



**NATIONAL BOILER SERVICE, INC.**  
**SAFETY POLICIES AND PROCEDURES**

**I. ADMINISTRATION**

- A. POLICY AND PRINCIPLES
- B. SAFETY ADMINISTRATION AND RESPONSIBILITIES
- C. INCIDENT NOTIFICATION
- D. CRISIS MANAGEMENT PLAN
- E. MEDICAL SERVICES
- F. BEHAVIOR SAFETY
- G. SAFETY EDUCATION AND TRAINING
- H. NEW EMPLOYEE ORIENTATION
- I. SAFETY ASSESSMENTS
- J. CLASSIFYING OCCUPATIONAL INJURIES/ILLNESSES
- K. DOCUMENTATION REQUIREMENTS FOR OCCUPATIONAL INJURIES/ILLNESSES
- L. WORKERS' COMPENSATION CLAIM MANAGEMENT
- M. MOTOR VEHICLES
- N. HAZARDOUS WASTE MANAGEMENT
- O. POLLUTION PREVENTION
- P. SUBCONTRACTOR SAFETY
- Q. REGULATORY AGENCY INSPECTIONS
- R. PLANNING AND HAZARD ANALYSIS
- S. RECOGNITION AND PERFORMANCE AWARDS
- T. PROCEDURE DEVIATION APPROVAL PROCESS
- U. SUBSTANCE ABUSE PROGRAM
- V. DISCIPLINARY ACTION PLAN

**II. OFFICE SAFE WORK PRACTICES**

- A. SAFE WORK PRACTICES
- B. EMERGENCY PLANNING
- C. HOUSEKEEPING
- D. AIR QUALITY
- E. LIGHTING
- F. OFFICE FIRE PREVENTION & PROTECTION

### **III. SITE/FACILITY SAFE WORK PRACTICES**

#### **A. GENERAL**

1. Housekeeping
2. Sanitation
3. Illumination
4. Materials Storage and Handling
5. Signs and Barricades
6. Ladders
7. Scaffold Safety
8. Fall Protection
9. Working Over or Near Water
10. Steel Erection
11. Rigging and Lift Plans
12. Sling Inspection
13. Crane – Suspended Work Platforms
14. Chain Hoists, Lever Hoists, and Jacks
15. Hand Tools
16. Power Tools
17. Powder Actuated Tools
18. Grinders – Pedestal, Bench and Portable
19. Lawn Mowers, Weed Cutters and Chain Saws
20. Control of Hazardous Energy (Lockout/Tagout/Try)
21. Excavation and Trenching
22. Confined space Entry
23. Welding, Cutting, & Heating
24. First Line Breaks
25. Hot Taps
26. Isolation From Plant Processes
27. Pressure Vessel, Tank and Piping System Testing
28. Compressed Gas Cylinders
29. Shop Equipment and Facilities
30. High Pressure Water Jetting
31. Air Compressors and the Use of Compressed Air
32. Railroads
33. Dismantling and Rearranging Facilities (D&R)
34. Eyewash and Safety Shower Facilities
35. Vehicle Maintenance Activity

36. Parking Lot Safety
  37. Transporting Personnel
  38. Snow and Ice Removal
  39. Assured Equipment Grounding Program
- B. PERSONAL PROTECTIVE EQUIPMENT
1. Personal Protective Equipment (PPE)
  2. Head Protection
  3. Eye and Face Protection
  4. Foot Protection
  5. Hand Protection
  6. Traffic Vests
  7. Personal Floatation Devices
  8. Basic Work Clothing
  9. Respiratory Protection
- C. MAJOR EQUIPMENT
1. Equipment Operator Licensing
  2. Mobile Equipment Near Electrical Lines
  3. Mobile Equipment Near Hazardous/Critical Pipe Lines
  4. Mobile Cranes
  5. Overhead Cranes
  6. Boom Trucks for Lifting Material
  7. Aerial Lifts and Bucket Trucks
  8. Forklift Operations
  9. Equipment Modification
  10. Mobile Equipment General Regulations
- D. OCCUPATIONAL HEALTH
1. Industrial Hygiene Instrument Calibration
  2. Noise Measurement and Hearing Conservation
  3. Hazard Communication
  4. Breathing Air Systems
  5. Working in Extreme Temperature (Hot and Cold)
  6. Ergonomics
  7. Bloodborne Pathogens
  8. Regulated Chemicals
    - a. Lead
    - b. Arsenic
    - c. Cadmium

