual lift for heavy materials;
- Reduce lifts from shoulder height and from floor height by repositioning the shelf or bin;
- Ensure overhead lighting is adequate for the task at hand;
- Provide employees with task-oriented ergonomic training;
- Use your legs and keep your back in a natural position while lifting;
- Test the load to be lifted to estimate its weight, size and bulk, and to determine the proper lifting method;
- Get help if the load exceeds the maximum weight a person can lift safely without assistance;
- Don't twist while carrying a load, but shift your feet and take small steps in the direction you want to turn;
- Keep floors clean and free of slip and trip hazards.

## Other Hazards

Inadequate fire safety provisions, improper use of lockout procedures and failure to wear personal protective equipment also create hazards in the warehouse workplace.

Employers should have an emergency plan that describes what is expected of employees in the event of an emergency, including:

- Provisions for emergency exit locations and evacuation procedures;
- Procedures for accounting for all employees and visitors;
- Location and use of fire extinguishers and other emergency equipment.

Warehouse operations need a lockout/tagout program to prevent equipment from being accidentally energized and injuring employees. Employees required to perform these operations should be trained and all employees should have a working knowledge of the program.

Finally, management at warehouse operations needs to conduct a site hazard assessment to determine what personal protective equipment (PPE) must be worn based on the hazards present and train warehouse employees on proper PPE selection, use and maintenance.



## Hazardous Communication/Chemical Safety Program

Arizona Fireplaces Hazard Communication Procedure (HCP) provides for the evaluation of hazardous substances, information and training for employees on hazardous substances, container labeling and other forms of warning and Material Safety Data Sheets (MSDS), in compliance with Federal and state regulations including:

- o Title 29, Code of Federal Regulations, Part 1910.1200

Please refer to these standards directly for specific definitions and details. This HCP is implemented for all employees of Arizona Fireplaces. The originals of the written program will be kept within the Human Resource Office. This Hazard Communication Procedure is to be used by all personnel.

A copy of the program is available to all employees upon request. Contact Human Resources if you need a copy of this program.

### **Hazardous Determination**

Arizona Fireplaces will rely on the evaluation performed by the manufacturer or importer for the chemicals used within its facilities and on job sites, to satisfy the Hazardous Determination requirement. A Chemical inventory includes a hazardous determination that identifies the physical and chemical hazards associated with the chemicals used at job sites and the Arizona Fireplaces Facilities.

### **Material Safety Data Sheet Requirements**

The following information is required on all MSDS's:

- The name, address and emergency (24 hour) telephone number of the manufacturer or importer of the hazardous substance or material.
- The trade name and synonyms for the material
- Chemical names and percentages by weight or volume of each ingredient within a mixture and the exposure limit of each ingredient.
- Physical data about the product including boiling point, vapor pressure, vapor density, solubility in water, specific gravity, percentage volatile by volume, evaporation rate and appearance and odor
- Fire and explosion hazard data including flash point, flammable limits, suitable extinguishing media or agents, special firefighting procedures and unusual fire and explosion hazard information.

- Health hazard data, including exposure limits, effects of over exposure, routes of entry, medical conditions aggravated by exposure and emergency and first aid procedures.
- Reactivity data including stability, incompatibility, hazardous, decomposition products and hazardous polymerization.
- Leak and spill cleanup procedures and precautions to be taken.
- Special precautionary information about handling and storage.
- General precautionary information.

### **Container Labeling**

All containers of hazardous materials must be labeled with the identity of the chemicals contained within and a hazard warning appropriate for employee protection.

No Materials will be received that do not meet labelling requirements.

Labels will not be destroyed or defaced until the container holding a chemical is used up. If a label is destroyed, a new label will be placed on the container.

Any area where a number of stationary containers are stored, signs will be posted to convey the hazard.

If any materials are placed into smaller containers, the containers will need to be properly labeled unless the container is kept under the immediate control of the employee making the transfer and used within that work shift. Portable containers of chemicals will be labeled and if necessary, grounded if possible. All tanks will be labeled as well.

