



GENERAL WORK PRACTICES

Plan the Task, Control the Hazard and Look Out for One Another

POLICY STANDARD

Every employee shall understand the assignment, recognize and control hazards, use required training and equipment, maintain awareness and stop work when conditions are unsafe or unclear. Production, schedule and convenience never justify bypassing a safety requirement.

PHEIFER BROTHERS CONSTRUCTION CO., INC.

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USE OF THIS POLICY

This policy provides baseline expectations and is not all-inclusive. Hazard-specific company policies, the project JHA, manufacturer instructions, owner/WisDOT requirements and applicable law govern detailed work and may require additional controls.

Primary Regulatory References

- 29 CFR 1926.20 and 1926.21 - Safety programs, inspections, qualification and training
- 29 CFR 1926.25 and 1926.51 - Housekeeping and sanitation
- 29 CFR 1926.95 - Properly fitting PPE
- 29 CFR 1926 Subparts E, G, K, M, O, P, V and CC as applicable
- Company topic-specific safety policies and project emergency action plan

1. Purpose, Scope and Responsibilities

Purpose and Scope

- Establish the minimum everyday work practices for Pheifer Brothers heavy-highway, bridge, marine, shop, yard, office and support operations.
- Applies to employees, temporary workers, subcontractors and visitors. A specific standard or company policy controls whenever it addresses the hazard in greater detail.

Management / Project Management

- Initiate and maintain safety programs, provide properly fitting PPE/equipment, competent/qualified resources, training and time to plan/correct work.
- Ensure frequent and regular inspections of jobsites, materials and equipment by designated competent persons.
- Coordinate owner, controlling-contractor, subcontractor, utility, traffic, railroad, waterway and emergency requirements.

Foreman

- Plan and communicate the work; verify employees are trained/authorized; conduct pre-task and continuing inspections; correct hazards promptly.
- Set clear expectations, encourage questions and stop work when conditions differ from the plan. Do not direct or permit an employee to bypass a safety requirement.
- Report and document incidents, near misses, hazards, corrective actions and required training.

Competent / Qualified Persons

- Perform only duties for which they are designated and capable under the applicable standard; identify hazards and exercise required corrective authority/technical judgment.
- Designation for one subject does not automatically qualify the person for another subject.

Employees

- Follow training, JHA, signs, permits, manufacturer instructions and policies; inspect assigned equipment/PPE and report defects/changes immediately.
- Refuse or stop unsafe work without retaliation; ask when instructions or hazards are unclear; protect coworkers and the public.
- Operate machinery/equipment only when qualified by training or experience and authorized by the company.

Subcontractors / Visitors

- Follow site orientation, restricted-area, PPE, traffic and emergency rules. Subcontractors retain responsibility for their employees and shall coordinate hazards/changes with Pheifer Brothers.

2. Orientation, Authorization and Fitness for Duty

Before Starting Work

- Complete company/site orientation and required task-specific training. Know the foreman, work limits, emergency alarm, muster, first-aid/AED, sanitation and reporting process.
- Review site-specific hazards: live traffic, water, utilities, falls, cranes, pile driving, excavation, demolition, railroads, chemicals, weather and public exposure.
- Do not enter controlled, regulated, permit-required or equipment operating areas without authorization and required protection.

Training and Authorization

- Only trained/authorized employees operate equipment, vehicles, powered tools, aerial lifts, cranes, forklifts, hoists or specialized systems.
- Competent-person, qualified-person, rigger, signal-person, respirator, confined-space and rescue assignments require separate documented requirements.
- Toolbox talks reinforce hazards but do not replace required operator, task, certification or regulatory training.

Fitness for Duty

- Report ready and able to perform assigned work safely. Fatigue, illness, heat/cold stress, emotional distress, medication effects or other impairment can reduce judgment, balance and reaction.
- Notify the foreman or designated company contact when you cannot safely perform the assignment or need a restriction addressed. Employees do not need to disclose a diagnosis to the crew.
- Comply with the separate Drug and Alcohol policy. Never work while impaired by alcohol, illegal drugs, misused medication or any condition that makes the task unsafe.

New or Unfamiliar Work

- Stop and obtain instruction before beginning unfamiliar equipment, material, chemical, access method or process.
- Observe/perform under appropriate supervision until understanding and ability are demonstrated.

Visitors and Deliveries

- Visitors sign in or receive required briefing, wear designated PPE and remain escorted/restricted as conditions require.
- Coordinate delivery route, backing/spotter, unloading zone, overhead clearance, ground capacity and separation from employees/public before arrival.

