

# KIRBY-VASS INSULATION INC.

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PO Box 19345 Roanoke, VA 24019  
263 Industrial Drive Hollins, VA 24019

ph. (540) 992-3960  
fax (540) 992-4796

## **SAFETY PLAN**

It is the policy of this company to provide a safe work environment, to abide by all government regulations, to abide by all customer requirements and to practice safe work habits.

### **I. Safety Responsibility**

#### **A. Safety Officer**

1. Direct Safety Program
2. Keep employees informed of changes in regulations and practices.
3. Keep employees informed of special requirements of customers.
4. Review accidents and take corrective action.
5. Train Foremen and Superintendents

#### **B. Superintendents and Foremen**

1. Enforce Safety policy at job sites
2. Train employees.
3. Assure that safety devices are used.
4. Assure that accidents are reported properly.
5. Investigates accidents and takes corrective action

#### **C. Crew Members**

1. Work Safely
2. Follow rules and regulations
3. Use Safety Devices
4. Read Safety Data Sheets and follow instructions
5. Keep Safety Data Sheets with you at all times
6. Report possible safety problems to the safety officer or the superintendent
7. No Horseplay
8. Do not work while under the influence of Drugs or Alcohol

### **II. Safety Rules and Procedures**

#### **A. Personal Protection Equipment**

1. Hard Hats – Wear at all times
2. Safety Glasses, steel toed boots, respirators, and safety harnesses – where required by customer, regulation, and where conditions require
3. Class II Safety Vest

#### **B. Housekeeping**

1. This is the first rule of safety. Maintain a clean work area at all times.

**C. Power Tools and Hand Tools**

1. Do not use tools unless they are safe whether provided by the company or personal.
2. All safety guards, devices, and grounds shall be in place and used.
3. Remove any defective tools from the work site.
4. Inspect all tools daily

**D. Welding, Grinding, & Cutting**

1. Only employees who have welding experience shall weld unless being trained.
2. Wear eye protection.
3. Use portable band saw or chop saw for cutting—no torch.

**E. Electrical**

1. Use only three prong extension cords in good shape. 14 gauge extension cords only. Inspect cords daily.
2. Treat all electrical wires as live.
3. Report any dangling wires.

**F. Ladders**

1. Do Not Use if Damaged.
2. Over 20' up, tie off.
3. Tie down extension ladders.
4. Do not stand on top two steps of step ladders.

**G. Scaffolds**

1. Any scaffolding with a 6' work platform must have toe boards.
2. If wheels used, secure with tie wire.
3. Follow all regulations.

**H. Trenches**

1. Do Not work in trenches more that 5' deep unless shored or faded back to a stable slope.

**I. Hearing Protection—When Sound Levels Exceed Permissible Levels**

1. Eliminate source of noise if possible.
2. Use ear protective devices.

**J. Fire Protection**

1. Be careful not to start a fire.
2. If a fire does start: Sound the alarm, put out, if possible; and if not possible, stand by to direct the firefighters on arrival.

**K. First Aid**

1. Treat minor injuries, but report all injuries.
2. Do not treat serious injuries. You may do more harm than good. GET HELP.

3. Control bleeding with pressure until help arrives.
4. Know where facilities are located.

**L. Emergency Procedures**

1. On each new job, make yourself aware of procedures and have a plan ready.

**M. Signs, Barricades, Flagging**

1. Obey all safety signs and flags.
2. Do not enter barricaded areas without permission.

**N. Rigging and Cranes**

1. Stay out from under.
2. Do not use as personnel hoists.
3. Be careful around power lines.
4. Do not overload
5. Use only when operated by a trained operator.

**O. Miscellaneous**

1. NEVER WORK UNDER UNSAFE CONDITIONS OR IN AN UNSAFE MANNER.
2. If working where equipment could injure you, lock it out with our lock and tag it so the operator knows you are working.
3. We should never work in a confined space. If it becomes necessary to do so, check with the office before proceeding for special instruction.
4. Do not open equipment or pipe valves unless you have permission from the customer and know that you can do so in a safe manner. Never lower more than one hanger at a time.
5. The job foreman is responsible for knowing who is present at the job site at all times. Employees shall inform him upon arrival and whenever leaving a job site. Log in if required by the customer.
6. Know emergency plans and exits for job sites.
7. Employees will be informed of any special medical problems involved with working at a job site and precautions they need to take as management becomes aware of them.

