



Tower Safety Handbook



Table of Contents

SBA’s SAFETY & HEALTH STATEMENT	3
INCIDENT MANAGEMENT	3
JOBSITE INSPECTIONS	5
PRE-WORK SAFETY REQUIREMENTS	6
FALL PROTECTION	7
RESCUE PROCEDURES	8
PERSONAL PROTECTIVE EQUIPMENT	10
ELECTRICAL	12
CONSTRUCTION EQUIPMENT	12
RIGGING	16
HAZARD COMMUNICATION	18
RF/EME SAFETY	19
EXCAVATIONS/TRENCHING	20
FIRE PREVENTION/PROTECTION	21
MATERIAL HANDLING & STORAGE	22
POWER & HAND TOOLS	23
WELDING/COMPRESSED GASES	23
RAILROAD SAFETY GUIDLINES	25
VEHICLE SAFETY	25
FORMS	
Pre-Work Assessment Survey	26
Harness Checklist	29
Superintendent Jobsite Safety Survey	30
Daily Vehicle Inspection Report	31
TOWER SAFETY HANDBOOK REVIEW	33

*For more information on SBA’s safety policies and procedures, visit our webpage at <http://www.sbsite.com/safety.asp>

SBA's SAFETY & HEALTH STATEMENT

It is the policy of SBA Network Services, Inc. to provide a safe and healthy work environment for the protection of our most vital resource – our employees. Always remember, no work assignment is so important that it has to be accomplished in an unsafe manner.

SBA has a safety compliance policy to discipline employees (including supervisors) who fail to comply with established health and safety requirements. In addition to the safety violations deliberate refusal to work safely, failure to follow safety instructions, horseplay, fighting, and possession or use of prohibited substances (firearms, explosives, weapons, intoxicants, or illegal drugs) is grounds for your dismissal.

Safety is a requirement for your employment. It is your responsibility to work safely at all times throughout the duration of your employment with SBA. In doing so, we expect you to keep your mind alert and "Plan your work so you can work your plan".

SBA will provide all necessary equipment as needed (hard hats, safety glasses, fall protection, hearing protection, etc.). It is your responsibility to use and care for the equipment as instructed and to notify your supervisor and or your Regional Safety Manager immediately if you do not have proper safety equipment or if your safety equipment is defective.

INCIDENT MANAGEMENT

Emergency Planning

A Pre-Work Assessment Survey form must be completed before beginning work on any SBA site. This form contains all local emergency service numbers, company contact information, and directions to the work site and nearest hospital.

All SBA worksites shall have at least one person on-site, at all times, who holds a current First Aid and Cardio-Pulmonary Resuscitation (CPR) certification from the American Red Cross or equivalent.

If cellular service is not available on-site, the Crew Leader or Supervisor shall determine the nearest location that cellular service is available. This location shall be entered on the Pre-Work Assessment Survey form along with all contact numbers of local emergency services. Once emergency personnel arrive on-site, employees should assist the medical personnel in whatever manner they request.

Accident Reporting

Reporting and recording accidents and injuries are recognized as an important first-step in controlling and preventing accidents.

In order to standardize reporting procedures, these procedures and forms were designed to be used in any situation where a work-related accident, incident or injury has occurred. **All completed forms shall be returned to your Regional Health and Safety Manager and Insurance Administrator. An Insurance claim cannot be made until these forms are received.** Accident investigations shall be conducted as soon as possible following the accident, but only after all injured persons have been given the proper care. This shall be accomplished by the injured person's immediate Supervisor.



Motor Vehicle Accidents

ALL ACCIDENTS MUST BE REPORTED IMMEDIATELY. If there are any injuries that are apparent, 911 must be contacted immediately. Next, the accident shall be reported to the local police department and then immediately to the employees'

supervisor.

A collision reporting form must be completed and forwarded to the Regional Health and Safety Manager and Insurance Administrator within 12 hours of accident. In the case of an accelerated claim (which is a claim with an estimated property damage of \$3,000 or greater and/or bodily injury) SBA's Insurance Administrator must be contacted within 2 hours of the incident.

A post accident urinalysis may be required after the accident, please contact SBA's Insurance Administrator or your Regional Health and Safety Manager for instructions.

Work Related Injuries

ALL ACCIDENTS MUST BE REPORTED IMMEDIATELY. An injured worker shall report the injury to his/her supervisor immediately. SBA's Insurance Administrator must be notified within 2 hours of the accident.

If the injury is minor in nature and does not require medical attention, the First Aid Report must be completed. After completion, this form must be forwarded to your Regional Health and Safety Manager and Insurance Administrator.

The Worker's Compensation Reporting Worksheet shall be completed if the injured party seeks medical attention. The Supervisor, in conjunction, with the injured employee must complete the form. Any position included in Exhibit A of SBA's Drug and Alcohol Policy must undergo mandatory post- accident drug screening.

If applicable, the Statement of Witness form must be completed by any witnesses to the accident. The Supervisor's On-Site Accident Investigation form must be completed by the injured parties' supervisor following all the evidence collected.

Property Damage/Theft Claims

All property damage and thefts must be reported immediately to the supervisor responsible for the property affected. In the case of an accelerated claim (which is a claim with an estimated property damage of \$3,000 or greater and/or bodily injury) SBA's Insurance Administrator must be contacted within 2 hours of the incident.

The Property Damage/Theft Report must be completed within 24 hours of the loss and forwarded to your Regional Health and Safety Manager and Insurance Administrator.

General Liability

The supervisor on-site is responsible for the reporting of the incident to the proper local authorities and contacting SBA's Insurance Administrator within 2 hours of the incident.

The General Liability Worksheet shall be completed within 24 hours of the incident. This form must be forwarded to your Regional Health and Safety Manager and Insurance Administrator upon completion by the supervisor.

Safety Survey Questions

1. Are there First Aid/CPR certified personnel on location?
2. Are Emergency communication numbers available?
3. Is a rescue plan documented and communicated to employees?
4. Is a First Aid Kit provided?

JOBSITE INSPECTIONS

Supervisors



It is the responsibility of the supervisor or crew leader to perform a pre-work survey of the jobsite to identify all hazards. A plan shall then be put into place describing what measures will be taken to eliminate those hazards.

- A Pre-Work Assessment or Job Safety Analysis (JSA) shall be completed to document the pre-work safety hazard assessment.
- The Pre-Work Assessment shall be discussed during the tailgate meeting each morning to communicate hazards and safety plans to all employees.
- The Pre-Work Assessment shall be reviewed each day to ensure that hazards have not changed. If hazards have changed, the Pre-Work shall be revised.
- The Pre-Work Assessment must be located in an area that is known to all employees and remain onsite during the duration of the job.
- In addition, Superintendents should conduct jobsite safety checks using the Superintendent's Safety Survey Document.

