
CODE OF SAFE PRACTICES

1. All persons shall follow these safe practice rules, render every possible aid to safe operations and report unsafe conditions or practices to the proper authority.
2. Superintendents and job foremen alike shall insist on employees observing and obeying every rule, regulation and order as is necessary to the safe conduct of the work and shall take such action as is necessary to the safe conduct of the work and shall take such action as is necessary to obtain compliance.
3. Report to work in good physical condition. Wear proper protective clothing for the job. Tennis shoes or shoes with a thin or badly worn sole will not be worn. Use gloves when required.
4. No one shall knowingly be permitted or required to work while his ability or alertness is so impaired by fatigue, illness or other causes that it might unnecessarily expose him or others to injury.
5. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job.
6. It is required that you use the personal protective equipment and devices provided for your protection. Hard hats shall be worn on all construction projects and other areas where specifically requested, by all Sheedy employees.
7. If you run into a situation or discover a practice that you think is unsafe for you or your fellow workers, do not ignore it, report it immediately to your foreman, safety committee representative or the company Director of Safety.
8. Horseplay, scuffling and other acts which tend to have an adverse influence on the safety or well being of the employees is prohibited.
9. Your tools are your stock in trade -- keep them in good condition. Select the right tool for the job. Tools with mushroom heads, split or defective handles shall not be used.
10. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted and shall report deficiencies promptly to their foreman or superintendent.
11. When using portable electric or air-operated tools, be sure guards are in place. Inspect electrical cords for loose connections. Do not lift or lower electric or air tools by means of the cord or air line, use a rope.
12. Do not throw material, tools or other objects from buildings or structures, someone could be below and be seriously injured.
13. When lifting, be sure of a good footing, bend the knees and keep the back straight. Obtain a secure handgrip and lift upward straightening the legs without arching the back. If the load is too heavy, get help on the lift.
14. All injuries shall be reported promptly to an authorized representative.

15. When working in an area where a fall of 15-feet or more is possible, it is mandatory that you wear a safety harness with a lanyard attached to a safety cable or other securement.
16. Rope off or barricade hazardous areas to protect others from falling objects, from holes or trenches, or from other dangerous conditions. Do not enter an area that has been roped off or posted as dangerous without first getting permission from your foreman.
17. Take the time to warn any new or any inexperienced employees working with you of any work hazards of which you are aware. Your warning may save their lives.
18. Stack materials in such a way that they will not fall over or block passageways. All materials should be arranged for storage carefully and securely to prevent sliding and rolling.

Each employee shall have a thorough understanding of his specific job. So make sure you understand yours and be sure you are qualified for it and remember, violations of safety rules may be grounds for immediate dismissal.

Sheedy Drayage Co. is interested in your safety and welfare and expects your cooperation to assure a safe and healthful place to work. Remember, we ask you to keep yourself and your fellow workers from having an accident.

PERSONAL PROTECTIVE EQUIPMENT:

1. Wear your hard hat at all times in the construction area. Make sure your hard hat fits snugly while wearing it.
2. Work fully clothed at all times. This includes shirt, full-length trousers and appropriate shoes. Clothes are required to be trim fitting. Keep your shirt on at all times -- it may keep you from sunburn, acid burn, steam, weld spatter or cuts.
3. Goggles or a face shield are required when chipping or grinding.
4. An approved type welding hood, hard hat combination must be worn by welders on all field work if exposed to a head injury from falling or flying objects.
5. Heavy work gloves suitable for climbing are required to be worn when handling objects, which are apt to cut, tear, or burn the hands. Leather welding gloves, jackets and pants are required when arc welding.
6. In places where no other form of protection from falling is available, harnesses with lanyard and life line must be used.

