

PROJECT NAME
Fit-out Works – Location

SAFETY PROGRAM

Doc. No.: CBS- SP- 01

Date: Month/ Year

Prepared By:





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	OFFICE Fit-out Works	
CBS -SP-01	Location:	Date:

TABLE OF CONTENTS

1.	ORGANIZATION	3
2.	EDUCATION AND ORIENTATION	4
3.	SAFE WORK PRACTISES AND PROCEDURES	4-11
4.	VIOLATION CONTROL AND PUNISHMENT	11
5.	ACCIDENT REPORTING PROCEDURES	11

Client Logo	SAFETY PROGRAM FIT-OUT WORKS	 CBS <small>Interior Design & Decoration</small>
	OFFICE Fit-out Works	
CBS -SP-01	Location:	Date:


1.0 ORGANIZATION

1.1 Duties Responsibilities and Authorities of Authorized Representatives (Safety Officer).

- 1.1.1 Be responsible for administration arrangement, operations and directions of the accident prevention program.
- 1.1.2 Establish and maintain safety rules and requirements.
- 1.1.3 Provide technical assistance to eliminate or control unsafe behavior and environment.
- 1.1.4 Conduct accident investigations and reporting and check the completeness and accuracy of corrective actions.
- 1.1.5 Recommended appropriate action to remove or control hazards and conduct follow-up inspection to ensure compliance,
- 1.1.6 Conduct safety orientation for all newly hired employers.
- 1.1.7 Instruct and educate the site engineers and foremen who are designated to follow the various kinds of construction procedures and report all injuries no matter how minor they may be.
- 1.1.8 Establish and conduct discipline and punishment to the violators of safety regulations rules and/or requirements such punishment includes transfer from one post to another or ultimately, dismissal.
- 1.1.9 Be responsible for supervising the safety organization.
- 1.1.10 Report accidents and relating safety matters to the Royal Commission and maintain all records relating to safety, which are required.

1.2 Duties, Responsibilities, and Authorities of Safety Supervisor

- 1.2.1 Assist the safety officers to eliminate and control unsafe behavior and environment.
- 1.2.2 Periodically inspect, and order maintenance of safety tools, protection tools fire extinguishers, etc.
- 1.2.3 Conduct accident investigations and reporting recommend appropriate action to remove or control the use of gasoline and similar flammable products in conducting follow-up inspections to ensure compliance.
- 1.2.4 Be responsible to prevent fire hazards.
- 1.2.5 Supervise and control the activities of the safety engineer.
- 1.2.6 Plan and conduct safety surveys and inspections giving particular attention to accident hazards and all new operations as the works progress.
- 1.2.7 Instruct and educate any employees who become safety representatives on various construction activities and rescue them to report all injuries no matter how minor they may be.
- 1.2.8 Be responsible to establish and maintain safety facilities signboards.
- 1.2.9 Be responsible for establishing and maintaining discipline in all areas.


Client Logo	SAFETY PROGRAM FIT-OUT WORKS	
	OFFICE Fit-out Works	
CBS -SP-01	Location:	Date:

2.0 EDUCATION AND ORIENTATION

- 2.0** Instructions and guidelines will be provided by the safety engineer and/or foreman, as is required by the changing nature of the work and personnel.
- 2.1** Any work area, that is considered hazardous, will be tagged. Barricades and appropriate warning signs will be posted.
- 2.2** The same safety practices procedures; orientation and instructions are to be provided to subcontractors working on the site.
- 2.3** Should it be deemed necessary, meetings will be held on-site to re-educate employed personnel to safety requirements.

