

Emergency Action/Fire Prevention Plan

Tates Rents

This emergency action plan and fire prevention plan has been developed for Tate Rents to comply with 29 CFR 1910.38. The purpose of this plan is to establish managerial and employee actions for fires, accidents, violent storms, earthquakes, releases of hazardous chemicals into the atmosphere and chemical spills, or any other catastrophe.

The HR Manager has the ultimate approval, implementation, and annual review responsibilities for this plan and to assure the plan is understood and followed by all employees. All new employees will be thoroughly instructed in this plan before they begin their initial work assignments and told where the plan will be kept. An up-to-date copy of this plan is always kept in a binder at the store location AND the Tate Rents website.

Emergency Evacuation Plan

A. Building Evacuation

An alarm¹ to signal a full evacuation of this work place will be by means of the following: (audible alarm). Whenever the alarm sounds, the building will evacuate by designated routes to predetermined assembly areas. Wherever possible, a full evacuation drill covering all employees will be held on the first business day² of February.

Once an evacuation is begun, it will be carried to completion even if it is known to be a false alarm. Re-entry³ will not be permitted until the all clear is sounded.

B. Emergency Escape Procedure and Emergency Routes

Appendix A of this plan includes an illustration of the plant layout, emergency escape routes for each department and the designated meeting locations for each department.

In case of any emergency, **unless employees are exposed to immediate serious danger**, employees shall activate the facility alarm system (see above) and then leave the affected work area immediately via the emergency route assignments posted in their work area and reproduced in Appendix A **unless the route is blocked by the emergency and cannot safely be passed by**. An alternative route, remote from the emergency incident shall be designated by the Store Manager/Assistant Manager and shall be used for emergency egress.

Before implementation of this plan, a primary evacuation route and at least one alternate route will be designated. All primary emergency escape routes and designated meeting locations shall be provided

¹ Refer to 29 CFR 1910.165 for additional details concerning employee alarm systems. For those employers with 10 or fewer employees, direct voice communications is an acceptable alarm system.

² Drill frequencies will vary; in some facilities, 6 month to 1 year intervals may be sufficient. In many medium and large industrial facilities, partial evacuation may be acceptable in certain circumstances.

³ Review 29 CFR 1910.120 for proper procedures to follow for re-entry particularly if the reason for evacuation was a chemical release where the concentration was unknown even if one suspects it was not a significant amount.

to each employee and approved by the HR Manager as part of the emergency planning process. An orderly evacuation shall be supervised by Store Manager/Assistant Manager, who will check all rooms/enclosed spaces and report any problems via telephone, radio, or other means to Operations Manager. Wherever applicable, they shall also ensure that all fire doors are closed on their way out and report to their designated meeting location.

Store Manager/Assistant Manager shall provide for the specialized evacuation of any disabled employees.

C. Critical Operations or Processes

Store Manager/Assistant Manager will determine if there are any critical facility operations or processes which need to be shut down or inactivated before total evacuation is completed and will designate such processes and the employees⁴ to accomplish the shut down in advance. Where applicable, the Store Manager/Assistant Manager will assure that emergency shut down procedures are conspicuously posted on each machine or at each process.

If an identified critical operation or process cannot be shut down or requires a substantial time delay, the Operations Manager must be so notified when possible with the full explanation of the situation.

D. Post-Evacuation Accounting for all Employees

When the facility has been evacuated and all employees have arrived at their designated meeting places, a head count and accounting of any missing people will be taken when possible by Store Manager/Assistant Manager. The names and known or suspected locations for all unaccounted people will be sent to the Operations Manager.

Any stragglers and the known location and condition of any injured people and will be reported to the Operations Manager.

E. Rescue and Medical Duties

The Manager/Assistant Manager is/are expected to perform rescue or medical/first aid⁵ duties if/when needed in case of an emergency at this site. If no employees are designated to perform medical emergency services, **call 911** for the Fire Department or other Emergency Responder services to perform all emergency response duties as needed. Otherwise, any rescue or first-aid attempts on trapped or injured persons is voluntary and is governed by the rules of common sense.

If anyone is trapped and/or injured in the emergency or during the evacuation, the situation and location shall be noted and communicated to Operations Manager when possible.

F. Preferred Means of Reporting Fires and Emergencies

Activate the facility's alarm or call the Operations Manager at 208-338-5861 and communicate the

⁴ Only process operators who are appropriately trained in 29 CFR 1910.120 may re-enter any area where the release is above the PEL or unknown in concentration. This training must be at the HAZMAT TECHNICIAN or SPECIALIST level.