Work Authorization Hold Point

- No employee begins when required training, role designation, permit, JHA, PPE, emergency information or supervisor direction is missing.

3. Daily Pre-Task Planning and Change Management

Daily JHA / Pre-Task Plan

- Before each shift and new phase, foreman and crew discuss the exact task, sequence, people, equipment, materials, location, adjacent work and expected changes.
- Identify struck-by/caught-between, falls, traffic, utilities, equipment, suspended loads, excavation, water, chemicals/dust/noise, weather, ergonomic and public hazards.
- Select controls using elimination/substitution, engineering controls, work practices/administrative controls and PPE. Assign competent/qualified persons and emergency roles.
- Document required plan and employee participation. Crew members ask questions and identify concerns rather than simply signing.

Verify Before Work

- Inspect access, work surface, guards, barriers, tools, equipment, PPE, rescue/first-aid, traffic control, lighting, utilities and communication.
- Confirm permits and plans match actual location, crew, equipment, capacities, sequence and conditions. Generic or yesterday's paperwork is not authorization.
- Coordinate simultaneous operations and subcontractor handoffs; establish exclusion zones and control who may enter.

Change Management

- Pause and reassess after weather, alarm, near miss, equipment defect, utility discovery, material/weight change, design/sequence change, personnel change or new adjacent operation.
- Update the JHA/permit/plan, obtain competent/qualified/engineering review where required and rebrief everyone affected before restart.
- End-of-shift handoff identifies energized systems, incomplete work, temporary supports, open excavations, traffic changes, suspended/unstable material and restrictions.

Stop-Work Expectations

- Any employee may call stop. Use plain language/radio signal, secure movement/energy if safe, warn affected people and notify the foreman.
- Work restarts only after the hazard is corrected or controlled, required authorization is obtained and affected employees understand the revised method.

No Improvisation

- Do not change guards, anchors, rigging, attachments, capacities, supports, energy controls, traffic devices or work sequence without approval under the governing policy.

4. Safe Conduct, Communication and Attention

Professional Conduct

- Horseplay, fighting, practical jokes, throwing objects, tampering with another person's PPE/equipment and reckless behavior are prohibited.
- Do not run except when necessary for emergency response and the route is safe. Walk deliberately and maintain awareness of moving vehicles, uneven ground and overhead work.
- Treat coworkers, subcontractors, inspectors and the public respectfully. Harassment, intimidation and retaliation—including for reporting hazards—are prohibited.

Attention to Work

- Do not distract an operator, signal person, spotter, flagger, worker at height or employee performing a critical step.
- Personal phones, earbuds and entertainment devices are prohibited in active work areas unless specifically authorized for the task and they do not interfere with hearing, vision, communication or awareness.
- Stop in a safe location before reading/sending messages, taking photos or using applications. Never use a handheld device while operating/driving.

Communication

- Use agreed radio channel, hand signals and stop signals. Repeat back critical instructions involving movement, energy, load release, traffic changes or emergency action.
- One designated signal person directs equipment when required; anyone may give the emergency stop signal.
- Maintain line of sight or reliable communication. Stop movement if communication fails, visibility is lost or personnel enter the zone.

Working Alone / Remote Work

- Foreman evaluates whether the task permits lone work. High-risk work requiring attendant, spotter, rescue, traffic control or emergency observation shall not be performed alone.
- Establish check-in method, location tracking/access and escalation for permitted remote work. Account for poor cellular/radio coverage.

Personal Condition

- Use breaks, hydration, warm-up/cooling and work/rest controls provided for conditions. Report fatigue, dizziness, confusion, loss of coordination or other symptoms promptly.
- Do not pressure another employee to continue when that person calls stop or reports symptoms.

Smoking and Open Flame

- Smoke/vape only in designated areas. Obey no-smoking/open-flame rules around fuel, gases, coatings, batteries, explosives and combustible operations.

5. PPE, Clothing, Hygiene and Sanitation

PPE Assessment and Use

- Wear PPE selected for the hazard and ensure it properly fits. Inspect before use; maintain it sanitary/reliable; replace damaged, expired or contaminated items.
- Baseline jobsite requirements and enhanced PPE for traffic, night work, water, welding, chemicals, noise, silica/lead and fall exposure are defined in the PPE and hazard-specific policies.
- PPE is the last line of defense and does not replace guards, ventilation, traffic control, fall prevention or other feasible controls.