Health and Safety Manager

A member of the Health and Safety Department will periodically perform site safety audits to ensure that all OSHA and SBA Policies and Regulations are being followed.

- A site audit checklist will be used to perform all audits.
- Supervisors may use a site audit checklist form during their pre-work safety walk.
- Any deficiencies found by the Health and Safety Department shall be corrected immediately.
- A safety report will be provided to the supervisor as well as forwarded to the proper SBA management.

OSHA

- Always allow OSHA Inspectors to conduct their inspections with your full cooperation.
- Notify your Regional Safety Manager immediately upon arrival of an OSHA inspector.
- Accompany the OSHA inspector at all times while on site and document all items the inspector is focusing on with notes, pictures or video if available.
- Answer only questions that you know the correct answer to; otherwise, the question should be directed to the Safety Department.
- Show the inspector any requested documents but do not give the documents to them. Explain that copies will be provided as requested from the Safety Department.

Inspection of Tower Structures

- Prior to climbing the structure, always inspect the ground area for fallen hardware.
- Look up the tower sections for any damaged steel, guy cables, holes etc.
- Is the ladder or leg unobstructed, secure, and in good repair?
- Are cross members or guy cables broken, damaged, or deformed?
- Is the tower equipped with a safety climb system?
- Has the safety climb system been properly maintained and is it functional?
- Are there signs of structural deterioration to concrete bases or anchorages?
- When climbing the tower always observe the stability of the structure.
- Look for missing braces, bolts, cracks, guyed wires, holes etc.

PRE-WORK SAFETY REQUIREMENTS

Pre-Work Assessment Survey

A Pre-Work Assessment Survey form must be completed prior to beginning work on any SBA site. This completed form contains all local emergency service numbers, company contact information and directions to the worksite and nearest hospital.

- The Job Information and Project Personnel sections may be completed in the office environment before mobilizing to the field.
- The Emergency Procedures section must be fully completed with all applicable contact information. This information must be discussed with all personnel on-site.
- The Job-Site Exposures section must be completed in the field including the physical and health hazards associated with the project scope.
- The Hazard Control Measures section identifies methods for controlling the associated physical and health hazards.

The Pre-Work Assessment Survey form must be maintained on-site for the duration of the project. This form should be updated on a daily basis if applicable to the changes in the field.

Harness Checklist Form

Any employee that will be accessing towers or rooftops must first complete a PPE inspection. This inspection must be documented on the Harness Checklist form. These forms must remain accessible and at the job site at all times.

Tool Box/Tailgate Meetings

The Supervisor conducts the Tool Box Safety Meetings with the employees for the recognition and avoidance of unsafe work practices. Tool Box Safety Meetings will also provide information on the safety regulations and SBA safety program requirements that apply to their work environment.

These meetings are required to be held at least once a week and documented utilizing an attendance sheet. This sheet should identify the location of and topic discussed during the meeting.

Daily Equipment Inspection

The Daily Equipment Inspection Sheet must be completed before the use of equipment. This inspection identifies any damage to the equipment prior to use.

Inspection of personnel fall arrest system equipment shall be documented before the employee dons the equipment. If the equipment is damaged, it must be removed from service immediately.

Safety Signage

On all SBA project sites, where construction activities are present, the SBA 4 in 1 sign must be posted identifying the potential hazards in the construction zone. This sign must be posted where there is possible entry into the construction area.



Safety Survey Questions

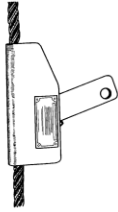
1. Are safety signs / 4 in 1 sign posted?
2. Is a Pre-Work Assessment Survey /JSA documented?
3. Was a pre-work/tailgate meeting conducted?
4. Are daily harness inspections completed?

FALL PROTECTION

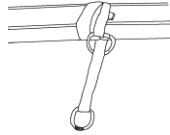
It is SBA's policy with regard to fall protection that all employees and contractors maintain 100% fall protection at all times.

- All employees that will be working on towers or rooftops must be certified in Tower Safety and Rescue by an SBA approved training vendor.
- All equipment to be used as part of a Personal Fall Arrest System (PFAS) must be inspected before each climb and the inspection shall be documented.
- PFAS will require at least a full-body harness with shock absorbing lanyards or retractable lifeline and an anchorage point rated at 5000 lbs.
- Fall Restraint may be used when climbing a tower with a vertical lifeline cable that has been tested before use. Distance from cable grab to harness should not exceed 10 inches.
- Fall prevention or protection shall be utilized at all times when working on rooftop and horizontal surfaces unless there is a proper guardrail system in place. This includes working on shelters, ice bridges, etc.
- Employees must pre-plan their climbing activities to insure they have the proper PFAS components to perform the job safely.
- Positioning devices SHALL **NOT** be used in place of a fall arrest system and will be considered "Free Climbing".
- **NOTE: Free climbing is Never permitted on a SBA jobsite or SBA owned tower. Violators will be immediately removed from the site!**

Fall Restraint



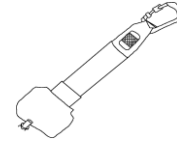
Anchorage Point



Body Harness



Connecting Device



Connection Types

Work Restraint – This category of work covers techniques that restricts the movement of the user and prevents them from becoming victim of a fall. Careful assessment must be carried out first to identify all the relevant fall hazards. An effective technique will then provide an extremely high level of safety.

Fall Arrest – Fall arrest is the only category that actually allows a fall to take place. The fall arrest system then reacts by arresting the fall in a controlled manner. Careful consideration must be given to ensure that the system selected is suitable for use in the intended orientation and that there is adequate clearance height below the user to prevent contact with obstacles during a fall.

Work Positioning – Techniques in this category utilize equipment to suspend the user in their ‘work position’. Careful selection and adequate training are essential in order to provide an effective solution. Work positioning techniques require use of a safety system in the form of one of the options listed above

Safety Survey Questions

1. Are employees employing 100% fall protection?
2. Are areas barricaded as required?
3. Are open holes guarded (rooftops-skylights)?
4. Are there Tower Rescue trained personnel on location?

RESCUE PROCEDURES

For all work performed at heights of 150 feet and above, rescue lines will be rigged prior to performing the assigned job tasks. The use of a capstan hoist for rescue is strictly prohibited.