⁵ If the facility has designated first aid responders, refer to 29 CFR 1910.1030 for the requirements for training, personal protective equipment and a written *Exposure Control Plan* for preventing potential exposure to *bloodborne pathogens*.

particulars of the incident when possible. If no one can be reached, dial **911** and give the particulars of the emergency to the dispatcher.

The following are the person(s) to contact for information about this emergency action plan:

Name(s)	Contact Information
Dereck Diercks	208-501-5292 ddiercks@tatesrents.com
Bryan Meier	208-866-7392 bmeier@tatesrents.com
Joe Foster	208-919-1607 jfoster@tatesrents.com
Haley Hennessey	208-590-3439 hennessey@tatesrents.com

G. Training

Before implementing this emergency action plan, the HR Manager shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees and shall review the plan with each employee covered by the plan at the following times:

- Initially when the plan is developed,
- Whenever the employee's responsibilities or designated actions under the plan change, and
- Whenever the plan is changed.

The HR Manager shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. This written plan⁶ shall be kept at the store and made available for employee review.

FIRE PREVENTION PLAN

A. Major Workplace Fire Hazards, Potential Ignition Sources, Controls and Fire Protection Equipment

Following are the major workplace fire hazards and potential ignition sources at this facility, their proper handling/storage and control procedures, and the type of fire protection equipment or systems for prevention, control, or extinguishment of fires involving them:

WORK PLACE FIRE HAZARDS AND IGNITION SOURCES	HANDLING, STORAGE⁷ AND CONTROL PROCEDURES	FIRE CONTROL OR PROTECTION EQUIPMENT/SYSTEMS
LP Gas/Diesel/Gas/Welding Gas/Dirty Rags/ Flammable Chemicals	Placed in approved containers and away from ignition sources	Fire Extinguishers/SDS/Training/ Containment

B. Personnel Responsible for Using and Maintaining Fire Prevention/Control Equipment and Systems

Following is a list of personnel who will use and maintain fire extinguishers, and fire prevention/control equipment and systems at this facility:

JOB TITLE	EQUIPMENT RESPONSIBLE FOR
Store Manager	Fire Extinguisher/Containment
Assistant Manager	Fire Extinguisher/Containment
Shop Supervisor	Fire Extinguisher/Containment
HR Manager	SDS/Training

C. Personnel Responsible for Control of Fuel Source Hazards

Following are the job titles of personnel responsible for control of fuel source hazards:

FUEL SOURCE HAZARD⁸	JOB TITLE RESPONSIBLE FOR ITS CONTROL
LP Gas/Diesel/Gasoline/Welding Gas/Flammable Chemicals/Dirty Rags	Manager/Assistant Manager/Shop Supervisor

D. Housekeeping

The Manager/Assistant Manager/Shop Supervisor shall ensure that accumulations of flammable and combustible waste materials and residues are controlled so that they do not contribute to a fire emergency. The housekeeping procedures that shall be followed for this facility are as follows:

- No accumulation of trash
- Keep a clean and tidy workspace

E. Training

The HR Manager shall train all employees of the fire hazards of the materials and processes to which they are exposed by reviewing with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency. This written plan⁹ shall be kept in the workplace and made available for employee review.

F. Maintenance

The Manager/Assistant Manager shall regularly and properly maintain, according to established procedures, equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials.

Appendix A: Emergency Escape and Evacuation Routes

This appendix should include an illustration of the plant layout, emergency escape routes for each department and the designated meeting locations for each department.

Appendix B: The S.A.F.E Procedure

These instructions consist of a four-step procedure that this facility recommends employees follow during a fire. **This procedure should be memorized by all employees.** Experience has demonstrated that the best response to a plant fire is to first sound the alarm, then let others know there is a fire, then combat the fire if possible, and, finally, to evacuate if necessary. The plan works best when expressed as an easily recalled acronym such as **S.A.F.E.**

S - Sound the Alarm: Either sound it yourself or call out to someone else to sound it. This allows the fire department to be on its way while other activities are being performed.

A - Alert Others: Quickly tell others in the area of the fire. Do this in a calm, firm manner. **DO NOT CAUSE A PANIC.** Secure the area for the fire department. Close all doors and windows to prevent the spread of smoke and flames. Call security and/or the fire department to give them verification and location of the fire.