Clothing and Personal Items

- Wear sturdy construction footwear and clothing appropriate to weather/task. Secure loose/torn clothing, long hair, beards, jewelry and drawstrings around machinery, rotating tools, flame and snag hazards.
- Do not wear clothing contaminated with fuel, solvent, lead, concrete or other hazardous material into vehicles, eating areas or home when the applicable policy requires controlled removal/decontamination.
- Use high-visibility apparel and task-specific flame/arc/cut/chemical protection where required.

Potable Water

- Provide adequate potable water. Dispensing containers shall be clearly marked, tightly closable and equipped with a tap; dipping and common drinking cups are prohibited.
- Keep drinking water and single-use cups sanitary; separate from nonpotable water. Clearly mark nonpotable outlets and prevent cross-connections.

Toilets and Washing

- Use only provided toilet facilities and keep them sanitary. Provide facilities meeting 1926.51; mobile crews may use nearby facilities only when transportation is readily available.
- Provide handwashing facilities/agents and near-proximity washing where harmful contaminants may contact employees. Wash before eating, drinking, smoking/vaping or leaving as required.
- Food and beverages are prohibited in toilet rooms and areas exposed to toxic materials. Use designated clean areas.

Heat, Cold and Personal Care

- Use water, shade/rest, acclimatization and clothing controls under the Heat, Cold and Severe Weather policy. Do not take salt tablets unless directed by a medical professional.
- Apply sunscreen/insect/tick controls as appropriate; report bites, allergic reactions and harmful plant/animal exposure.

6. Access, Housekeeping and Work-Area Control

Designated Access

- Use designated roads, walkways, stairs, ladders, scaffolds, aerial lifts and crossings. Do not take shortcuts through equipment zones, under suspended loads, across traffic or over unprotected openings.
- Maintain three-point contact where required and keep hands available. Hoist materials instead of carrying items that prevent safe climbing.
- Barricade/close unsafe routes and provide a safe alternative. Keep emergency and responder access open.

Housekeeping

- Keep form/scrap lumber with protruding nails and other debris cleared from work areas, passageways and stairs. Pull, bend or guard nails promptly.
- Remove combustible scrap regularly using safe means. Provide covered containers for oily, flammable, hazardous or harmful waste and dispose at regular intervals.
- Control cords, hoses, rebar, banding, mud, ice, water, tools and materials so they do not create trip, fire, impalement or access hazards.

Storage and Staging

- Stack, rack, block or secure material against rolling, sliding, falling or collapse. Do not exceed deck/floor/scaffold capacity or block fire equipment, panels, exits or guardrails.
- Stage only material needed for the operation near work edges, scaffolds/runways and traffic. Secure light/sheet material against wind.
- Maintain clear lifting/landing zones and keep employees outside line-of-fire.

Barricades and Signs

- Use the correct traffic-control device, guardrail, cover, fence, warning line or substantial barricade for the hazard. Tape alone is not fall protection or a physical barrier.
- Keep signs legible and remove/change them when conditions change. Do not cross barricades without authorization and confirmation it is safe.

Public and Environmental Protection

- Prevent tools, dust, slurry, debris and equipment from entering live traffic, waterways, adjacent property or public areas.
- Secure the site at shift end; protect incomplete work, openings, materials, equipment and access from unauthorized entry.

7. Tools, Temporary Power and Hazardous Energy

Tool Selection and Inspection

- Use the right tool/accessory for the task and within manufacturer rating. Inspect before use for guards, handles, switches, cords/hoses, blades/bits, pins, leaks and damage.
- Remove unsafe equipment by tagging/locking controls or physically removing it from operation. Do not use until authorized repair and required testing are complete.
- Do not use makeshift tools, cheater bars, altered attachments, taped hydraulic leaks or modified guards.

Guards and Use

- Keep required guards and safety devices installed/functional. Do not bypass interlocks, tie back triggers or defeat controls.
- Disconnect/isolate energy before adjustments, blade/bit changes, clearing jams or maintenance. Secure the workpiece and maintain stable footing/body position.
- Powder-actuated tools may be used only by trained/authorized operators under the tool policy and manufacturer requirements.

Electrical and Temporary Power

- Use GFCI protection as required by company policy; inspect cords/plugs/tools before use; keep connections dry and protected from traffic/damage.
- Do not remove grounding pins, daisy-chain unsuitable devices, repeatedly reset tripped protection or repair electrical equipment unless authorized/qualified.
- Maintain overhead/underground utility clearance and treat systems as energized until verified otherwise.