WELDING AND CUTTING:

1. Only qualified welders shall be allowed to do electric or acetylene welding, cutting or burning.

2. Always wear proper eye and face protection, also protect nearby persons from the arc of a welder by using a shield or by warning them to wear adequate eye protection.
3. Never use matches to ignite cutting torches, use a spark lighter or pilot light provided.
4. Clothing which is oily or with open pockets and cuffs must not be worn during welding. Flying sparks or hot slag may ignite clothing.
5. When welding in confined areas, be sure your work area is well ventilated. Never use oxygen or ventilation.
6. Before any welding, cutting or brazing operations, determine the location of the nearest fire extinguisher.
7. Sparks, hot metal or slag must not be allowed to fall on combustible materials on lower levels.
8. Oxy-acetylene welding equipment must be kept clean, free of oil, and in good condition. Valves, couplings, regulators, hose and torches should never be lubricated. Oil and grease exposed to oxygen will ignite immediately.
9. Repair or replace leaking oxygen and acetylene welding equipment immediately.
10. Open oxygen and acetylene tank valves slowly. Purge oxygen and acetylene lines before lighting torches.
11. Oxygen and acetylene cylinders must be stored separately in isolated areas.
12. Empty oxygen and acetylene cylinders should be marked "empty". Keep them separate from full cylinders and return them promptly to the empty cylinder storage area. Be sure all cylinder valves are tightly closed.
13. When using cylinders above ground level, securely anchor them to railings or some other permanent, stable structure to prevent their falling.
14. Oil and grease must be kept away from oxygen and acetylene cylinders.
15. Cylinders must never be exposed to sparks, hot slag, open flame and all potential sources of excessive heat.
16. Compressed gas cylinders must be protected from contact with electrical circuits. Avoid wires and arc welding circuits.
17. Cylinders must be kept in an upright position.
18. When moving cylinders by crane, make use of a specially constructed cradle.
19. Use of a torch when working on scaffolding suspended by manila or fiber rope is prohibited.

20. In case acetylene cylinder valves or fuse plugs are found to leak gas, do the following:
 - a. Immediately move the cylinder to an outdoor location away from possible sources of ignition.
 - b. Tag the cylinder with an explanation of the hazard.
 - c. Notify by telephone the cylinder supplier.
21. Keep all welding leads and electrodes away from wire rope and report all burned ropes immediately.
22. Safety glasses must be worn when provided or called for by project requirements.

USE OF TOOLS AND EQUIPMENT:

1. Use the correct tool required by the job. Never use hand tools for purposes other than those for which they were intended. Never use makeshift devices.
2. Don't use defective tools or equipment. Report them to your foreman or superintendent or turn them in for repair, as the case may require, to prevent others from using them.
3. Replace or report to your foreman all missing or broken guards and guard panels.
4. No one is permitted to tamper with or defeat the purpose of safety devices, nor to place them in any use other than for the specific purpose intended.
5. Tools, equipment and material must never be thrown up or down from one working level to another. They must be transferred by the use of a hand line or other safe suitable method. Do not set them down where they would likely get knocked on an edge or a work level or cause a tripping hazard.
6. Only authorized personnel are permitted to repair, operate or adjust power equipment.
7. Before starting powered equipment, be sure that no one will be endangered by gears, belts or other moving parts of the machinery and that all guards are securely in place.
8. Never use power equipment for service beyond its rated capacity. This also applies to hooks, chains, cables, ropes, etc.
9. Repair or report to your foreman all frayed or broken strands and other defects on wire rope or slings.
10. When using a tool that may slip out of position under pressure, caution nearby workers to stand clear so that they will not be struck by the tool.
11. Always use tongs or extension holder to hold a small tool or stake.
12. When using electrical extension cords, do not wrap them around parts of your body. Every time you use an extension cord, check the insulation and receptacles for defects.