F - Fight the Fire: Do this only in the case of a manageable fire, one which you have the training and experience to fight, for example, a fire in a wastebasket. If possible two employees should fight the fire together using two fire extinguishers. If you have any doubt about your ability to fight the fire, then do not attempt to combat it.

E - Evacuate the Area: If necessary.

Fire Extinguishers

Safety Training Handout

Extinguishers are classed by the type fire they can put out. Some extinguishers are **Combination** types that can be used on several different types of fires

Using a Fire Extinguisher

P-A-S-S

Pull the pin

Aim at base of fire

Squeeze the handle

Sweep from side to side



Types of Fires

Class A

Combustible material such as paper and wood

Class B

Fires involving flammable liquids such as gasoline, paint, diesel fuel or solvents

Class C

Fires started in electrical equipment by arcing or overheating

Class D

Fires involving combustible metal powders, flakes or shavings

Smart Safety Rules

Stand 6 to 8 feet away from the fire

Use an extinguisher **ONLY** if you have been trained to use it.

Fire Extinguishers are for small fires in the early stages.

Know where fire extinguishers are located

Never place a pressurized fire extinguisher upright unless you are holding it - if it falls over the nozzle can break off

All fire extinguishers should have an inspection tag and a trigger seal and a pin

After use, do not put a fire extinguishers back on its mounting – it must be refilled before being returned to its location



The



SAFE

Procedure

S

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Do this only in the case of a manageable fire, one which you have the training and experience to fight, for example, a fire in a wastebasket. If possible, two employees should fight the fire together using two fire extinguishers. If you have any doubt about your ability to fight the fire, then do not attempt to combat it.

E

Evacuate the Area!

If necessary



HAZARD COMMUNICATION PROGRAM

1. Company Policy

To ensure information about the dangers of all hazardous chemicals used by Tates Rents is known by all affected workers, the following hazard communication program has been implemented. Under this program, workers will be informed of the requirements of the OSHA Hazard Communication Standard, the operations where exposure to hazardous chemicals may occur, and how workers can access this program, as well as labels and SDSs.

This program applies to any chemical which is known to be present in the workplace in such a manner that involve potential exposure to chemicals are part of the hazard communication program. Copies of the hazard communication program are available in the SDS Binder and company website for review by any interested worker.

The HR Manager is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

2. Container Labeling

The Store Manager/Assistant Manager will verify that all containers received for use will be clearly labeled in accord with the requirements of HazCom 2012, including a product identifier, pictogram, hazard statement, signal word, and precautionary statements, as well as the supplier's contact information (name and address).

The Store Manager/Assistant Manager in each work area will ensure that all secondary containers are labeled with the original supplier's label or with an alternative workplace label. For help with labeling, see the HR Manager.

The Store Manager/Assistant Manager will review the stores labeling procedure every year and will update labels as required.

3. Safety Data Sheets (SDSs)

The HR Manager is responsible for establishing and monitoring the company SDS program.

Copies of SDSs for all hazardous chemicals to which workers are exposed or are potentially exposed will be kept in the SDS Binder and company website. Workers can access SDSs by getting the SDS binder and/or accessing the company website

SDSs will be readily available to all workers in each work area during each work shift. If an SDS is not available, contact the HR Manager.

The HR Manager is responsible for reviewing the SDSs received for safety and health implications, and initiating any needed changes in workplace practices.

4. Employee Information and Training

The HR Manager is responsible for employee information and training.

Every worker who will be potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication standard and this program before starting work.

The training program for new workers is as follows:

- Training will be pushed out via Paylocity and will explain what the SDS is and how to use it.

Prior to introducing a new chemical hazard into any work area, each worker in that work area will be given information and training as outlined above for the new chemical hazard. The training format will be as follows:

- Training will be pushed out via Paylocity about the new chemical and how to safely work with said chemical.

5. Hazards of Non-routine Tasks

Periodically, workers are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are: confined space entry, tank cleaning, and painting reactor vessels. Prior to starting work on such projects, each affected worker will be given information by the HR Manager about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the worker should use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another worker (buddy systems), and emergency procedures.

6. Informing Other Employers/Contractors

It is the responsibility of Store Manager/Assistant Manager to provide other employers and contractors with information about hazardous chemicals that their workers may be exposed to on this work site, and suggested precautions for workers. It is the responsibility of the Store Manager/Assistant Manager to obtain information about hazardous chemicals used by other employers to which our workers may be exposed.