- d. Silica
- e. Asbestos
- f. Chromium VI
- g. Hydrogen Sulfide
- h. Benzene
- 9. Abrasive Blasting
- E. PROCESS SAFETY MANAGEMENT
- F. ELECTRICAL
  - 1. Qualifications of Electrical Personnel
  - 2. Electrically Safe Working Conditions
  - 3. Electrical Test Equipment and Special Tools
  - 4. Electrical Labeling, Marking and Identification
  - 5. Electrical PPE
  - 6. Temporary Wiring
  - 7. Electrical Start Up and Check Out
  - 8. Ground Fault Circuit Interrupter (GFCI)
  - 9. Working on 120/240 Volt Systems
  - 10. Stationary Battery Installations
  - 11. Cable Tray Work
  - 12. Dismantling and Removing
  - 13. Energizing Electrical Equipment
  - 14. De-Energizing Electrical Equipment
  - 15. Welding and Portable Generators
  - 16. Inserting or Removing Units From Energized MCC and Similar Equipment
  - 17. Electrical Work in Manholes and Confined Spaces
  - 18. Work Near Overhead Power Lines and Substations
  - 19. Work On or Near Energized Electrical Services and/or Equipment
  - 20. Work On Energized 600 Volt Systems

#### **IV. FIRE PROTECTION AND PREVENTION**

- A. FIRE PROTECTION – GENERAL
- B. FIRE EXTINGUISHING EQUIPMENT
- C. FLAMMABLE AND COMBUSTIBLE MATERIAL STORAGE
- D. TARPAULINS AND WELDING CURTAINS – FIRE-RETARDANT PROPERTIES
- E. GAS AND OIL-FIRED HEATING SYSTEMS
- F. OPEN FLAME/HOT WORK PERMIT

**V. TRAVEL SAFETY**

- A. SAFE DRIVING
- B. HOTEL AND MOTEL SAFETY
- C. GENERAL SAFETY AND PERSONAL PROTECTION
- D. TRAVEL – DOMESTIC AND INTERNATIONAL TRANSPORTATION SAFETY

**VI. GLOSSARY**

**VII. FORMS**

- I.B.001 Emergency Number Sign
- I.B.003 Safety Action Plan
- I.B.006 Safety Violation Notice
- I.B.007 Pre-Outage Checklist
- I.C.001 Incident Investigation Report
- I.C.002 Incident Report Narrative
- I.C.003 Statement Form
- I.F.001 Site Specific Crisis Management Plan
- I.G.001 Clinic and Facility Questionnaire
- I.I.001 Safety Meeting Roster
- I.J.001 New Hire Orientation Attendance Roster
- I.K.001 Daily Safety Audit
- I.N.002 First Aid Log
- I.N.003 Request for Medical Opinion and Release to Return to Work
- I.N.005 Request for Access to Medical and Exposure Records
- I.N.006 Refusal of Medical Treatment Form
- I.N.007 Authorization of Medical Treatment
- I.P.001 Vehicle Inspection Form
- I.U.002 Execution Plan Review Form
- I.W.2.001 Policy Deviation Form
- I.X.11.1 Substance Abuse - Orientation Outline
- I.X.11.2 Substance Abuse Program - Statement of Consent and Release
- I.X.11.3 Substance Abuse Program - Cutoff Limits
- I.X.11.4 Substance Abuse - For Cause & Reasonable Suspicion Documentation
- I.X.11.5 Substance Abuse – Return to Work Agreement
- I.X.11.6 Substance Abuse – Employee Information Sheet
- I.X.11.7 Substance Abuse – Information Sheet for Positive Tests
- I.X.11.8 Substance Abuse Program – Drug Screen Log
- III.A.6.001 Ladder Inspection

III.A.7.001	Daily Scaffold Inspection
III.A.11.001	Crane Critical Lift Requirement Checklist
III.A.11.002	Critical Lift Plan
III.A.11.003	Lift Plan
III.A.12.001	Rigging Inspection Record
III.A.12.002	Rigging Checklist
III.A.13.001	Suspended Work Platform Lift Plan
III.A.14.001	Chainfall Inspection Checklist
III.A.20.001	Lockout Tagout Audit
III.A.20.002	Lockout Removal Form
III.A.20.003	Lockout Tagout Tracking Sheet
III.A.21.001	Excavation Permit
III.A.21.002	Excavation Daily Inspection Report
III.A.22.001	Confined Space Sign in Sheet
III.A.22.002	Confined Space Permit and Pre-Entry Checklist
III.A.22.003-A	Confined Space Training Package
III.A.22.003-B	Confined Space Attendant and Fire Watch Quiz
III.A.22.004	Permit Tracking Sheet
III.A.24.001	Line Break Checklist
III.A.24.002	Flange Breaking Checklist
III.A.25.001	Hot Tapping and Authorization Checklist
III.B.9.001	Respirator Medical Questionnaire
III.B.9.002	Voluntary Respirator Usage
III.B.9.003	Respirator Fit Test Records
III.C.1.001	Equipment Operator Qualification Form
III.C.4.001	Daily Crane Checklist
III.C.4.002	Monthly Crane Inspection
III.C.11.001	Equipment Inspection Form
III.D.7.001	Hepatitis B Vaccine Declination
IV.B.001	Fire Extinguisher Inspection Log
IV.B.002	Fire Watch Training
IV.B.003	Fire Watch Quiz
IV.B.004	Safety Training Log
IV.F.001	Hot Work Permit