Compressed Air and Hydraulics

- Inspect hoses/couplings and secure against separation where required. Never use compressed air to clean clothing/body or direct it at another person.
- Relieve pressure and block/secure elevated components before disconnecting, clearing or servicing. Never search for hydraulic leaks with hands.
- Keep clear of hose whip, injection, stored pressure and unsupported dump beds/attachments.

Hazardous Energy Control

- Before servicing, identify all electrical, hydraulic, pneumatic, mechanical, gravity, thermal and chemical energy; shut down, isolate, lock/tag, dissipate and verify under the LOTO policy.
- Do not remove another employee's lock except through the documented company procedure. Cord-and-plug control applies only when unplugging fully controls the hazard and plug remains under exclusive control.

Fueling and Hot Work

- Shut down/control equipment before fueling/lubrication as required; control ignition and spills.
- Follow hot-work permit, fire-watch, cylinder and coating/respiratory requirements for welding, cutting, heating and grinding.

8. Equipment, Vehicles and Live-Traffic Interaction

Authorization and Inspection

- Only qualified/authorized employees operate equipment and company vehicles. Complete required pre-use/daily inspection and report defects.
- Seat belts/restraints shall be worn. Do not carry unauthorized riders; use only manufacturer-provided seats/locations.
- Verify alarms, cameras, mirrors, lights, brakes, steering, tires/tracks, guards, fire extinguisher and attachments. Remove unsafe equipment from service.

Operating Practices

- Maintain control and speed appropriate to surface, visibility, traffic, weather and congestion. Use designated routes and internal traffic-control plan.
- Before movement, check all sides, sound/communicate as required and account for workers in blind areas. Use a spotter when the plan, visibility or hazard requires it.
- Lower attachments, neutralize controls, set brake, shut down and chock/block as required when parked or serviced. Never work beneath unsupported raised equipment.

Backing and Spotters

- Avoid backing by planning pull-through/staging. When backing is necessary, establish controlled zone and use trained spotter where required.
- Operator stops immediately if the spotter is lost from view, signal is unclear, person enters the zone or conditions change.
- Spotter remains visible, outside travel/pinch path and free of conflicting duties; anyone may give emergency stop.

Live Traffic

- Enter work zones only through designated access and remain within protection. Face traffic when practical, keep escape path and never rely solely on high-visibility apparel.
- Follow approved traffic-control plan and assigned flagger/spotter. Do not move/remove devices without authorization.
- Prevent equipment, swing radius, loads, debris and employees from intruding into open lanes. Stop for displaced devices, queueing, speeding/aggressive driver or loss of positive protection.

Mobile Devices and Fatigue

- No handheld phone use while driving/operating. Stop/park safely before communication.
- Comply with CDL/CMV rules and hours/rest requirements. Report fatigue or medication effects that make driving/operation unsafe.

Overhead Lines / Utilities

- Plan equipment/boom/load routes and maintain required clearances; use utility coordination, dedicated spotters and encroachment prevention under applicable policies.

9. Line of Fire and Material Handling

Line-of-Fire Assessment

- Identify where a person could be struck, crushed, pinned, caught, cut, injected, burned or pulled by moving equipment, suspended/rolling material, tension, pressure, gravity or release.
- Position outside travel, swing, collapse, drop, snapback, pinch, discharge and stored-energy paths. Do not assume an operator can see you.
- Use barriers, exclusion zones, blocking, taglines, remote tools, stops and communication to keep bodies out of the hazard.

Suspended and Supported Loads

- Do not stand or pass beneath suspended loads. Only essential assigned employees may enter a controlled load zone where specifically allowed and protected.
- Never place a body part beneath an object supported only by crane, forks, bucket, jack, hydraulics or rigging. Use rated cribbing/stands/blocking.
- Land and secure material before releasing rigging; chock round material and protect against wind/traffic/vibration.

Manual Handling

- Plan weight, center of gravity, route and landing. Use mechanical assistance, smaller loads or team handling when one person cannot maintain safe control.
- Face the task, stable footing, load close, smooth movement and step to turn rather than twisting. Keep hands/feet out of pinch points.
- Do not carry material on ladders or across edges if it prevents three-point contact, vision or fall-protection use.

Stored Energy and Tension

- Stay out of cable/rope/chain/banding/rebar/form snapback zones. Restrain bundles/components before cutting straps, bolts, welds or connections.
- Release pressure/tension gradually under an approved method. Stop for unexpected movement, sound, deformation or load.