3.0 SAFE WORK PRACTICES AND PROCEDURES

- 3.1** The safe practices described in this chapter are for employee protection.
All employees shall read and observe them, Accidents happen without warning, and many are caused by lack of knowledge, inattention, and carelessness.
Lack of knowledge of these safe practices will not justify non-compliance.
- 3.2** General
 - 3.2.1** Know how to do your job. Check your work area to determine what problems and hazard may exist. Your activity may endanger fellow workers or nearby equipment and materials. Take necessary steps to safeguard them. Review the safety requirements or each assigned job with your supervisor you will not be expected to do a job, which might result in injury, to yourself or others.
 - 3.2.2** Be sure you understand emergency instructions and anticipate what you will do in case of emergency.
 - 3.2.3** Report unsafe equipment, hazardous conditions and unsafe acts, to your supervisors.
 - 3.2.4** Use safety equipment when it is required.
 - 3.2.5** Practice good housekeeping in your work area. Do not leave materials, which will be hazardous to others.
 - 3.2.6** For your protection, obey all warning signs such as **“KEEP OUT”**, **“NO SMOKING”** and **“AUTHORIZED PERSONNEL ONLY”**.
 - 3.2.7** Do not use compressed air or oxygen to blow dust or dirt clothing.
 - 3.2.8** Carbon Tetra Chloride must not be used for any purpose on the job.
 - 3.2.9** Adequate sanitary facilities provided on the job site do not use any other area.
 - 3.2.10** Failure to follow practices relating to your safety or that fellow employees.

Client Logo	SAFETY PROGRAM FIT-OUT WORKS	 CBS <small>Interior Design & Decoration</small>
	OFFICE Fit-out Works	
CBS -SP-01	Location:	Date:

3.3 Housekeeping


Good housekeeping is an important part of the safety program. It is the responsibility of all employees, supervisors and craftsman alike. To practice good housekeeping.

- 3.3.1 Scrap materials and rubbish are fire accident hazards. If an excess of these materials exist in your work area, ask your supervisor to arrange for their removal.
- 3.3.2 You must use the trash containers, which are located on the jobsite. If you need one in your immediate work area notify your supervisors.
- 3.3.3 Return all surplus materials to the stockpile at the completion of your job.
- 3.3.4 Do not leave tools and materials where they will create a hazard for others. Put them in the box or return them in the tool store.
- 3.3.5 Wipe up spilled oils immediately, if you can't handle the problems notify your supervisor so that he can arrange lot the necessary clean-up.
- 3.3.6 Keep rooms 'clean. Do not let soiled clothes, food scraps and soft drinks bottles accumulate. If drinking cups are used, deposit them in the containers provided. Also place wrappers, paper bags and other trash in these containers.
- 3.3.7 Toilet facilities, and drinking fountains are provided fir your convenience and comfort. Please help to keep them clean and sanitary.

3.4 Personal Protective Equipment:

Personal protective equipment is available for your use. When equipment has been specified for certain work assignment or are- as, you must use it.

- 3.4.1 All employees, visitors and vendors must wear a hard hat in designated hardhat areas.
- 3.4.2 You must wear clothing suitable for the work you are doing.
- 3.4.3 You must wear proper eye protection when exposed to flying objects, dust or chemicals.
- 3.4.4 Hearing protective equipment must be used when directed by safety engineer or foreman.
- 3.4.5 Respiratory protective equipment is required in areas where health hazards exist due to accumulate of dust, fumes, mists or vapors.
- 3.4.6 Safety belts and lifelines must be used when other safe- guards, such as nets, planking or scaffolding cannot be used. Be sure that safety lines are independent of other rigging. The lanyard must be secured at or above the level of the belt.
- 3.4.7 Gloves must be worn when handling objects or substances, which could cut, tear or burn the hands.
- 3.4.8 Rubber boots must be worn for work in concrete, mud or water.
- 3.4.9 Electricians using insulated gloves must inspect them for defects.
- 3.4.10 Situations that may require unique safety equipment and special training shall he discussed with the safety department.