Other employers and contractors will be provided with SDSs for hazardous chemicals generated by this company's operations in the following manner:

- Tates Rents will provide copies of SDS

In addition to providing a copy of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect workers exposed to operations performed by this company.

Also, other employers will be informed of the hazard labels used by the company. If alternative workplace labeling systems are used, the other employers will be provided with information to understand the labels used for hazardous chemicals to which their workers may have exposure.

7. List of Hazardous Chemicals

A list of all known hazardous chemicals in the workplace is attached to this program. This list includes the name of each chemical, and the work area(s) in which each of the chemicals is used. Further information on each chemical may be obtained from the SDSs, located at the store or on the company website

When new chemicals are received, this list is updated within (10) days of introduction into the workplace. To ensure that any new chemical is added in a timely manner, the following procedures shall be followed:

- The Parts/Purchasing Manager will provide any new SDS sheets

The hazardous chemical inventory is compiled and maintained by the HR Manager.

8. Chemicals in Unlabeled Pipes

Work activities may be performed by workers in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the worker shall be informed by Store Manager/Assistant Manager about the identity and hazards of the chemicals in the pipe, as well as required precautionary measures required to be

followed.

9. Program Availability

A copy of this program will be made available, upon request, to workers, their designated representatives, and OSHA.



Hazard Communication Standard Labels

OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown on the right. Supplemental information can also be provided on the label as needed.

For more information:



(800) 321-OSHA (6742)
www.osha.gov

SAMPLE LABEL

CODE _____ } **Product Identifier**
Product Name _____ }

Company Name _____ } **Supplier Identification**
Street Address _____ }
City _____ State _____ }
Postal Code _____ Country _____ }
Emergency Phone Number _____ }

Keep container tightly closed. Store in a cool, well-ventilated place that is locked.
Keep away from heat/sparks/open flame. No smoking.
Only use non-sparking tools.
Use explosion-proof electrical equipment.
Take precautionary measures against static discharge.
Ground and bond container and receiving equipment.
Do not breathe vapors.
Wear protective gloves.
Do not eat, drink or smoke when using this product.
Wash hands thoroughly after handling.
Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO₂) fire extinguisher to extinguish.

First Aid

If exposed call Poison Center.
If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.

Hazard Pictograms



Signal Word
Danger

Highly flammable liquid and vapor.
May cause liver and kidney damage. } **Hazard Statements**

Precautionary Statements

Supplemental Information










Directions for Use

Fill weight: _____ Lot Number: _____
Gross weight: _____ Fill Date: _____
Expiration Date: _____

Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases Under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p>Flame Over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> • Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

For more information:

PERSONAL PROTECTIVE EQUIPMENT HAZARD ANALYSIS

It is a management responsibility to identify the need for, and to provide personal protective equipment for the work force. OSHA requires formal analysis and definition of such equipment, as well as training on how to use, and when and where such equipment is required.

In order to meet OSHA requirements (29 CFR 1910.132), and in order to maintain a safe working environment, it will be necessary for all supervisors and managers to analyze the potential job hazards within their area.

Please complete and return the analysis. Instructions for this analysis follow. Thank you for your help in taking an active part in safety.

Instructions:

1. Identify the job titles for all persons within your department.
2. Make copies of the Personal Protective Equipment Hazard Analysis form so that each job is represented on a separate form.
3. Enter the name of your department.
4. Enter the job title to be analyzed.
5. Enter the location or area of the facility that the job holder performs the activities or tasks. Examples of this might be "office," "maintenance shop," "warehouse," etc.
6. Enter your name after "Analysis done by."
7. Enter the date of the analysis.
8. List the activities or tasks that the job holder is required to perform.
9. Use the Hazard Key to identify all potential hazards associated with each task. Enter the hazard numbers in the area corresponding to the activity or task. Use a separate line for each hazard.
10. Use the Body Part Key to identify the part of the body that would be exposed to each hazard. If more than one body part has hazard exposure, list all parts. Enter the body part letters in the area corresponding to the hazard.
11. Use the PPE Required key to identify the PPE required for each hazard listed.

**Tates Rents
Personal Protective Equipment
Written Program
(Reference: 29 CFR 1910.132)**

Tates Rents will assess our workplace to determine if hazards are present or likely to be present which requires the use of Personal Protective Equipment (PPE). If hazards are present or likely to be present, the Your Company Name shall:

- Select the type of PPE that will protect the employee.
- Require the employee to use the PPE.
- Communicate selection decisions to each affected employee.