Falling Objects

- Secure tools/material at elevation; use toe boards, screens, canopies, controlled-access/drop zones and tool tethering where appropriate.
- Do not work directly below chipping, cutting, demolition, deck work or material handling without an approved protection/separation plan.

Hand Safety

- Use handles, push tools, taglines, spacers and alignment bars. Do not use hands/feet to stop moving loads or reach into blind pinch points.

10. Elevated Work, Openings and Work Near Water

Fall Prevention

- Use guardrails, covers, scaffolds/aerial lifts or personal fall protection as required. Plan anchors, leading edges, swing fall, sharp edges and rescue before exposure.
- Maintain six-foot construction fall protection where applicable; hazard-specific standards may require protection at lower heights or under different conditions.
- Do not climb braces, forms, equipment, guardrails or improvised surfaces. Never stand on buckets, forks, pallets or makeshift platforms.

Floor / Deck / Wall Openings

- Guard or securely cover openings immediately. Covers must support imposed loads, be secured against displacement and marked/identified where required.
- Protect open bridge joints, deck removals, manholes, cofferdams, pits and temporary access changes. Do not remove protection without controlling the exposure and replacing it promptly.
- Keep material/equipment from overloading covers or pushing employees into openings.

Ladders and Scaffolds

- Inspect and use according to the Ladder/Scaffold policies. Set on stable support, maintain access and do not use damaged or makeshift equipment.
- Maintain three-point contact; do not overreach; reposition. Secure ladders as required and use stepladders fully open/locked.
- Scaffolds are erected/alterd under competent-person requirements; do not overload, move occupied scaffolds or use incomplete platforms.

Aerial Lifts

- Only trained/authorized operators; inspect, use harness/restraint as required, close gates and keep feet on platform floor.
- Set up on suitable surface; control traffic/equipment; maintain overhead/power-line clearance and do not use as a crane unless designed/approved.

Working Over or Near Water

- Wear USCG-approved PFD where drowning hazard exists and inspect before use. Provide ring buoys, skiff/rescue and access under the Working Over Water policy.
- Account for current, temperature, vessel traffic, ice, darkness, fall protection interaction and rescue time. Never work alone where immediate rescue is required.
- Keep egress clear and stop when water/weather or rescue capability no longer matches the plan.

11. Chemicals, Environmental and Weather Conditions

Hazard Communication

- Know chemical identity, label, SDS location and required controls before use. Do not use unlabeled containers or introduce a new chemical without review/training.
- Follow specific programs for silica, lead, asbestos, hexavalent chromium, respiratory protection, coatings, concrete and other exposures.
- Use ventilation/wet methods/containment and hygiene; PPE does not replace feasible exposure controls.

Dust, Fumes, Noise and Vibration

- Control concrete/silica dust, welding/cutting fumes, exhaust and coating vapors at the source. Do not dry sweep or use compressed air when prohibited.
- Use hearing protection and controls where required; maintain communication and warning-signal audibility.
- Select/maintain lower-vibration tools/equipment, adjust seats and report numbness, tingling or recurring symptoms early.

Heat, Cold and Severe Weather

- Follow the Heat, Cold and Severe Weather policy: acclimatization, water, shade/rest, clothing, buddy observation, work/rest changes and emergency response.
- Monitor lightning, tornado, high wind, flooding, snow/ice, wildfire and visibility. Know shelter/evacuation triggers and do not wait until conditions reach the crew.
- Secure cranes, aerial lifts, forms, sheets, tarps and material for wind; reassess traffic, access, ground and water after weather.

Environmental Protection

- Prevent fuel, oil, concrete washout, slurry, paint chips, debris and chemicals from reaching waterways, storm drains, soil or public areas.
- Use containment and spill controls; stop and report releases. Do not wash equipment or discharge water unless authorized by project/environmental requirements.

Plants, Animals and Biological Hazards

- Identify ticks, mosquitoes, stinging insects, poison plants, rodents, bird/bat waste and waterborne hazards; provide avoidance, hygiene and first-aid information.
- Do not disturb nests, carcasses or contaminated waste without assessment/PPE. Report bites, stings, allergic symptoms and exposure promptly.

Sanitary Work Practices

- Keep contaminated gloves/clothing out of eating/drinking areas. Wash hands/face before breaks and follow decontamination/change-room requirements for regulated hazards.

12. Emergency Response, Reporting and Stop Work

Know the Site Plan

- Know exact project address/GPS/access, alarm, 911 caller, responder guide, muster/accountability, hospital, first-aid/AED and severe-weather shelter.
- Review fire, traffic intrusion, utility contact, fall/water/confined-space rescue, collapse, chemical release and equipment emergency actions.
- Do not attempt technical rescue unless trained, equipped and assigned under the site plan. Improvised rescue often creates additional victims.