## Think Safety Checklists

The following checklists may help you take steps to avoid hazards that cause injuries, illnesses and fatalities. As always, be cautious and seek help if you are concerned about a potential hazard.

### General Safety

- Exposed or open loading dock doors and other areas that employees could fall 4 feet or more or walk off should be chained off, roped off or otherwise blocked.
- Floors and aisles are clear of clutter, electrical cords, hoses, spills and other hazards that could cause employees to slip, trip or fall.
- Proper work practices are factored into determining the time requirements for an employee to perform a task.
- Employees performing physical work have adequate periodic rest breaks to avoid fatigue levels that could result in greater risk of accidents and reduced quality of work.
- Newly-hired employees receive general ergonomics training and task-specific training.
- The warehouse is well ventilated.
- Employees are instructed on how to avoid heat stress in hot, humid environments.
- Employees are instructed on how to work in cold environments.
- Use, possession, sale or being under the influence of illegal drugs, misuse of prescription drugs and/or alcohol is not permitted on company property or while “on duty”
- Only authorized and trained employees may repair or adjust machinery and equipment.
- Only authorized and trained employees may dispense or use chemicals. It is your responsibility to know where MSDS/s are located and that they are available for your use and review.
- Wear and use the prescribed Personal Protective Safety Equipment (PPE) This includes foot protections, head protection, gloves, etc.
- Smoking in not permitted within 25 feet of any building entrance or where customers may see.
- The facility has lockout/tagout procedures.

Failure to follow the above rules may cause serious injury and/or illness. Disciplinary Action, up to and including Termination, will be used to assure rule enforcement. Please use

common sense and think before you act. If you are not sure how to complete a job or task safely or if you have any questions, please ask your immediate supervisor.

## **Materials Handling Safety**

- There are appropriately marked and sufficiently safe clearances for aisles and at loading docks or passageways where mechanical handling equipment is used.
- Loose/unboxed materials which might fall from a pile are properly stacked by blocking, interlocking or limiting the height of the pile to prevent falling hazards.
- Bags, containers, bundles, etc. are stored in tiers that are stacked, blocked, interlocked and limited in height so that they are stable and secure to prevent sliding or collapse.
- Storage areas are kept free from accumulation of materials that could lead to tripping, fire, explosion or pest infestations.
- Excessive vegetation is removed from building entrances, work or traffic areas to prevent possible trip or fall hazards due to visual obstructions.
- Derail and/or bumper blocks are provided on spur railroad tracks where a rolling car could contact other cars being worked on and at entrances to buildings, work or traffic areas.
- Covers and/or guardrails are provided to protect personnel from the hazards of stair openings in floors, meter or equipment pits and similar hazards.
- Personnel use proper lifting techniques.
- Elevators and hoists for lifting materials/ containers are properly used with adequate safe clearances, no obstructions, appropriate signals and directional warning signs.

## **Hazard Communication Safety**

- All hazardous materials containers are properly labeled, indicating the chemical's identity, the manufacturer's name and address, and appropriate hazard warnings.
- There is an updated list of hazardous chemicals.
- The facility has a written program that covers hazard determination, including Material Safety Data Sheets (MSDSs), labeling and training.

- There is a system to check that each incoming chemical is accompanied by a MSDS.
- All employees are trained in the requirements of the hazard communication standard, the chemical hazards to which they are exposed, how to read and understand a MSDS and chemical labels, and on what precautions to take to prevent exposure.
- All employee training is documented.
- All outside contractors are given a complete list of chemical products, hazards and precautions.
- Procedures have been established to maintain and evaluate the effectiveness of the current program.
- Employees use proper personal protective equipment when handling chemicals.
- All chemicals are stored according to the manufacturer's recommendations and local or national fire codes.