(Reference: 29 CFR 1910.132 (d)(1)(i - iii))

Tates Rents shall verify the hazard assessment has been performed through a written certification. The certification shall:

- Identify the workplace where assessment was performed.
- Name the person certifying that the assessment was performed.
- Give the date(s) that the hazard assessment was performed.
- Be identifiable as a document of certification of hazard assessment.

(Reference: 29 CFR 1910.132 (d)(2))

Assure that defective or damaged PPE not be used. **(Reference: 29 CFR 1910.132(e))**

Tates Rents will provide training to each employee who is required by this section to use PPE. Each employee shall be trained to know at least the following:

- When PPE is necessary;
- What PPE is necessary;
- How to put on, take off, adjust, and wear PPE;
- Limitations of PPE; and
- Proper care, maintenance, useful life, and disposal of the PPE.

(Reference: 29 CFR 1910.132 (f)(1)(i-v))

Before being allowed to perform work that requires the use of PPE, each employee shall;

- Demonstrate an understanding of training provided;
- Demonstrate ability to properly use PPE.

When the Tates Rents has reason to believe that an employee does not understand the training or possess the skill required to wear the PPE the employer shall retrain the employee. Other circumstances where retraining is required include, but not limited to:

- Changes in the workplace that render previous training obsolete.
- Changes in PPE that render previous training obsolete.
- Employee does not retain understanding or skill to use PPE.

Tates Rents shall verify that each affected employee receives and understands the required training. The verification shall:

- Be a written certification.
- Show the name of the employee trained.
- Show the date(s) of training.
- Identify the subject of certification.

Hazard Analysis Worksheet

Depart <u>Company Wide</u> Job Title <u>Rental Consultants</u> <u>Store Managers</u> <u>Assistant Managers</u> <u>Drivers</u> <u>Mechanics</u> Job Duty Location <u>All Locations</u> Analysis Done By <u>Dereck Diercks</u> Date <u>07/25/2023</u>	Hazard Key 1. Cut 2. Abrasion 3. Burn 4. Fall 5. Falling Object 6. Noise 7. Flying particles 8. Inhalation 9. Bump 10. Slip 11. Splash 12. Other	Body Part Key a. Head b. Face c. Eye(s) d. Ear(s) e. Respiratory f. Trunk g. Arm(s) h. Hand(s) i. Finger(s) j. Leg(s) k. Foot/feet l. Toe(s) m. Other	PPE Required A. Hard Hat B. Chemical goggles C. Safety glasses D. Ear plugs E. Ear muffs F. Body harness G. Gloves (list type) H. Shoes/boots (list type) I. Respirator/Dust Mask J. Other
Activities/Tools	Potential Hazards	Body Part(s)	PPE Required
Service Equip	1,2,3,5,6,7,8,9,10,11	All	C,D,G (Cut resistant),H (non-slip)
Load Equipment	4,6,9,10	G,H,I,J,K	D,H (non-slip)
Deliver Equipment	10	K	H (non-slip)
Fill Propane	3,8,11	B,C,G,H,I	C,G
Welding	3,7,8	C,E,G,H	J (helmet) J (welding vest) G (welding gloves)
Sharpen Mower Blades	1,6,7	A,B,C,D,E,F,G,H,I	C,D,G (cut resistant)
Sharpen Hedge Trimmers	1,6,7	A,B,C,D,E,F,G,H,I	C,D,G (cut resistant)
Using Bench Grinder	1,2,6,7	A,B,C,D,E,F,G,H,I	C,D,G (cut resistant)
Using Angle Grinder	1,2,6,7	A,B,C,D,E,F,G,H,I	C,D,G (cut resistant)
Using Pressure Washer	1,7,11	A,B,C,G,H,J	C,G,H (non-slip)
Using chains/binders	1,	G,H,I	G (crush resistant)
Painting/Stenciling	8	B,C,E	C,I
Using Air Nozzles	6,7	A,B,C,D,E,F,G,H,I	C,D,E,I
Servicing Heaters	3,8	B,E,G	C,G,I

Ladder Safety

Purpose

Ladders present unique opportunities for unsafe acts and unsafe conditions. Employees who use ladders must be trained in proper selection, inspection, use and storage. Improper use of ladders has caused a large percentage of accidents in the workplace are of accidents. Use caution on ladders. OSHA reference: (29 CFR 1910.25, 1910.26, and 1910.27).