Purpose

To insure that all personnel performing elevated tower work are prepared in an emergency to provide assistance and/or remove an injured employee from an elevated workstation, the following plan must be followed:

Rescue Plan

To ensure all hazards, control measures, and rescue information is communicated to each employee the crew shall conduct a Pre-Work Assessment Survey that includes the following:

- Rescue method and equipment to be used;
- Location of rescue equipment and first aid kits;
- Longitude and Latitude numbers;
- Directions and map to site;
- All emergency numbers and contact numbers.

Prior to work, the tower crew will hold a tailgate meeting to discuss the information listed above in addition to job hazards and scope of work.

Rescue Procedures

In the event of a fall incident, regardless of the medical condition of the employee, the supervisor or foreman will direct an employee to call emergency personnel and give them adequate information to prepare for the situation they will encounter upon arrival.

In the event a climber is unable to remove himself from the tower the following procedure will be put into action to insure the employee receives adequate and timely response.

- The supervisor or lead person will obtain all rescue equipment and take measures to get it to the rescuer.
- The rescuer will rig a controlled descent (load) line above the injured employee as close as possible to the injured employee.
- A vertical lifeline will be secured to a separate anchorage point (Unless the tower structure is the anchorage for both) next to the descent line.
- The rescuer will attach a rope grab from their back D-ring to the vertical lifeline.
- The rescuer will connect his/her descending device to the load line and descend into position to connect to the injured climber.
- After utilizing the breaking device on the Fisk Descender the rescuer will attach a carabineer to the injured employee's back D-ring. This carabineer will then be attached to the controlled descent device (not to the rescuer's harness).
- Upon reaching the ground the rescuer will remove the injured employee from his fall arrest or suspension device and lower the employee safely to the ground.
- First aid should be administered to the injured employee by a trained employee until the local emergency medical team arrives.

Five Rescue Techniques

- Self Rescue
- Emergency Services
- Winch
- Suspension Equipment
- Ascending/Descending Devices

Post-Rescue

SBA's safety department should be notified immediately of the accident.

The site and all equipment should be secured until a proper accident investigation can be performed.



PERSONAL PROTECTIVE EQUIPMENT

The company issues personal protective equipment to employees based on an assessment of the hazards. Supervisors will ensure all employees maintain their personal protective equipment and acquire new equipment when needed. All personal protective equipment must be inspected each day before use. All Personal Protective Equipment must be marked with the appropriate American National Standard Institute (ANSI) standard. Below are some guidelines to share with your employees:

Head

- Hardhats are required at all times on SBA construction sites.
- ANSI approved climbing helmets are permitted on the tower.
- Hard hats must be worn brim forward unless design of the helmet permits alternate use.
- Do not use bump caps or metal hard hats.
- Inspect hardhats for cracks and defects



daily.

Eye

- ANSI approved safety glasses with side shields must be worn when exposed to eye hazards such as flying or falling objects, airborne dust, concrete chipping, and grinding.
- In some instances (chemical handling, excessive dust, grinding operations) additional eye protection (face shields, cover all goggles) must be worn.
- Burning goggles for gas welding and burning (minimum density - #3).

Hand

- Wear suitable work gloves (Leather, Kevlar) while handling materials that can cause lacerations, abrasions, burns, or other injuries.
- Consult with your safety representative when handling chemicals or conducting live electrical (AC/DC) work.

Hazard	Type of Glove
Light Duty (moving boxes)	Cotton or Leather
Medium Duty (handling wood, concrete, pipe, etc.)	Leather Palm or Kevlar
Heavy Duty (exposure to sharp objects, metals, cutters, etc.)	Cut resisted material or Kevlar
Temperature	Insulating gloves
Electrical	Consult with your supervisor or safety representative.
Chemical	Consult with your supervisor or safety representative.

Foot

- Wear substantial leather work shoes or boots with non-slip, non-conductive soles to protect your feet.
- When performing concrete work rubber boots are required.
- Employee shall use a slip-on metatarsal foot guard when using compactors or jackhammers.

Hearing

- In noisy areas, you may be required to wear hearing protection.
- Do not reuse disposable-type hearing protection (ear plugs).



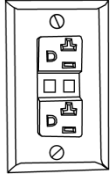
Respiratory

- Check with your Regional Safety Manager before allowing employees to use respiratory protection.

Safety Survey Questions

1. Are employees wearing hard hats?
2. Are employees wearing proper eye protection when required?
3. Are employees utilizing gloves (hand protection) when required?
4. Is the crew dressed in appropriate work clothing?
5. Are employees wearing proper foot protection?
6. Is all equipment maintained in a safe and sanitary condition?

ELECTRICAL



All electrical equipment used on SBA jobsites must be listed by an approved laboratory for the specific application. All electrical installation must meet the National Electric Code.

Ground fault circuit interrupters (GFCI's) must be used on all 120 volt, single-phase 15 or 20 amp. Construction receptacle outlets or assured equipment grounding conductor program must be implemented.

- Lock out/Tag out procedures must be used when working on any energized equipment.
- Only approved flexible cords (See Electrical Safety Policy) with an equipment-grounding conductor shall be used with grounding type equipment.
- No flexible cords shall be spliced or taped.
- GFCI pigtails shall be used whenever possible with flexible cords.
- Must maintain a clearance of 10ft. when working overhead power lines with an additional 4 inches of clearance for each 10kv over 50 kv.



Safety Survey Questions

1. Are GFCI (Ground Fault Circuit Interrupters) utilized?
2. Are extension wires/cords in serviceable condition?



Defective Wiring on Capstan Hoist

CONSTRUCTION EQUIPMENT

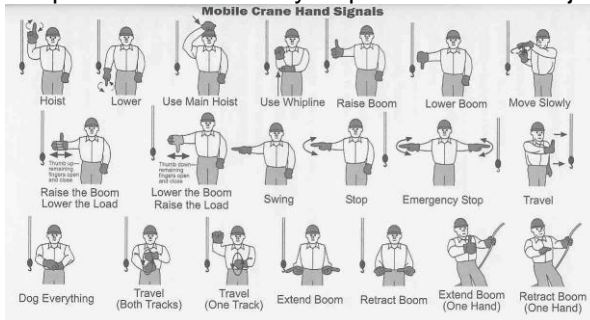
- Inspect equipment daily before use.
- Only trained and/or certified individuals are permitted to operate power driven construction equipment.

Cranes, Hoists, Boom Trucks

- Ensure a fire extinguisher is present at the operator's station.



- Post a load chart.
- Boom angle indicator is visible from operator's station.
- Post standard hand signals.
- Keep annual and monthly inspection records at jobsite.



Operation

- Use outriggers with rubber-tired cranes. Use steel plates or solid wood.
- Barricade the counterweight swing area.
- Do not work under suspended loads.
- One signalman at any time
- Operators must be certified.