Client Logo	SAFETY PROGRAM FIT-OUT WORKS	 CBS <small>Interior Design & Decoration</small>
	OFFICE Fit-out Works	
CBS -SP-01	Location:	Date:


3.5 First Aid

- 3.5.1 Report all injuries immediately, no matter how minor, to your supervisor. Treatment will be given, and the incident will be recorded. Should later medical care be needed, you will have a record in First Aid of your injury.
- 3.5.2 You must notify your supervisor prior to leaving the jobsite because of a work related injury or illness.
- 3.5.3 Drugs, tranquilizers and insulin must not be taken on the job unless authorized in writing by your personal physician and in all instances your supervisor be notified.
- 3.5.4 Any employee who has physical handicap, such as diabetes, impaired eyesight and hearing, back or hernia or fear of heights, tell your supervisors, you won't be expected to do a job which might result in injury to yourself or others.
- 3.5.5 First Aid teams are organized and trained to render assistance. In the event of an injury or illness, you will get proper first aid treatment.
- 3.5.6 Never move and injured or seriously ill person unless necessary to prevent farther injury. Emergency steps regarding First Aid are posted throughout the job site. Familiarize yourself with them.

First Aid should not be administered by non-designated employees except in case of severe bleeding or cessation of breathing.

3.6 Electrical

- 3.6.1 All electrical tools and equipment must be grounded or double insulated.
- 3.6.2 All electrical tools and equipment must be grounded or double insulated.
- 3.6.3 Damaged or defective electrical tools must be tagged cut off service and returned immediately.
- 3.6.4 Electricians are the only employees authorized to repair electrical equipment. Tampering with or the unauthorized repair of electrical tools or equipment is prohibited.
- 3.6.5 Temporary electrical cords must be covered or elevated wherever possible. They must kept clear of walkways and other locations where they may be exposed to damage or create tripping hazards.
- 3.6.6 Splices in electrical cords must retain the mechanical and electrical strength of the original cable and must be jointed in a safe manner.
- 3.6.7 Temporary lighting must have guards over the bulbs. Broken and burned-out lamps be replaced immediately.
- 3.6.8 Energized wiring in junction boxes, circuit breaker panels, and similar places must be covered at all times.
- 3.6.9 Hazardous areas must be tagged barricaded and/or appropriate warning signs posted.
- 3.6.10 Employees must not work on or in proximity to energized circuits of any voltage unless adequate safety measures have been taken and the work operation has been reviewed and approved by the safety supervisor.

Client Logo	SAFETY PROGRAM FIT-OUT WORKS	 CBS Interior Design & Decoration
	OFFICE Fit-out Works	
CBS -SP-01	Location:	Date:

3.7 Hand and Portable Power Tools

- 3.7.1 A craftsman is evaluated by the condition of their tools and how they use them only tools in safe working condition will be issued from the tool room. You must comply with all of the manufacturer's instructions. In addition, observe the following safe practices.
- 3.7.2 Inspect your tools daily to ensure that they are in proper working order. Damaged or defective tools must be returned immediately for repair.
- 3.7.3 Power saws, grinders and other power tools must have proper guards in place at all times. Removing guards or rendering them inoperative may be grounds for discharge.
- 3.7.4 Power tools should be hoisted or lowered by handles or bucket, never by the cord or hose.
- 3.7.5 To prevent employees from tripping and falling, cords and hoses must be kept out of walkways, off stairs and ladders. They must be secured a minimum of 2.2m above walkways, runways and ramps, wherever possible, so as not to create a tripping hazard or to be subjected to damage from equipment or materials.
- 3.7.6 When using the tools listed below near others using such tools, you must use additional personal protective equipment specified. If you have questions about tile protective equipment or safety rules ask your supervisor.

-Jackhammer, Tamers

Eye protection, Hearing
Protection and Foot
Protection.

*-Chipping Hammers, Impact
Wrenches, Reamers,*

Eye protection, Hearing
Protection

*- Painting Wood & Gypsum
Board*


Eye protection, Face Mask

*-Hand drill, hilti drill
Grinders, Hand -held
Chipping Hammers*

*Eye protection

-EYE PROTECTION


*Safety glasses or mono
goggles.
**Burning goggles/
welding hood.