Ladder Hazards

Falls from ladders can result in broken bone and death. Ladder safety is a life saving program at our company..

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 purpose.
- Using metal ladders near electrical wires.
- Using ladders as a working platform
- Objects falling from ladders

Ladder Inspection

Inspect ladders before each use.

- 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 manufacturer specifications. Throw away all broken ladders.

Ladder Storage

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

Ladder Ratings

Ladder weight ratings

- I-A 300 pounds (heavy duty)
- I 250 pounds (heavy duty)
- II 225 pounds (medium duty)
- III 200 pounds (light duty).

Limits on ladder length.

- A stepladder should be no more than 20 feet high.
- A one-section ladder should be no more than 30 feet.
- An extension ladder can go to 60 feet, but the sections must overlap.

Ladder Setup

The following procedure must be followed to prevent ladder accidents:

- Place ladder on a clean slip free level surface.
- Extend the ladder to have about 4 feet above the top support or work area.
- Anchor the top and bottom of the ladder
- Place the ladder base 1/4 the height, of the ladder, from the wall when using an extension ladder.
- Never allow more than one person on a ladder
- Use carriers and tool belts to carry objects up a ladder
- Do not lean out from the ladder in any direction
- If you have a fear of heights - don't climb a ladder
- Do not allow other to work under a ladder in use.

Ladder Maintenance

- 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

Ladder Inspection Checklist

Date: _____

Ladder Description: _____

Item To Be Checked	Condition O.K.	Needs Repair
GENERAL		
Loose steps or rungs (consider loose if they can be moved by hand)		
Loose nails, screws, bolts, or other metal parts		
Cracked, split or broken uprights, braces, steps or rungs		
Slivers on uprights, rungs or steps		
Damaged or worn nonslip bases		
STEPLADDERS		
Wobbly (from side strain)		
Loose or bent hinge spreaders		
Broken Stop on hinge spreaders		
Loose hinges		
EXTENSION LADDERS		
Loose, broken, or missing extension locks		
Defective locks that do not seat properly when the ladder is extended		
Deterioration of rope		
TROLLEY LADDERS		
Worn or missing tires		
Wheels that bind		
Floor wheel brackets broken, loose or missing		
Floor wheels and brackets missing		
Ladders binding in guides		
Ladder and rail stops broken, loose and missing		
Rail supports broken or section of rail missing		
Trolley wheels out of adjustment		
TRESTLE LADDERS		
Loose hinges		
Wobbly		
Loose or bent hinge spreaders		
Stop on hinge spreader broken		
Center section guide for extension out of alignment		
Defective locks for extension		

TATES RENTS HOT WORK PERMIT FOR CUTTING OR WELDING

Company Name: _____ Date: _____

Work Location: _____ Type of Work: _____

Start Time: _____ Finish Time: _____

CHECKLIST FOR HOT WORK	YES	NO
Person doing hot work has been trained in safe operation of equipment, and how to work safely		
Appropriate PPE (eye protection, helmet, protective clothing, respirator, gloves, etc.) available		
Where work permits, welding booth screens will be used		
Fire extinguishers placed for immediate use		
Floors swept clean of combustible materials for a radius of 35 feet		
Combustible floors dampened, covered with damp sand, or protected with fire-resistant shields		
Combustible materials and supplies moved at least 35 feet away from hot work location		
Wall and floor openings (windows, etc) within 35 feet of work location have been covered		
Equipment not to be used near flammable vapors or liquids, or containers that have contained flammable vapors or liquids		
Fire hazards that can't be moved protected by appropriate guards		
Dusts and conveyor systems such as duct work that might carry sparks cleaned, protected and shut down where necessary		
Any pipe lines to containers disconnected or blanked		
Equipment to be used is in good condition		
If welding a container, container has been thoroughly cleaned and ventilated		
On-site contractors advised of hot work		
Warning sign(s) posted to warn other workers		
If working in confined space, confined space permit has been issued		
Inspect work area after work is done to ensure it is safe		
Maintain a fire watch during operations and for 30 minutes after work has been completed		

Authorized Signature

Date

For specific requirements, refer to General Industry Standards 1910.146, 1910.252, 1910.253, 1910.254, 1910.272, and Construction Standards 1926.803, 1926.350, 1926.352, 1926.343.