Emergency Actions

- Stop work and energy/movement if safe; warn others; activate alarm; call 911; give exact location/access and hazard; move to designated safe area and account.
- Do not move an injured person unless necessary to prevent greater harm and trained to do so. Provide first aid/CPR/AED within training.
- Preserve the scene/equipment unless movement is required for rescue or prevention of greater harm. Only authorized personnel release/restart the area.

Reporting

- Report every injury and work-related illness promptly, no matter how minor; obtain appropriate treatment and complete required documentation.
- Immediately report near misses, property/equipment damage, environmental releases, utility contacts, traffic intrusions, fires, dropped loads and serious hazards.
- Management completes OSHA severe-event reporting and recordkeeping under the Incident Reporting policy. Employees shall not make unauthorized external statements or alter evidence.

Immediate Stop-Work Triggers

- Required guard, PPE, permit, inspection, competent/qualified person, traffic control, rescue or emergency resource is missing/ineffective.
- Equipment/tool defect; unexpected utility/material/structure; person enters exclusion zone; communication/visibility lost; unsafe weather/ground/water/traffic.
- Any employee is confused, impaired, experiencing symptoms or believes the task cannot be performed safely as planned.

Restart and Follow-Up

- Correct/isolate the hazard, obtain required review, update the JHA/permit, inspect/test and rebrief affected employees before restart.
- Document corrective action and communicate lessons to other crews performing similar work. No retaliation for good-faith reporting or stop work.

Enforcement and Review

- Willful bypass, unauthorized operation, horseplay, falsification or continuing after stop conditions is subject to company corrective action.
- Review this policy at least annually and after significant change/incident. Printed copies are uncontrolled unless formally issued.

13. Daily General Work-Practices Checklist

VERIFY	EXPECTATION
Plan / crew	JHA discussed; task, sequence, roles, training and changes understood
Emergency	Address/GPS, alarm, 911, muster, first aid/AED and rescue reviewed
PPE	Hazard-specific, properly fitting, inspected and worn correctly
Access / falls	Routes, ladders/scaffolds/lifts, openings and fall protection acceptable
Housekeeping	Debris, nails, cords/hoses, mud/ice/water and waste controlled
Tools / energy	Correct tools inspected; guards/GFCI/LOTO and repairs controlled
Equipment	Operator authorized; inspection complete; backing/blind areas controlled
Traffic / public	Approved devices, access, positive protection/escape and public controls
Line of fire	Swing/drop/snapback/pinch/suspended-load zones identified and controlled
Materials	Weight/capacity, storage, handling, rigging and landing verified
Health / weather	Heat/cold, lightning/wind/flooding, dust/noise/chemicals and hygiene controlled
Handoff / stop	Crew knows stop signal; defects, corrective actions and incomplete work documented

PROJECT: _____	DATE / SHIFT: _____
FOREMAN: _____	CREW / PHASE: _____
CONCERNS / CORRECTIVE ACTIONS:	

14. Test Your Knowledge

Circle the best answer. Review missed questions with your foreman before beginning work.

1. What must happen before a new task or phase? A. Begin and adjust later B. Complete and discuss the pre-task plan C. Wait for an inspector	2. Who may stop unsafe work? A. Any employee B. Only management C. Only a competent person
3. What happens to defective equipment? A. Use it carefully B. Repair it while operating C. Tag/lock or remove it from service	4. When may a handheld phone be used while operating? A. For short calls B. Never C. When traffic is slow
5. What should happen when field conditions change? A. Pause, reassess and rebrief B. Continue with yesterday's plan C. Remove a guard	6. Who may operate machinery? A. Any employee B. Visitors C. Qualified/authorized employees
7. Where may an employee stand relative to a suspended load? A. Directly below B. Outside the controlled load path C. On the load	8. What is required before servicing equipment? A. Lock/tag and verify energy control B. Turn off one switch only C. Ask someone to watch
9. What should happen to every injury or near miss? A. Report it promptly B. Hide it if minor C. Wait until payroll	10. What governs a detailed hazard such as confined space? A. General rules only B. Crew preference C. The applicable topic-specific policy and plan

EMPLOYEE: _____

DATE: _____

ANSWER KEY: 1-B | 2-A | 3-C | 4-B | 5-A | 6-C | 7-B | 8-A | 9-A | 10-C