Client Logo	SAFETY PROGRAM FIT-OUT WORKS	 CBS <small>Interior Design & Decoration</small>
	OFFICE Fit-out Works	
CBS -SP -01	Location:	Date:

- 3.7.7 All portable electric tools must be grounded (except under- writer's laboratory approved, double insulated tools).
- 3.7.8 An approved safety check valve must be installed at the manifold outlet of each supply line for hand-held pneumatic tools.
- 3.7.9 All pneumatic hose connection must be fastened securely.
- 3.7.10 Safety clips or retainers must be installed in all pneumatic tools to prevent the accidental expulsion of the tools from the barrel.
- 3.7.11 All fuel-powered tools must be shut down while being refueled smoking is prohibited during refueling operations.
- 3.7.12 Only employees who possess valid credentials are permitted to use power-actuated tools. Follow all manufacturer's instructions when using power-actuated tools.

3.8 Material Handling Storage and Disposal

- 3.8.1 All material must be properly stacked and secure to prevent sliding, falling or collapse.
Aisles, stairs and passageways must be kept clear to provide for the safe movement of employees and equipment and to provide access in emergencies.
- 3.8.2 Use proper lifting techniques when handling materials.
- 3.8.3 Stored materials must not block any exit from a building.
- 3.8.4 Materials stored inside buildings and structures under construction must not be placed within 1.80m of any hoist way or other inside floor opening, not within 2.0m of any exterior wall which does not extend above the top of the material stored.
- 3.8.5 Pipe, conduit, and bar stock should be stored in racks or stacked and blocked to prevent movement.
- 3.8.6 The quantity of materials stored on scaffolds, platforms or walkways must not exceed that required for 1-day operation or the rated capacity of scaffold or platform.
- 3.8.7 Materials must never be thrown or dropped from a distance of more than 6 meters. The drop area must be barricaded to protect personnel from being struck by falling materials.
- 3.8.8 Protruding nails must be bent or fold stripping forms or uncrating materials.
- 3.8.9 Materials must not be stored in such a way that they block access to fire exits or emergency equipment.


Client Logo	SAFETY PROGRAM FIT-OUT WORKS	 CBS <small>Interior Design & Decoration</small>
	OFFICE Fit-out Works	
CBS -SP-01	Location:	Date:

3.9 Ladders

- 3.9.1 Job-made ladders must be constructed to conform to the established OSHA/MSHA standards.
- 3.9.2 Broken or damaged ladders must not be used. Repair or destroy them immediately. Ladders to be repaired must be tagged "DO NOT USE" and removed from the work area.
- 3.9.3 Do not splice together short ladders to make a longer ladder.
- 3.9.4 Job-made ladders must be constructed to conform to the established OSHA/MSHA standards.
- 3.9.5 Broken or damaged ladders must not be used. Repair or destroy them immediately. Ladders to be repaired must be tagged "**DO NOT USE**" and removed from the work area.
- 3.9.6 Do not splice together short ladders to make a longer ladder.
- 3.9.7 All straight ladders must be tied off at the top or otherwise secured to prevent movement.
- 3.9.8 Metal ladders must not be used for electrical work or in areas where they could contact energized wiring.
- 3.9.9 Ladders should not be placed against movable objects or project into passageways without protection.
- 3.9.10 The base of the ladder must be set back a safe distance from the vertical approximately one fourth of the working length of the ladder.
- 3.9.11 Ladders used for access to a floor or platform must extend at least 0.90m above the landing area.