WORKING WITH HOISTING EQUIPMENT:

1. Do not ride on loads, fenders, running boards, sideboards or tailgates of moving vehicles, or with legs or feet hanging over the sides. Drivers must not allow passengers to ride on any moving equipment.
2. Riding on the lifting hook, load, or bail on any crane or derrick is prohibited.
3. Do not climb on or off equipment when it is in motion. Do not jump from any vehicle -- use both hands to mount and dismount.
4. Stay clear of moving equipment whenever there is danger from swinging booms, crane cabs, counterweights, suspended loads, etc. All personnel must stand clear while the lift is being made and while the slings are being drawn from beneath the load.
5. Do not work under a suspended load unless the load has been adequately supported from the floor and all conditions have been approved by the superintendent in charge of the operation. Do not walk or stand under a suspended load or hoisting operation.
6. Keep your hands out of the pinch point when hooking, coupling, or hitching.
7. Keep your hands off suspended loads. On all loads that are apt to spin or swing against the boom or other objects, the use of a tag line is required.
8. When a truck is being loaded from overhead with rocks or heavy material by a shovel, crane, or similar equipment, the driver must not remain in the cab unless special protection is provided.
9. Do not move winch trucks unless loads suspended from the winch lines are secured to prevent swinging.
10. All hooks must be moused unless they have a built-in safety lock.
11. Cranes, derricks, and winch trucks must be operated with extreme caution when within reach of power lines. Power lines must be barricaded or flagged when there is danger of contact by mobile equipment. Lines, which could be reached accidentally, must be de-energized or otherwise made safe before any work is done.
12. Never operate equipment closer than 10 feet to a voltage line of 50 KV or below. Equipment includes booms, loads, wire rope, and manila tag lines. Have the power lines relocated or de-energized as necessary.
13. No equipment is to work over the top of electric power lines.
14. Only one person is to give hand signals to the crane man. Signals used are to be the accepted, standardized crane hand signals.

15. Determine the weight and balance of all loads prior to a lift to make sure that the lifting equipment will be operating within its capabilities.
16. Do not point-load a hook unless it is especially designed and rated for such use.
17. Use multileg slings when required rather than combinations of single slings. Do not lift loads with one set of a multileg sling until the unused legs are secured.
18. Before making a lift, check to see that the slings are not twisted or knotted, and are properly attached to the load. Faulty hookup, point loading of hooks, slipping or unbalanced loads, and lifting with twisted or knotted slings can impose loads in excess of the rated capacity of the slings.
19. When lifting or lowering, avoid impact loading caused by sudden jerking. Jerking or snatching loads when lifting can impose stress on the sling in excess of the actual weight of the object being lifted. Lift the sling gradually until all slack is eliminated.
20. Use the proper size sling for the load and weight being lifted.
21. Make sure the object being lifted is not lagged, clamped, or bolted to the floor or to another object.
22. Center the boom-point directly over the load before hooking up. Do not pull the load block to one side to attach it to the load.
23. Remove all loose pieces of material from the load before moving it.
24. Remove the handle from any jack supporting the load.
25. Do not leave a load suspended in the air when the hoist or crane is unattended. Keep near-capacity loads as close to the ground as possible but raise the load high enough to clear all items in the path of travel.
26. Do not attach a shackle cross-ways with the load. The eye of the choker should ride on the pin of the shackle. The diameter of the shackle pin should be 1/8 to 1/4 inch greater than the connecting sling.
27. Operate cranes on firm, level ground or use mats. Outriggers should be properly extended and/or lowered whenever possible.
28. Do not pull sideways on a standard lifting lug, especially when turning loads.
29. Check the hooks and catches of snatch-blocks often. Keep the snatch-blocks clean and well-lubricated. Stay out of the bite of the line formed by a snatch-block.
30. Pay attention to the load. Always keep your eyes on a moving load and if you must turn your attention elsewhere, stop the machine first. If you can't see the load, be sure to have a signalman in full view.
31. Operate within the rated capacity of the crane or derrick. A safe load depends on boom length and working radius. Never operate with the boom at a greater angle than that shown on the capacity chart.