## **Forklift Safety**

- Powered industrial trucks (forklifts) meet the design and construction requirements established in American National Standard for Powered Industrial Trucks, Part II ANSI B56.1-1969.
- Written approval from the truck manufacturer has been obtained for any modifications or additions that affect the capacity and safe operation of the vehicle.
- Capacity, operation and maintenance instruction plates, tags or decals are changed to specify any modifications or additions to the vehicle.
- Nameplates and markings are in place and maintained in a legible condition.
- Forklifts that are used in hazardous locations are appropriately marked/approved for such use.
- Battery charging is conducted only in designated areas.
- Appropriate facilities are provided for flushing and neutralizing spilled electrolytes, for fire extinguishing, for protecting charging apparatus from damage by trucks and for adequate ventilation to disperse fumes from gassing batteries.
- Conveyors, overhead hoists or equivalent materials handling equipment are provided for handling batteries.
- Reinstalled batteries are properly positioned and secured.
- Carboy tilters or siphons are used for handling electrolytes.

- Forklifts are properly positioned and brakes applied before workers start to change or charge batteries.
- Vent caps are properly functioning.
- Precautions are taken to prevent smoking, open flames, sparks or electric arcs in battery charging areas and during storage/changing of propane fuel tanks.
- Tools and other metallic objects are kept away from the top of uncovered batteries.
- Concentrations of noxious gases and fumes are kept below acceptable levels.
- Forklift operators are competent to operate a vehicle safely as demonstrated by successful completion of training and evaluation conducted and certified by persons with the knowledge, training and experience to train operators and evaluate their performance.
- The training program content includes all truck-related topics, workplace related topics and the requirements of 29 CFR 1910.178 for safe truck operation.
- Refresher training and evaluation is conducted whenever an operator has been observed operating the vehicle in an unsafe manner or has been involved in an accident or a near-miss incident.
- Refresher training and evaluation is conducted whenever an operator is assigned to drive a different type of truck or whenever a condition in the workplace changes in a manner that could affect safe operation of the truck.
- Evaluations of each operator's performance are conducted at least once every three years.
- Load engaging means are fully lowered, with controls neutralized, power shut off and brakes set when a forklift is left unattended.
- Operators maintain a safe distance from the edge of ramps or platforms while using forklifts on any elevated dock, platform or freight car.
- There is sufficient headroom for the forklift and operator under overhead installations, lights, pipes, sprinkler systems, etc.
- Overhead guards are provided in good condition to protect forklift operators from falling objects.
- Operators observe all traffic regulations, including authorized plant speed limits.
- Drivers are required to look in the direction of and keep a clear view of the path of travel.
- Operators run their trucks at a speed that will permit the vehicle to stop in a safe manner.
- Dock boards (bridge plates) are properly secured when loading or unloading from dock to truck.
- Stunt driving and horseplay are prohibited.
- All loads are stable, safely arranged and fit within the rated capacity of the truck.
- Operators fill fuel tanks only when the engine is not running.

- Replacement parts of trucks are equivalent in terms of safety with those used in the original design.
- Trucks are examined for safety before being placed into service and unsafe or defective trucks are removed from service.

## **Ladder Safety**

Ladders present unique opportunities for unsafe acts and unsafe conditions. Employees who use ladders must be trained in proper selection, inspection use and storage.

Falls from ladders can result in broken bones and/or death. Ladder safety is a life-saving program at Arizona Fireplaces.

### **Ladder hazards include:**

- Ladders with missing or broken parts
- Using a ladder with too low a weight rating
- Using a ladder that is too short for intended purpose
- Using metal ladders near electrical wires
- Using ladders as a working platform
- Objects falling from ladders.

Ladder inspection should be conducted before each use. All ladders should be inspected for the following:

- All rungs and steps are free of oil, grease, dirt, etc.
- All fittings are tight
- Spreaders or other locking devices are in place
- Non-skid safety feet are in place
- No structural defects, all support braces intact.

Do not use broken ladders. Most ladders cannot be repaired to manufacturers specifications. All broken ladders should be disposed of.

### **Ladder Storage**

All ladders should be stored on sturdy hooks in area where they cannot be damaged. Store the ladder to prevent warping or sagging. Do not hang anything on ladders that are in a stored condition.