3.10 Scaffolding

- 3.10.5 Each scaffold must be inspected and approved by tile foreman, prior to initial use, after alteration or moving.
- 3.10.6 There is no such thing as a temporary scaffold. All scaffolds must be erected and maintained to conform to established standards.
- 3.10.7 Guardrails, midrails, and toe boards must be installed on all open sides of scaffolds when in use. They should be constructed for components furnished by the manufacturer or from 50mm x 100mm lumber.
- 3.10.8 Scaffold planks must be at least 50mm x 300mm full thickness lumber, structural grade equivalent, they must be cleaved or secured and must extend over the end supports at least 150mm, but not more than 300mm.
- 3.10.9 All scaffolds must be fully planked no employee must work from a single plank.
- 3.10.10 Scaffold plank must be visually inspected before use.
- 3.10.11 Access ladders must be provided for each scaffold. Climbing off the end frames is prohibited unless their de- sign incorporates and approval ladder.

Client Logo	SAFETY PROGRAM FIT-OUT WORKS	
	OFFICE Fit-out Works	
CBS -SP-01	Location:	Date:


- 3.10.12 Scaffolds must be tied off to the building or structure.
- 3.10.13 Do not overload scaffolds. Materials should be brought up as needed. Remove excess materials and scrap from scaffold when work is completed.
- 3.10.14 Barrels, boxes, kegs and similar unstable object must never be used as work platforms or to support scaffolds.
- 3.10.15 Unauthorized personnel shall not alter scaffolds or work platforms.

3.11 Cutting and Welding Operations

- 3.11.5 Cutting and welding operations have a high potential for personnel injuries and fires.

When performing either, you must always follow these precautions.

- 3.11.6 Before starting to cut or weld, you must inspect your work area to ensure that sparks or melted metal won't fall on combustible material. If you can't provide the necessary safeguard check with supervisor.
- 3.11.7 When burning or welding, you must wear approved eye protection goggles, face shields or welding helmets. Always use the recommended protectors for the application of tile specific working operations.
- 3.11.8 Never weld or burn oil barrels, tanks, piping, or other systems, which may have contained either combustible or unknown products, without first obtaining approval from safety representative or other responsible authority.
- 3.11.9 The protective caps must be kept on all cylinders not in actual use.
- 3.11.10 All cylinders must be properly secured to prevent tripping.
- 3.11.11 Oxygen and acetylene (or other fuel gas) cylinders in storage must be separated from each other.
- 3.11.12 Welding, burning and heating performed in confined spaces may require general mechanical or local exhaust ventilation to reduce the concentrations of smoke and fumes to acceptable levels. Safety representative must be consulted prior to starting these operations.
- 3.11.13 If adequate ventilation cannot be provided, employees must be provided with and required to use air-supplied breathing apparatus.
- 3.11.14 When welding, cutting, or heating metals having toxic significance such as zinc, lead, cadmium, or chromium-bearing metals, in the open air, you must wear filter-type respirators.

Client Logo	SAFETY PROGRAM FIT-OUT WORKS	 CBS <small>Interior Design & Decoration</small>
	OFFICE Fit-out Works	
CBS -SP-01	Location:	Date:

3.15 Safe Passage

- 3.15.1 Safe passages should be marked to distinguish from the work area.
- 3.15.2 Materials or hazards should be kept out of safe passageways.
- 3.15.3 Designated safe passageways shall be kept clear from any obstacles for all vehicles and pedestrians.

4.0 **VIOLATION CONTROL AND PUNISHMENT**

- 4.1 To ensure safety, disciplinary measures shall be imposed to violators of safety regulations, rules, and/or requirements, for instance;
 - 4.1.1 Anyone whose thoughtlessness, inattention, or lack of knowledge has resulted in injury or property damage.
 - 4.1.2 Anyone whose violation of safety or security regulation has resulted in property damage or hindrance to the orderly working operations.
 - 4.1.3 Anyone who fails to report any kind of accident or tries to cover up one.
 - 4.1.4 Anyone who misleads or cooperates with the actions described above in Article 5.0, Clause 5.1.1, 5.1.2, and 5.1.3.
 - 4.1.5 The severity of punishment will be decided by the site supervisor initially. In case of compliance, these will be referred to the branch office.

5.0 **ACCIDENT REPORTING PROCEDURE**

- 5.1 All accidents that occur on the project site or reroute to and from the project site are to be reported immediately.