32. Before a critical lift, check the weight of the load and the capacity of the rig at the required boom radius. Remember that the radius of the load is measured from the center of rotation of the crane and not from the boom foot pin. Make a trial lift in the open, using the greatest boom radius you will use during the lift. Test the brakes after raising the load a few inches.
33. Avoid reaching into hydraulic boom holes unless the sections are securely anchored together.
34. Never hoist lines or discarded rope to make slings.
35. Do not handle large, heavy loads in strong winds. The wind can catch the load and create an unstable condition.
36. Pay attention to workmen in elevated areas. Allow for adequate clearance between the workmen and a swinging or falling load.
37. Use power lowering when possible. When lowering heavy loads, use the hoist brake as a reserve. Use a safety pawl on the boom hoist drum when the boom hoist is not used.
38. Do not hoist two or more separately rigged loads in one lift, even though the combined load is within the crane's rated capacity.
39. Allow maximum clearance between hook, lock, and head sheaves.
40. Allow maximum clearance between boom and nearby structures. If the boom does hit an object, inspect the boom prior to the next lift.
41. If hooks have been opened more than 15% of the normal throat opening (measured at the narrowest point) or twisted more than 10 degrees from the plane of the unbent hook, remove the hook from service.
42. When driving equipment around the jobsite:
 - a. Drive cautiously.
 - b. Watch out for pedestrians at blind corners.
 - c. Sound horn when backing.
43. Shut down the rig when oiling, fueling, checking the water, or adjusting moving parts.
44. Use the ladders provided for ascending and descending rigs.

WIRE SLINGS, GUY LINES, LOAD LINES:

1. Do not overload slings.
2. Do not drag slings along the ground or floor.
3. Inspect cables and slings regularly. Clean the sling prior to inspection to eliminate any hidden nicks, gouges, or other damage. Tag defective slings “DANGER - DO NOT USE” and remove from service for repair or destruction.
4. When lifting, protect slings from abuse. Never jerk the load because jerking may triple the load on the sling. When wrapping around sharp corners, use pads to prevent damage to slings.
5. When not in use, hang slings up or store on racks in assigned areas.
6. Measure the reach of sling legs to make sure they correspond to the valve stamped on the sling identification tag. If one or more legs are longer than the others, there is a possibility that the sling has been subjected to overloading or excessive wear. Do not use slings in poor condition.
7. Follow the designated capacity rating for slings and hitch lugs.
8. Do not make temporary repairs on slings.
9. When a worker observes a damaged sling, the sling should be removed from service.
10. When guylines and loadlines are rigged and taken down, they should be inspected. Defective or damaged rope or cable should be cut to prevent further use.
11. Guylines should be flagged at all locations where they cross a path or roadway.
12. When lifting a load with rigging for the first time, all portions of the rigging should be inspected by a qualified supervisor.

USING ROPES:

1. Replace old, worn or damaged rope. To prevent further use of damaged rope, cut it into short strips.
2. Attach wire rope clamps in the following manner:
 - a. Place the U-bolt portion of the clip against the dead or short side of the rope.
 - b. Attach the clip farthest from the thimble first. Tighten it.
 - c. Place the clip nearest the thimble next. Do not tighten it.
 - d. Place all other clips in position loosely.

- e. Minimum spacing of clips should be equal to six times the diameter of the rope.
 - f. Place a light load on the rope to stretch the rope and equalize the tension.
 - g. Tighten all clips.
3. Use the minimum number of clamps required for each size of rope to develop the maximum allowable strength.
 4. Do not use manila rope near welding torches or other sources of excessive heat.
 5. Keep manila rope dry and clean. Protect it from acid, fumes, chemicals, etc. At regular intervals, inspect the center strands for rotting.
 6. Avoid overloading and sudden strains. When the rope will come in contact with sharp edges, protect it with padding.
 7. Protect rope from sharp bends by using wood softeners or other padding. Protect the rope from chaffing and kinks. Make sure there are no kinks pulled into the rope as the load-block goes up.