### **Ladder Maintenance**

- Always keep ladders clean.
- Never replace broken parts unless provided by the original manufacturer.
- Do not attempt to repair broken side rails
- Keep all threaded fasteners properly adjusted.
- Replace worn steps with parts from manufacturer.

### **Portable Ladder Safety Precautions**

- Ladders shall be placed with a secure footing, or they shall be lashed or held in position.
- Ladders used to gain access to a roof or other area shall extend at least three feet above the point of support.



- The foot of a ladder shall, where possible, be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder (the length along the ladder between the foot and the support)
- The worker shall always face the ladder when climbing up or down
- Short ladders shall not be spliced together to make long ladders.
- Ladders shall never be used in the horizontal position as scaffolds or work platforms.
- The top of a regular stepladder shall not be used as a step.
- Use both hands when climbing or descending a ladder.
- Metal ladders shall never be used near electrical equipment.

### **Fixed Ladders**

A fixed ladder is a ladder permanently attached to a structure, building or equipment. A point to remember is that fixed ladders, with a length of more than 20 feet to a maximum unbroken length of 30 feet shall be equipped with cages or a ladder safety device. A “cage” is a guard that is fastened to the side rails of the fixed ladder or to the structure to encircle the climbing space of the ladder for the safety of the person who must climb the ladder.

- Cages shall extend a minimum of 42 inches above the top of a landing, unless other acceptable protection is provided.
- Cages shall extend down the ladder to a point not less than seven feet or more than eight feet above the base of the ladder.

### **Scaffolding Safety**

- The footing or anchorage for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement. Unstable objects, such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks
- Scaffolds and their components shall be capable of supporting at least four times the maximum load intended.
- Scaffolds shall be maintained in a safe condition and shall not be altered or moved horizontally while they are in use or occupied.
- Damaged or weakened scaffolds shall be immediately repaired and shall not be used until repairs have been completed.
- A Safe means must be provided to gain access to the working platform level through the use of a ladder, ramp etc.
- Overhead protection must be provided for personnel on a scaffold exposed to overhead hazards.
- Guardrails, mid-rails and toe boards must be installed on all open sides and ends of platforms more than 10 feet above the ground or floor. Wire mesh must be installed between the toe board and the guardrail along the entire opening, where persons are required to work or pass under the scaffolds.

- Employees shall not work on scaffolds during storms or high winds or when covered ice or snow.

### **Manually Propelled Mobile Ladder Stands and Scaffolds (Towers)**

- All exposed surfaces of mobile ladder stand's and scaffolds shall be free from sharp edges, burrs or other safety hazards.
- The maximum work height shall not exceed four times the minimum base dimension unless outriggers, guys or braces are added to provide stability.
- This standard requires guardrails and toe boards for work levels 10 feet or more above the ground or floor.

### **Other Working Surfaces**

Portable dock boards (bridge plates) shall be secured in position, either by being anchored or equipped with devices that will prevent their slipping. Movement of the dock board during material handling operations has resulted in forklifts overturning, or falling off the dock, often with serious injury or death to the driver and damage to equipment and material.

- Handholds shall be provided on portable dock boards to permit safe handling when the dock board must be repositioned or relocated.
- Portable dock boards shall be inspected prior to use.
- When not in use, portable dock boards will be stored in a manner to prevent damage.

## Fall Protection

Arizona Fireplaces is dedicated to the protections of its employees from on-the-job injuries. All employees of Arizona Fireplaces have the responsibility to work safely on the job. The Purpose of this plan is to supplement our existing safety and health program and to ensure that every employee who works for Arizona Fireplaces recognizes workplace fall hazards and takes the appropriate measures to address those hazards.

This Fall Protection Plan addresses the use of conventional fall protection measures. Each employee will be trained in these procedures and will strictly adhere to them, except when doing so would expose the employee to a greater hazard. If, in the employee's opinion, this is the case, the employee is to notify the competent person of their concern and have the concern addressed before proceeding. It is the responsibility of our Field Supervisor team to implement the Fall Protection Plan. Observational safety checks of work operations and the enforcement of the safety policy and procedures shall be regularly enforced. The Field Supervisor is responsible for correcting any unsafe practices or conditions immediately.