Personnel Platforms/Riding the Line



- Hoists used for raising and lowering personnel require special safeguards (anti-two block) and precautions (load testing, pre-lift meeting, communications).
- Rating Plates must be affixed to the platform.
- Never ride the hook, the ball, or the load.
- Follow SBA's Personnel Hoisting Program.

Aerial Lifts

- Read and comply with all warning signs and become familiar with the operator's manual.
- Do not exceed the platform/basket's capacity or weight limits.
- Use lift to hoist personnel and small hand tools.
- Maintain 100% fall protection within the platform/basket.
- Ensure employees receive aerial lift orientation from the equipment rental company when the equipment is delivered to jobsite.

Man-baskets

Equipment

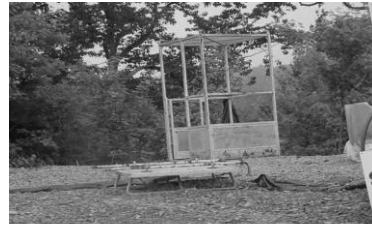
- The use of ropes and capstan hoist are strictly prohibited.
- The personnel load capacity and material capacity of the lifting system in use shall be posted at the operator's location. If the lifting system is changed the posted capacity must change. Rated load capacities, recommended operating speeds, and special hazard warnings or

instructions shall be conspicuously posted on all hoists. Personnel load capacity for the current configuration of the gin pole shall be posted within sight of the hoist operator.

- The rigging, hoist line and slings shall have a safety factor of 10 against failure during personnel lifts. Example (Two employees plus equipment are 400 pounds. All rigging, hoist line and slings must be rated for 4000lbs).
- The operator shall reduce the hoist capacity load rating in half when hoisting personnel. Example: (A hoist has a normal operating capacity of 11,000 pounds when hoisting personnel this hoist is now rated for 5,500 pounds).
- The use of spin-resistant wire rope is prohibited. The hoist line shall be equipped with a swivel to prevent any rotation of employees.
- Guide-lines (tag lines) shall be used to prevent employees from contacting the tower during hoisting. Specific circumstances or condition that precludes its use must be documented.

Pre-Lift Meeting

- The supervisor will conduct a pre-lift meeting prior to the load test, trial lift, and inspection. The pre-lift will be repeated each time a lift is performed from a new location, or new day or when a new employee is assigned to the operation.
- The supervisor, hoist operator, and employees will attend the meeting to discuss the following:
 - Communications
 - Verbal/Hand Signals/Radio
 - Hoisting Procedures
 - Lift Test, Proof Test, and Inspections



Proof Testing, Trial Lift, and Inspections

- Immediately prior to placing personnel on the hoist line the supervisor with the crew shall conduct a trial lift, proof test, and inspection. All proof tests, trial lifts, and inspections shall be documented and remain on site until the project is complete.
- The crew will conduct a proof test to 125% of the platform's rated capacity by holding it in a suspended position for five minutes with an evenly distributed load. This test can be accomplished using a dynamometer at the base of the tower or using a pre-determined load. Example (The rated capacity of the manbasket is 1000 lbs. The load weight for the proof test must be 1250 pounds. $1000 \times 1.25 = 1250$).
- Once the proof test has been conducted the crew will perform a trial lift. The trial lift will be performed from the ground to the location to which the employees will be hoisted. The hoist operator shall determine that no interference exists.
- After the proof test and trial lift are complete the competent person shall perform an inspection of the following areas:
 - Wire ropes and rigging; Wire ropes are properly seated on drums and sheaves.
 - Hoist, Base support, Foundation.
 - Multiple part lines are not twisted.
- If defects are found during the inspections corrections must be made and the proof test, trial lift, and inspection must be repeated. Also, the proof test, trial lift, and inspections must be

repeated whenever the hoist is moved. When the project requires multiple days the proof test, trial lift, and inspection must be repeated each day.

Ladders

General- All Portable Ladders

- Ladders must be rated for industrial or heavy-duty use (Class 1A).
- Only one person may use a ladder at a time.
- 100% tie-off with a full body harness is required if a ladder is used for a work platform more than 6 feet above the ground or walking/working surface.
- Damaged ladders must be removed from service.
- Face and maintain 3 points of contact while ascending and descending a ladder.
- Use a rope and bucket for carrying or lifting material.
- Do not use metal ladders around or near electric lines or when performing electrical work.
- Do not tie ladders together.

Straight and Extension Ladders

- Correct slope for a ladder is 1 to 4. That means 1 foot from the base for every 4 feet of height.
- Secure the ladder at the top.
- Extend the ladder 3 feet above top landing when the ladder is used for accessing the landing.

Step Ladders

- Do not use a stepladder in place of a straight ladder.
- Open fully to use and lock the spreaders.
- Do not stand or step on the top platform or top step.



Improper Ladder use



Unstable Footing

Scaffolds

- A Competent Person shall supervise and direct the assembly, alteration, or movement of a scaffold.
- Scaffolds shall be inspected before each work shift.
- Guardrails, midrails, and toe boards shall be installed on all open sides or edges.

- Place scaffolds on secure footing. Unstable objects, such as boards, boxes, loose brick, or concrete block, must not be used.
- Report any damage immediately.
- Do not climb on or work from the cross bracing, top rail, or mid-rail of a scaffold.
- Use approved fall protection equipment if guardrails are not used. Some scaffolds with guardrails also require use of fall protection. Check with your H&S Manager.
- Do not climb structural members.
- Do not remain on scaffolds when they are being moved.

Safety Survey Questions

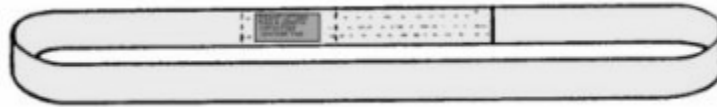
1. Does the crane have inspection documentation (Annual/Daily)?
2. Is proper cribbing for mobile cranes in place?

3. Is proper documentation completed and onsite (Personnel Hoisting)?
4. Are load and hand signal charts posted?
5. Are ladders being properly used and in good condition?

RIGGING

General Requirements

- A competent person must inspect all rigging equipment before each use. Follow inspection procedures in company's safety manual.
- If defects are found, the equipment must be taken out of service and tagged "**Danger, Do Not Use – Defective**" or destroyed.
- Know the weight being lifted and the capacity of the lifting equipment.
- Do not shorten slings by knotting or using bolts.
- Pad or protect slings from sharp edges.
- Secure materials being hoisted.
- Ensure nylon slings have the following markings:



- Name or trademark of manufacturer.
- Rated capacities for the type of hitch.
- Type of material.

Cables/Wire Ropes

- Do not secure wire ropes by knots.
- Be aware that when using cable clamps on wire rope, the "U" section must be in contact with the dead end of the rope. Never saddle a dead horse.