STEEL ERECTION

1. Personal protective equipment shall be worn on the job prescribed by the foreman.
2. Approved harness and lanyards shall be worn at all times when working off the ground.
3. Connectors shall be tied off while connecting peripheral beams when the distance exceeds 30 feet.
4. Connectors shall coon peripheral beams to release chokers, etc., when the fall distance exceeds 30 feet.
5. Connectors shall not release a piece until it is properly connected at both ends.
6. Connectors shall insure that structural steel connection contain a minimum of two bolts per connection.
7. Ironworkers, except Connectors, shall be tied off while performing any work on peripheral beams when the fall distance exceeds 15 feet.
8. Ironworkers, not including Connectors, shall be tied off while performing work on interior beams when the fall distance exceeds 15 feet.
9. Ironworkers, including Connectors, shall not walk the top flange of interior beams when the fall distance exceeds 15 feet.
10. Ironworkers shall wear harness with lanyard and tie off while working above the ground in aerial devices.
11. Ironworkers shall not sit or climb on the edge of aerial device baskets, or use planks, ladders, or other devices as a working position while working from an aerial device.
12. Ironworkers are prohibited from riding on hooks or loads.

USING LADDERS:

1. Before using a ladder, check all rungs, fittings, braces, cleats, and rails for possible defects. Do not use defective ladders. Do not paint ladders to hide the wood grain or defects.
2. Make sure the base of the ladder is on firm, level surface. If the base is apt to slip or tip, nail or lash the base in place.
3. When setting up a ladder, the feet of the ladder should be placed one foot from the base of the vertical support for every four feet of ladder length between the supports.
4. Use ladders long enough to extend 36 inches beyond the platform.
5. Nail or lash the top of the ladder securely in place.
6. When ascending or descending ladders, face the ladder and use both hands on the ladder rungs. Use a handline for materials.
7. Never work higher than the third rung from the top of a straight ladder.
8. Position the ladder under your work to prevent overreaching when working on the ladder.
9. Get help when raising a long ladder. Have someone brace the bottom end while you lift the top end. Walk under it, rung-over-rung until it is up. Watch that the upper end does not hit anything.
10. When carrying a ladder, carry it such that the front end is high enough to clear ahead of you.
11. Select the correct ladder for the job. Do not use ladders, which are too short or too narrow for the job.
12. Clean ladders of grease, oil, mud and other slippery materials.
13. After climbing the ladder, hoist materials and tools to the platform with a handline.
14. Do not work from the top step of a stepladder. Get a longer ladder.
15. Safety feet should be provided on ladders to prevent slipping.
16. Metal ladders shall not be used for work where they could come in contact with electrical conductors.

SCAFFOLDS:

1. Do not use job-made ladders or jack scaffolds.
2. Make sure that the scaffold, as a whole, and all of its component parts are safe to work on.
3. Never overload a scaffold. Bring on materials as you need them. A scaffold should not carry more than $\frac{1}{4}$ its breaking load.
4. During a high wind or a storm, do not work on unsheltered scaffolding.

5. Clean slippery scaffolding.
6. Scaffold boards should be inspected before use.
7. Report any damage to scaffold and repair damage immediately.
8. Do not move rolling scaffold with workers aboard.
9. Do not use concrete reinforcing bars for scaffold purposes.
10. Keep loose material in shallow containers and secured to prevent the material from falling.
11. Do not jump from a higher level onto a scaffold.
12. Never lean against guardrails, safety lines, or handlines.
13. Personnel should not be allowed on a rolling scaffold of any height when it is being moved.
14. When using a bosun chair or floating scaffold, make sure it is of an approved type and properly rigged. Never use a makeshift device for a bosun chair. The user should use a harness attached to an independent lifeline.
15. Unstable objects such as boxes should not be used to support scaffolds or planks.
16. Planks should extend not less than 6 inches or more than 12 inches beyond each end support.
17. Planks or platforms should overlap a minimum of 12 inches or be secured from movement. To prevent movement, the scaffold should be secured to the building or structure at intervals not to exceed 30 feet horizontally and 26 feet vertically.
18. Damaged or weakened scaffolds should be removed from service.