1. Fall protection shall be used when working at 6 feet or more above lower levels and/or 6 feet from an unprotected edge

2. Fall protection includes: full body harness, deceleration devise, i.e. lanyards, rope grabs, self-retracting life-lines. Guardrail systems 42 inches+ or 3 inches (with mid-rail) above walking/working level. Guardrail systems shall be capable of withstanding, without failure, a force of at least 200 pounds
3. Personal fall arrest systems anchor points shall be capable of supporting at least 5000 pounds, and shall be independent of any anchorage being used to support or suspend platforms
4. When fall protection is used, a rescue plan will be in place

## **Hearing Safety**

Conservation of hearing is achieved through preventative measures. To reduce occupational hearing loss, all employees, who work in potentially noisy areas, are provided hearing protection, training and annual hearing tests. OSHA's hearing conservation standard is covered in 29 CFR 1910.95. Engineering controls are applied to reduce noise from equipment and operations.

### **Responsibilities:**

### Management:

- Use engineering and administrative controls to limit employee exposure.
- Provide adequate hearing protections for employees.
- Post signs and warnings for all high noise areas
- Conduct noise surveys annually or when new equipment is added
- Conduct hearing conservation training for all new employees
- Conduct annual hearing conservation training for all employees

### Employees:

- Use company provided, approved hearing protection in designated high noise areas.
- Request new hearing protection when needed.
- Exercise proper care of issued hearing protection.

### Training:

At time of hire and annually thereafter, all affected employees must attend hearing conservation training. The initial training is conducted as part of the new hire orientation program by the human resource department and consists of:

1. Rules and Procedures
2. Where hearing protection is required
3. How to use and care for hearing protectors
4. How noise affects hearing and hearing loss

### Use of Hearing Protectors:

Management, supervisors and employees shall properly wear the prescribed hearing protectors while working in or traveling through any sections of location that is designated a high noise area. (Excluding offices, breakrooms and rest facilities)

- Personal stereos (any digital device that plays music through headphones, etc) will not be permitted in any operating area of the company property.
- Hearing protectors, at least 2 types of plugs and one type of muffs, will be provided and maintained by the company.
- Hearing protectors will be properly worn at all times, except in office, breakrooms and rest facilities.

Pre-formed earplugs and earmuffs should be washed periodically and stored in a clean area, and foam inserts should be discarded after each use. It is important to wash hands before handling pre-formed earplugs and foam inserts to prevent contaminants from being placed in the ear that may increase your risk of developing infections.

## **Heat Stress and Heat-Related Prevention**

IT IS IMPORTANT FOR EMPLOYERS TO BE AWARE OF THE DANGERS THAT EXCESSIVE HEAT EXPOSURE HAS ON EMPLOYEES

### **Heat Cramps:**

Painful muscle spasms can occur after intense physical activity in extreme temperatures. Cramps can be alleviated by rest, drinking water and correcting the body's electrolyte imbalance by drinking sports beverages. The Centers for Disease Control and Prevention advises seeking medical help if the worker experiencing cramping has heart problems or if cramps don't subside within an hour.

### **Heat Exhaustion:**

According to the CDC, heat exhaustion is a pre-cursor to a more serious heat stroke. Heat exhaustion is a result of exposure to excessive heat and humidity and an insufficient intake of water or sports beverages. This can lead to dehydration. Heat exhaustion is usually accompanied by a slightly elevated core body temperature of 100.4-102.2F and symptoms include the following:

- Rapid pulse
- Heavy sweating
- Headache
- Nausea
- Vertigo
- Weakness
- Thirst
- Irritability
- Decrease in urine production

OSHA advises that any worker exhibiting symptoms should be taken to a clinic or emergency room for medical evaluation and treatment. They also recommend the following for those showing signs of heat exhaustion:

- If medical care is not available, call 911 immediately
- Make sure that someone stays with the worker until help arrives
- Remove unnecessary clothing, including shoes and socks
- Cool the worker with cold compresses to the head, face and neck with cold water
- Encourage frequent sips of cool water

Untreated heat exhaustion can lead to heatstroke, a life-threatening condition that occurs when your body temperature becomes elevated to critical levels 104F or higher.