Hooks/Shackles

- Never point load a hook.
- Use only hooks with a spring loaded safety latch
- Use a shackle whenever more than two-chocker eyes are placed on a hook.
- Use the shackle with the pin up.

Safety Survey Questions

1. Is rigging properly labeled?
2. Are components of the rigging system in good condition?

WEIGHTS OF MATERIALS







<u>Material</u>	<u>Approx. Weight Lbs/Cubic Ft.</u>
Aluminum	165
Brick, Common	125
Cement, loose	94
Cement, set	183
Concrete, stone	144
Iron	480
Oils	58
Sand and Gravel, wet	120
Sand and Gravel, dry	105
Steel	490
Water	62

Round Steel Bars and Rods

Weight (lbs)		Weight (lbs)	
<u>Diameter (inches)</u>	<u>Per ft. of Length</u>	<u>Diameter (inches)</u>	<u>Per ft. of Length</u>
3/16	.1	1 3/8	5.1
1/4	.2	1 1/2	6.0
5/16	.3	1 5/8	7.1
3/8	.4	1 3/4	8.2
7/16	.5	1 7/8	9.4
1/2	.6	2	10.7
9/16	.8	2 1/8	12.1
5/8	1.0	2 1/4	13.5
3/4	1.5	2 3/8	15.1
7/8	2.0	2 1/2	16.7
1	2.7	2 5/8	18.4
1 1/8	3.4	2 3/4	20.2
1 3/16	3.8	2 7/8	22.1
1 1/4	4.2	3	24.0

SYNTHETIC WEB SLINGS

1,000 Pounds per Inch of Width - Single Ply Triangle

Sling body width (inches)	 <u>Vertical</u>	 <u>Choker</u>	 <u>Vertical Basket</u>	 <u>60 Deg. Basket</u>	 <u>45 Deg. Basket</u>	 <u>30 Deg. Basket</u>
1	1,000	750	2,000	1,700	1,400	1,000
2	2,000	1,500	4,000	3,500	2,800	2,000
3	3,000	2,200	6,000	5,200	4,200	3,000
4	4,000	3,000	8,000	6,900	5,700	4,000
5	5,000	3,700	10,000	8,700	7,100	5,000
6	6,000	4,500	12,000	10,400	8,500	6,000

Notes: (1) All angles shown are measured from the horizontal.
 (2) Capacities for intermediate widths not shown may be obtained by interpolation.

HAZARD COMMUNICATION

This program applies to all SBA employees who are, or may be exposed to hazardous materials used in the workplace. It also applies to contractors who may be exposed to hazardous materials at an SBA jobsite or bring hazardous materials to SBA sites or facilities.

A master chemical inventory for each office has been developed and is maintained by the Regional Safety Manager. This list will be updated annually.



Labels

- All containers of hazardous materials must be labeled. It is the responsibility of the employee using the material to ensure that the label is present.
- If labels on original containers are found to be inadequate, illegible or otherwise unacceptable, the material will be held until your Regional Safety Manager has determined if the material will be accepted, and what label is to be applied.
- A secondary container is described as not the original container, or the label for the original container is deficient, defaced or otherwise inadequate.
- All secondary container labels must be completed and the label applied before the transfer of the material into the container.
- If a container has been used previously, the original label must be removed or defaced so that only one hazard label is on the container.

Material Safety Data Sheets

- Material Safety Data Sheets (MSDS) for all hazardous material to which employees are or may potentially be exposed will be obtained and made readily available to all employees. Original MSDS's will be maintained in a specific MSDS binder.
- The supervisor or crew leader will arrange for employee information and training of existing hazardous materials at the time of initial assignment and whenever a new hazardous material is introduced into the work area.
- Contact your Regional Health and Safety Manager for specific training techniques and tools to accomplish the training requirement.

Safety Survey Questions

1. Are MSDS's available for hazardous materials?
2. Are all containers properly labeled?

RF/EME SAFETY

Our radio frequency (RF) safety program applies to all work conducted at SBA transmission sites that are active in terms of the potential to emit radio waves.

- Each authorized employee shall receive EME (electromagnetic energy) awareness training that addresses all potential hazards associated with RF energy.
- Only trained personnel who understand the hazards associated with RF energy and the control measures are allowed unescorted access to the RF site.
- Antenna sites must have physical access control. This is accomplished by fencing around the compound.
- There shall be a site binder located at each rooftop RF site.
- Safety signage plays an important role on any RF site. Signs must be clearly posted.
- Assume all antennas are active. Maintain a safe working distance from each antenna.
- Do not stop in front of antennas.
- SBA does not typically require the use of PPE for control of RF hazards; it is an option that may be selected by your Regional Health and Safety Manager for a particular site or type of work.



Safety Survey Questions

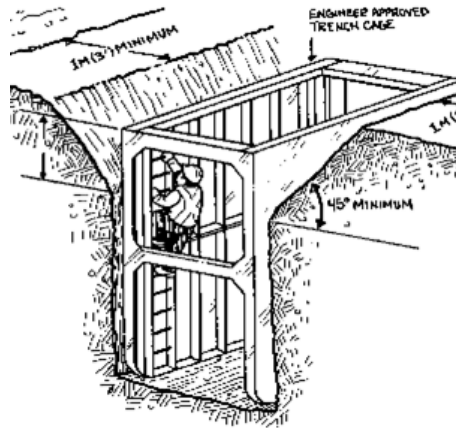
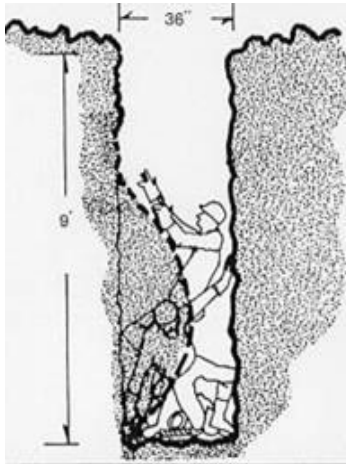
1. Are RF monitors calibrated and serviceable?

EXCAVATIONS/TRENCHING

- Prior to digging, contact the local utility locator service.
- Trenches 5ft. or deeper will require a trench box or proper shoring or sloping.
- Spoils must be placed a minimum of 2ft. from the edge of the excavation.
- Trenches 4ft. or more must have ladders spaced so that no entrant travels a distance more than 25ft. Ladders must extend 3ft. above grade.
- All open holes or excavations must be properly barricaded.
- All excavations 5ft. deep or more must not be initiated without prior approval of the Health and Safety Department.
- Excavations must be inspected daily by a competent person and again when site conditions change.