FIRE PROTECTION:

1. Learn these symbols which are the types of fires for which specific fire extinguishers are designed:
 - A** - Ordinary combustibles such as wood, paper and trash.
 - B** - Flammable liquids such as gasoline, oil, paints and grease.
 - C** - Electric equipment and wiring.
 - D** - Combustible metals.

2. Do not use gasoline or kerosene to start fires. Do not leave flammable liquids in open containers. Store these liquids in isolated areas and use non-sparking tools to open containers holding such liquids.
3. Keep paint, varnishes and thinners in a separate storage shed.
4. Do not use salamanders for heating the interior or confined spaces.
5. If you think the air smells of gas, ask your supervisor to check it for explosiveness before you light a match, torch or begin welding. Do not have open fires in cans or buckets within the buildings or on the job. Keep heat, flame and sparks away from combustibles.
6. Throw away oil, greasy, or paint-soaked rags in special receptacles.
7. Keep the areas around stored lumber, combustible materials, and frame buildings free of weeds and brush.
8. Move rubbish, debris, and useless materials out of work areas as fast as they accumulate.
9. Shut off the current before attempting to put out an electrical fire. Use only carbon-dioxide fire extinguishers for electrical fires (identified with a "C").
10. If you discover a fire, **SIZE IT UP FAST**. If it is small and the proper extinguishers are nearby, put it out. If the fire is too much for you to handle, send someone to report it immediately. Stay a safe distance from the fire and warn others. Post lookouts for the firefighters to direct them to the fire.
11. Do not use flammable or poisonous solvents for cleaning grease, dirt, etc., from equipment. Use approved safety solvents such as trichloroethylene or varsol. Do not use carbon-tetrachloride.
12. When installing temporary electrical grounding clamps, make sure the clamps penetrate any rust, paint, or other coatings to contract the metal.
13. Have fire extinguishers on hand and know how to use them. Check regularly, at least monthly, to be sure they are in working order.

FIRST AID:

1. The most important things you should do when someone is injured are:
 - a. Prevent the loss of blood by applying pressure directly on the wound.
 - b. Maintaining or restoring breathing by artificial respiration.
 - c. Prevent further injury.
2. Do not move an injured person unless it is absolutely necessary to prevent further injury. Keep him comfortable and send for medical assistance immediately.

3. Act fast if you get acid or caustic on any part of your body. Run to the nearest water outlet and flush water over the skin immediately. Then go to First Aid. Wear rubber gloves, protective clothing, and goggles when working around acids or caustics.

TOWER CRANE OPERATOR:

- ◆ Do not exceed limitations of crane.
- ◆ Make sure load chart is posted in cab.
- ◆ Make sure crane is certified and Certificate of Certification is on crane.
- ◆ Do not side load boom.
- ◆ Tie down any tools or materials placed on counter jib.
- ◆ Land all loads and lock proper brakes before leaving operator's cab.
- ◆ Make sure crane is able to "weather vane" when leaving cab each evening unless tying off to manufacturers' authorized system.
- ◆ Read and adhere to Operations Manual.
- ◆ Lock door to operator's cab each evening.
- ◆ Be aware of high power lines.
- ◆ Test all controls at beginning of each shift.
- ◆ Never climb outside ladders or platforms without tying off.

LOCK OUT/TAG OUT IN TOWER CRANES:

- ◆ De-energize tower crane when repairing tower crane when injury could occur from electrocution or moving parts.
- ◆ Tag with clear description of what work is being done.
- ◆ De-energization and tag out to take place at electric panel at base of tower crane.
- ◆ Lock cab each evening.
- ◆ Use padlock for all lock outs.
 - ◆ Unauthorized removal of tags is serious in nature and can result in criminal charges.