**P. Fall Protection**

1. All employees will be trained in Fall Protection in Construction by the Safety Director, Becky Montgomery or such other official as designated periodically by KVI.
2. All employees will follow Kirby-Vass & Firestop's Fall Prevention and Protection Policy.
3. Any employee that does not follow the Fall Protection Policy will be subject to a disciplinary action. (See Disciplinary Action on page 5)

**III. Employee Training**

**A. New Employee Orientation**

1. Provide with safety plan.
2. Superintendent should review policy with the new employee.
3. Foreman shall keep a close eye on new employees until they have shown that they know good work habits and are practicing them.

**B. Special Training**

1. Superintendent shall inform the foremen of any special safety problems or regulations at a particular job site. The superintendent will train the foremen.
2. The Foremen will train the crew.
3. Safety office shall assist as needed.

**C. Foreman Training**

1. Whenever an employee is put in charge of a job, the superintendent shall train him. They shall review policy.
2. The new foreman will be made aware that he is now responsible for safety on his job and he is to report any problems.

**D. Safety Meetings**

1. Safety Meetings shall be held weekly at the job site for all employees using material provided by the office.
2. Questions and concerns will also be discussed.

**IV. Vehicle Safety**

- A. Follow all laws and customer regulations.
- B. Driving record is subject to review by Kirby-Vass and our insurance carrier.
- C. Permission to drive can be refused at any time at management's discretion.

**V. Hazard Communication Program**

- A. Made a part of this safety program per enclosed copy.
- B. Employees keep a copy with them at all times.

**VI. Substance Abuse Policy**

- A. Made a part of this safety policy per enclosed copy.
- B. Information to be made available to customers as required by contractual obligations.

**VII. Accident Reporting**

- A. Accidents are to be reported to the office on the day they occur. If this is not possible because they happened while the office is closed, they shall be reported to the job site foreman who shall let the superintendent know as soon as possible.
- B. The Safety officer shall be responsible for filing an accident report with the insurance carrier within 24 hours of an accident.
- C. The superintendent shall investigate all accidents, determine the cause, and take corrective action.

- D. Accidents and job related illnesses will be recorded in the OSHA 200 Log. They shall be reviewed by management monthly, quarterly, and annually to see where improvements need to be made.
- E. Reports shall be made to customers as required.

## **SAFETY ENFORCEMENT AND DISCIPLINARY PROGRAM**

Safety is our number one goal at Kirby-Vass Insulation. Unsafe work practices will not be tolerated. If you put yourself or anyone else in danger, you are subject to:

- 1. Dismissal**
- 2. Suspension**
- 3. Removal from a job site**
- 4. Demotion**

Disciplinary action is at the discretion of management.

Charlie Vass, Kenny Smith, and Les Switzer as superintendents, and Greg Cundiff/Becky Montgomery as Safety Officer will supervise and enforce the safety plan. They are to be assisted by all foremen and crew members.

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## ***Safety Plan Receipt Acknowledgement***

*I hereby acknowledge receipt of the Kirby-Vass Insulation, Inc. Safety Plan (5 pages) and agree to abide by the rules and policies in it, along with any additional job imposed safety rules, policies, and/or regulations during my employment. I fully understand that failure to work safely and to comply with any company or jobsite safety policy or any regulatory agency requirements may result in my termination.*

*I understand that as one of the requirements of my employment, that in the event I am injured while in the course of my work, I shall report such injury immediately to Kirby-Vass safety personnel and obtain the necessary treatment.*

*In case of an emergency, please notify:  
Kirby-Vass Insulation Inc.  
263 Industrial Drive  
Hollins, VA 24019  
Phone # (540) 992-3960*

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*Name*

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*Signature*

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*Date Received*

*Revised 04/19/2012*