Safety Survey Questions

1. If excavation/trench is 4' deep or more, is there a ladder present?
2. If excavation/trench is 5' deep or more, is a protective system being used?



FIRE PREVENTION/PROTECTION

Combustible materials

- Protect nearby combustible materials from heat, flame, sparks, and slag by moving or covering them.
- Dispose of dirty or oily rags in closed metal containers.

Flammable Materials

- Use approved metal safety cans with flame arrestors.
- Do not use flammable materials for cleaning parts or people.
- Label containers of flammable materials.
- Store flammable materials in a well ventilated area.
- If 25 gallons or more of flammable material are onsite, they must be stored in a flameproof cabinet when not in use.

Practices

- Fire watch must remain in the work area 30 minutes after welding or cutting operations have ended.
- Know how to report a fire by using emergency systems or procedures.

Fire Extinguishers

- Know the location of your fire extinguishers.
- Use fire extinguishers only if you are trained and only to fight fires in the early (incipient) stages.
- Extinguishers shall be inspected monthly by the crew.
- Unserviceable fire extinguishers shall be recharged by a third party vendor.
- Partially discharged extinguishers must be replaced.



Safety Survey Questions

1. Are fire extinguishers in place?
2. Are chemicals, flammable, and combustible liquids stored properly?

MATERIAL HANDLING & STORAGE

All materials shall be properly stacked and secured to prevent sliding, falling or collapse. Aisles, steps and walkways shall be kept clear for the safe movement of employees and equipment.

Handling Material



Bend at the knees and not at the waist.

Use proper lifting techniques when handling materials:

- Establish good footing before attempting to lift.
- Do not lean over. Keep your back straight.
- Bend your knees and get down close to the load.
- Use your legs when lifting.
- Whenever possible use mechanical aids to reduce the amount of lifting.

- Pipes and conduit should be stored in racks or stacked to prevent movement.
- All material shall be raised or lowered, where applicable, in a canvas bag.
- While climbing ladders, employees shall maintain 3 points of contact. Do not carry anything in your hands while climbing ladders.

Housekeeping

Effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly. Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injuries. Hazards associated with poor housekeeping include:

- Tripping over loose objects on floors, stairs and platforms;
- Slipping on greasy, wet or dirty surfaces;
- Elevating the potential for a fire from poorly stored materials and equipment.

Work areas shall be kept clear of loose materials, extra tools, unnecessary equipment and scraps. The work area must be cleaned up and made orderly throughout the day, and straightened up at the end of the shift.

- Safe access to work area(s) shall be maintained at all times.
- All combustible scrap and debris must be removed from the site on a regular basis.
- Cords, ropes, or other similar materials must be routed to minimize the potential for trips and falls,
- Remove all cords/ropes as soon as they are no longer needed.

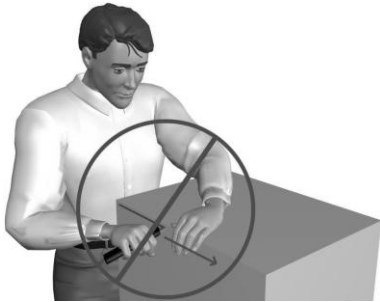
Safety Survey Questions

1. Is the work site clean and free of trip hazards?
2. Are materials including cable spools stored properly?
3. Is trash stored in containers/common area?

POWER & HAND TOOLS

Tools shall be inspected daily to ensure they are in proper working order. Damaged or defective tools shall be removed from service immediately. The user must comply with all the manufacturer's instructions before initial use.

- Use the proper tool for the job.
- Grinders, power saws and other abrasive power tools shall have the proper guarding in place at all times.
- Tools must never be hoisted by the cord.
- Unplug power tools before performing maintenance activities.
- Appropriate Personal Protective Equipment must be worn when using tools.
- Electric hand tools should be double insulated.
- Electric hand tools used in the field shall be used with a GFCI receptacle.



Safety Survey Questions

1. Are proper tools being used for the job?
2. Are tools and cords in good condition and free of defects?
3. Are electrical tools maintained and used in a safe manner?
4. Are all tool safeguards in place?

WELDING/COMPRESSED GASES

Compressed Gases

- Always store cylinders in an upright position in a vertical area. Cylinders must be secured to ensure that they do not turn over.
- Do not store oxygen cylinders within 20ft. of other flammable gases.
- Cylinders being transported should have regulators removed and valve protection caps in place.
- Always use the proper regulator for cylinders
- Clean threads of regulated hose connections before installing.

Welding

- Take precautions for proper ventilation when welding.
- Use appropriate PPE when burning or welding.
- Before burning or welding, inspect the area for flammable materials.
- It is necessary to have appropriate fire protection equipment readily available.



Guidelines for Port Hole Cutting/Installation

Actions taken prior to port cutting: (2 person crew minimum)

- Complete the SBA Pre Work Assessment Survey with sub-contractor(s).
- Review the hazards involved with port cutting.
- Review the environment around the site and plan for brush watch (if applicable).
- Have all fire prevention equipment brought out for inspection and review of placement.
 - Fire Extinguishers (minimum of 2 10lb ABC)
 - Fire Blankets (minimum of 2)
 - Water present on site for fire prevention
- Have the tools for port cutting, welding and tower climbing brought out and inspected.
- Review certifications for welders and climbers.
- Review with crew the placement of workers and fire prevention equipment on the ground (whose on fire watch, who's on water etc.).

Process for Top port cutting:

- Have all persons dispatch to their watch area.
- Have all exposed coax, in the pole, wetted down as necessary.
- Have welder/climber climb the tower and assess the tower for safety and for location of port(s).
- Once assessment is made have the welder mark the outline of the port for cutting purposes, using port for template.
- Begin cutting the port ensuring that no more than a total gap of 3/16" and it is a round cut.

NOTE* Only one port at a time will be cut and welded before moving to next port location *****

- Once port is cut, photos will be taken of the cut.
- At this point, all members of the ground crew will verify that there are no issues in the pole and around it.
- The welder will begin to weld the port into place. There will be NO continuous welding.
- While the weld is cooling, again everyone on the ground will verify the pole for excessive slag and sparks; then wet the area and proceed with the next weld.
- The welder will then proceed to the next location for the port cutting.
- Pictures are to be taken of all the welded ports.

Safety Survey Questions

1. Is adequate fire protection available? (10 lbs. ABC)
2. Is the task performing employee utilizing proper eye protection?
3. Are hot work hazards addressed in the JSA/Pre-Work Hazard Assessment Survey?