### **Heat Stroke:**

The most serious heat-related health problem, is caused by an overexposure to extreme heat and humidity when the body's temperature regulating system fails and body temperature rises to 104f or higher. Heat stroke is a medical emergency that may rapidly result in death.

According to OSHA, the following symptoms are exhibited by individuals suffering from heat stroke:

- Confusion, altered mental status, slurred speech
- Loss of consciousness
- Seizures
- Very high body temperature
- Hot, dry skin or profuse sweating.

Heat stroke is an extreme medical emergency requiring immediate medical attention. OSHA recommends, while first measures are being implemented, to call 911 and get emergency assistance as soon as possible, They also advise to:

- Make sure someone stays with the worker until help arrives
- Move the worker to a shaded, cool area and remove outer clothing
- Wet the worker with cool water and circulate the air to speed cooling



- Place cold, wet cloths or ice all over the body or wet the worker's clothing with cold water

Even though it is important to replace fluids as soon as possible, liquids should NOT be administered to a victim in an altered mental state of heat stroke. There is a risk of these liquids being aspirated into the lungs. Medical professionals will give intravenous fluids to an individual suffering from heat stroke when they arrive at the scene.

While OSHA does not have a high temperature work environment standard per se for employers to follow, it is generally agreed that the core components of a high temperature program should provide workers with water, res and shade, gradually increase workloads and allow more frequent breaks.

Other on-the job, heat related illness prevention methods include the following:

- Wear loose fitting clothing
- Schedule hot jobs for the cooler part of the day (early morning or late afternoon)
- Schedule routine maintenance and repair work in hot areas during cooler seasons of the year.
- Add additional personnel to reduce exposure time for each member of a crew
- Permit workers the freedom to interrupt when they feel extreme heat discomfort

## **Policy Enforcement**

Any Arizona Fireplaces employee who is observed violating the safety policy or safety regulations will be given a first-time warning by his immediate supervisor. The warning may be verbal or written. Verbal and written warnings will be documented on an employee counseling form. Any disciplinary warnings will be kept in the employee's personnel file. If employees are found to be in violation of the same rule more than once, they will be subject to time off without pay or termination.

Employees who repeatedly violate OSHA rules and regulations or who act with plain indifference to safety recommendations by Arizona Fireplaces management may be subject to immediate suspension and/or termination.

### **Safety Inspections/Disciplinary Procedures**

Safety inspections, checklists and observations will be conducted on a daily/weekly basis. Violations of rules and regulations will not be tolerated and will be brought to your supervisor's immediate attention by verbal and/or written notification. Repeat Violators of safety rules and regulations will be subject to immediate disciplinary action.

### **Employer/Employee Responsibilities**

- Management at this location has the primary responsibility to provide a safe place of employment for their employees.
- All employees have the responsibility to work and act in a safe manner. Workers should use safe and approved work practices, appropriate safety equipment and notify their supervisors when unsafe tools, equipment or conditions exist.
- Employees have the responsibility to ask their supervisor for direction when they are unsure of how to safely proceed in any work-related situation.

### **Workplace Rules**

1. No smoking in any building. There can also be no smoking around entrance or in areas where customers may see you smoking.
2. Drugs or alcohol are not allowed on site at any time.
3. Proper work attire is required at all times (i.e. closed toe/heel shoes, non-slip tread, no sleeveless tops)
4. You must immediately notify your supervisor if you are injured or involved in an accident while at work

**DISCLAIMER**

*These instructions do not supersede local, state, or federal regulations. This document is for general information only and is not intended to provide, and should*