RAILROAD SAFETY GUIDLINES

The following list of safety procedures need to be adhered to at all times when working/crossing or visiting sites near railroad tracks:

- Yellow vests are required (red clothing is not allowed).
- Protective headgear that meets ANSI Z89.1 (American National Standard Institute) must be worn.
- Steel toed boots must be worn.
- Always be on alert for moving equipment while working on or near any railroad tracks.
- Do not step or walk on the top of the rail, frog, switches, guardrails or other track components.
- Avoid walking or standing on the track at any time.
- When it is necessary to walk or work on the track, always keep a sharp lookout in both directions for approaching trains or equipment.
- Before stepping or crossing tracks, look in both directions first. The same is true when walking around machinery/equipment on and about the tracks.
- If it is necessary to cross any tracks, cross the tracks at a 90 degree angle and immediately move away from the tracks as far away as possible. Do not loiter near the tracks.
- Keep all vehicles at least 20 feet away from the tracks.

VEHICLE SAFETY

The driver is responsible for the safety of all passengers and for the stability of all material and equipment in the vehicle. The driver must possess a valid driver's license for the class of vehicle driven.

- Use of cell phones while operating an SBA vehicle is prohibited.
- Only authorized employees are permitted to operate an SBA vehicle.
- All passengers must be seated with seat belts fastened while the vehicle is in motion.
- Inspect the vehicle before driving.
- Comply with the speed limits and all traffic control signs and devices.
- Look before backing up. Use a ground guide when visibility is blocked.
- Engage parking brake and chock wheels of trucks or trailers before loading or unloading material.
- Stay a safe distance from the vehicle in front of you.
- Completion of the DVIR is your responsibility.
- Driving under the influence of drugs (prescription/illegal) or alcohol is strictly prohibited.





SBA
Pre-Work Assessment Survey
Complete before work begins and Review Daily

Job Information					
Job Number:	Job Name:	Longitude:	Latitude:	Supervisor/Competent Person	
Check work being performed: <input type="checkbox"/> Line and Antennas <input type="checkbox"/> Tower Erection <input type="checkbox"/> Civil/Concrete <input type="checkbox"/> Electrical <input type="checkbox"/> Testing (Sweeps) <input type="checkbox"/> Other: Please describe:					
Project Personnel					
Name:	Company:	CPR/First Aid	Name:	Company:	CPR/First Aid
		<input type="checkbox"/> Yes			<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes			<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes			<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes			<input type="checkbox"/> Yes
Emergency Procedures					
List telephone numbers and attach directions to the site:					
Are 911 systems functional with cell phone use? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Tower Rescue Procedures to be used: <input type="checkbox"/> Fire Department <input type="checkbox"/> Internal crew (Crew has to be properly trained in tower rescue.) <input type="checkbox"/> Other: Please describe:					
Ambulance:		Fire:		Police:	
Local Hospital:		Telephone Co:		Utility Co:	
Evacuation Point:			Communication Point:		

Job Site Exposures		
Hazards Identification: (Items checked below relate to existing conditions, or may be a result of site operations)		
<p style="text-align: center; margin: 0;">Physical Hazards</p> <input type="checkbox"/> Falls from elevations <input type="checkbox"/> Slips, Trip, or falls <input type="checkbox"/> Vehicle Traffic <input type="checkbox"/> Fire Hazards (Circle) - Combustible materials - Fuel/Gas containers <input type="checkbox"/> Other: _____	<input type="checkbox"/> Electrical <input type="checkbox"/> Underground utilities <input type="checkbox"/> Elevation/Site Terrain <input type="checkbox"/> Intrusive activity (Circle) - Drilling - Soil Excavation	<p style="text-align: center; margin: 0;">Health Hazards</p> <input type="checkbox"/> Heat Stress <input type="checkbox"/> High Noise (>85 dBA) <input type="checkbox"/> Silica Exposure (Concrete Cutting) <input type="checkbox"/> Lifting Hazards <input type="checkbox"/> Other: _____
Hazard Control Measures		
<p style="text-align: center; margin: 0;">Personal Protective Equipment/Monitoring Equipment</p> <input type="checkbox"/> Safety Hats <input type="checkbox"/> Hearing <input type="checkbox"/> Gloves <input type="checkbox"/> RF Monitors	<p style="text-align: center; margin: 0;">Inspections</p> <input type="checkbox"/> Tools/Equipment <input type="checkbox"/> Housekeeping <input type="checkbox"/> Ground Fault Protection <input type="checkbox"/> Hoists	<p style="text-align: center; margin: 0;">Safety Program/Training</p> <input type="checkbox"/> Rigging <input type="checkbox"/> Tag Lines <input type="checkbox"/> Gin Poles <input type="checkbox"/> Tailgate Meeting <input type="checkbox"/> Lockout/Tagout <input type="checkbox"/> Permit System (Hoisting Personnel)
<ul style="list-style-type: none"> Notify your Regional Health and Safety Manager before entering a trench /excavation that is greater than 5' deep. Notify your Regional Health and Safety Manager before entering a Permit Required Confined Space. 		
Complete for Civil Work		
1. Describe type and depth of excavations:		
2. Cave-in control measures to be used if excavation will be greater than 5 feet and personnel are entering the trench: <input type="checkbox"/> Sloping <input type="checkbox"/> Benching <input type="checkbox"/> Shoring <input type="checkbox"/> Trench Shield/Box <input type="checkbox"/> Ladder in Trench at 4 feet		
3. Describe elevation/site terrain/environmental concerns or hazards:		
4. Describe hazards with site/vehicle access (i.e. boom and cranes/electrical lines) and storage of materials:		
5. Describe the type of electrical concerns or hazards:		

Complete for Tower Work (Fall Protection & Hoisting Personnel)			
Type of Tower/Rooftop:		Type of Antenna Boom:	
Fall protection to be used:			
<input type="checkbox"/> Full Body Harness	<input type="checkbox"/> Double Leg or Two Lanyards	<input type="checkbox"/> Rope Grab	<input type="checkbox"/> Cable Grab
<input type="checkbox"/> Retractable Lifeline	<input type="checkbox"/> Anchorage Straps	<input type="checkbox"/> Ropes	<input type="checkbox"/> Descenders
1. Has each employee inspected his or her fall protection equipment?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Describe the fall protection system to be used when accessing antenna booms or performing tower erection:			
Hoisting Equipment to be used:			
<input type="checkbox"/> Personnel Platform/Manbasket	<input type="checkbox"/> Crane/Boom Truck	<input type="checkbox"/> Man-rated Hoist	<input type="checkbox"/> Gin Pole
1. Has a "Ride the Line" Permit or Personnel Platform Hoisting Permit been completed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Review and Signatures			
SBA Superintendent /Foreman		Subcontractor	
Name	Signature	Name	Signature



DAILY INSPECTION SHEET

CLIMB BELT / HARNESS / HARDWARE

Employee Name: _____

Week Of: _____

Harness Serial #: _____

Reporting Office: _____

	<i>Monday</i>		<i>Tuesday</i>		<i>Wednesday</i>		<i>Thursday</i>		<i>Friday</i>		<i>Saturday</i>		<i>Sunday</i>	
BELT/ HARNESS	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory
Webbing: No tears, cuts/burns, or chemical exposures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buckles and Rivets: No deformities, missing springs, or abnormal wear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D-Rings: No cracks, wear, or deformity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harness: Fits properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LANYARDS	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory
Grommets: No excessive wear or deformity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Snap Hooks: Latch properly, no excessive wear / deformity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rope or Strap: No cuts, wear, fraying, chaffing, bunny fur, chemical exposure, ripping or unraveling braid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HARDWARE	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory
Pelican Hook: Working safety catch, bar closes & latches, no wear or deformity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Climb: Spring, chains and quick release pins for proper operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spreader Bars/Chains: No visible damage or wear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Superintendent Jobsite Safety Survey

Site Name/Location _____
 Job # _____
 SBA Foreman _____

Client/GC _____
 Subcontractor _____
 Date _____

Are employees or subcontractors meeting SBA or Client requirements? If no, document the corrective action. Check the appropriate box.

#	Y	N	N/A	Areas Inspected
Project Administration				
1				Are safety signs/4 in 1 sign posted?
2				Is a pre-work hazard assessment survey/JHA documented?
3				Was a pre-work/tailgate meeting conducted?
4				Are daily harness inspection checklists completed?
5				Is a rescue plan documented or communicated to employees?
Housekeeping				
6				Is the work site clean and free of trip hazards?
7				Are materials including cable spools stored properly?
8				Is trash stored in containers/common area?
Emergency Response, Medical Services, and First Aid				
9				Are there First Aid/CPR certified personnel on location?
10				First Aid Kit provided and properly stocked?
11				Emergency communication numbers available?
12				Are there Tower Rescue trained personnel on location?
Sanitation/Health				
13				Is there an adequate supply of drinking water provided?
Hazard Communication				
14				Are MSDS's available for hazardous materials?
15				Are all containers properly labeled?
Fall Prevention/Protection				
16				Are employees employing 100% fall protection?
17				Are areas barricaded as required?
18				Are open holes guarded? (Roof tops-skylights)
19				Are ladders being properly used and in good condition?
Personal Protective Equipment				
20				Are employees wearing hard hats?
21				Are employees wearing safety glasses?
22				Are employees wearing gloves when required?
23				Are employees dressed in appropriate work clothing?
24				Are employees wearing proper foot protection?
25				Is all equipment maintained in a safe/sanitary condition?
Fire Prevention/Protection				
26				Are fire extinguishers in place? Min. (10 lbs. ABC during Hot Work)
27				Are chemicals, flammable and combustible liquids stored properly?

#	Y	N	N/A	Areas Inspected
Cranes, Hoists, & Rigging				
28				Does the crane have inspection documentation (Annual/Daily)?
29				Is proper cribbing for mobile cranes in place?
30				Is rigging properly labeled?
31				Are components of the rigging system in good condition?
32				Is proper documentation completed & onsite? (Personnel Hoisting)
33				Are load and hand signals charts posted?
Electrical				
34				Are GFCI (Ground Fault Circuit Interrupters) utilized?
35				Are extension wires/cords in serviceable condition?
36				Are electrical tools maintained and used in a safe manner?
RF Safety				
37				Are RF monitors calibrated and serviceable?
Tools - Hand and Power				
38				Are proper tools being used for the job?
39				Are tools and cords in good condition and free of defects?
40				Are all tool safeguards in place?
Excavations (When personnel are entering)				
41				If excavation/trench is 4' deep, is there a ladder present?
42				If excavation/trench is 5' deep, is a protective system being used?
Environmental				
43				Is adequate erosion control in place?

Additional Comments/Corrective Actions

Supervisor's Signature

Superintendent's Signature



Daily Vehicle Inspection Report

Vehicle Number:	Odometer Reading:	Trailer Number:
-----------------	-------------------	-----------------

<input type="checkbox"/> Air Compressor	<input type="checkbox"/> Mirrors		<input type="checkbox"/> Brake Connectors
<input type="checkbox"/> Air Lines	<input type="checkbox"/> Muffler/Exhaust	Lights	<input type="checkbox"/> Brakes
<input type="checkbox"/> Battery	<input type="checkbox"/> Oil Pressure	<input type="checkbox"/> Head – Stop	<input type="checkbox"/> Coupling Devices
<input type="checkbox"/> Body	<input type="checkbox"/> Radiator	<input type="checkbox"/> Tail – Dash	<input type="checkbox"/> Coupling (King) Pin
<input type="checkbox"/> Brake Accessories	<input type="checkbox"/> Rear End	<input type="checkbox"/> Turn Indicators	<input type="checkbox"/> Doors
<input type="checkbox"/> Brakes, Parking	<input type="checkbox"/> Reflectors		<input type="checkbox"/> Hitch
<input type="checkbox"/> Brakes, Service	<input type="checkbox"/> Suspension System	Safety Equipment	<input type="checkbox"/> Landing Gear
<input type="checkbox"/> Clutch	<input type="checkbox"/> Starter	<input type="checkbox"/> Fire Extinguisher	<input type="checkbox"/> Lights – All
<input type="checkbox"/> Coupling Devices	<input type="checkbox"/> Steering	<input type="checkbox"/> Reflective Triangles	<input type="checkbox"/> Roof
<input type="checkbox"/> Defroster/Heater	<input type="checkbox"/> Tires	<input type="checkbox"/> Flags/Flares	<input type="checkbox"/> Suspension/Springs
<input type="checkbox"/> Drive Line	<input type="checkbox"/> Transmission	<input type="checkbox"/> Spare Bulbs & Fuses	<input type="checkbox"/> Tarpaulin
<input type="checkbox"/> Engine	<input type="checkbox"/> Wheels and Rims	<input type="checkbox"/> Spare Tire/Jack	<input type="checkbox"/> Tires
<input type="checkbox"/> Fifth Wheel	<input type="checkbox"/> Windows		<input type="checkbox"/> Wheels and Rims
<input type="checkbox"/> Frame and Assembly	<input type="checkbox"/> Windshield Wipers		<input type="checkbox"/> OTHER:
<input type="checkbox"/> Front Axle	<input type="checkbox"/> OTHER:		_____
<input type="checkbox"/> Fuel System	_____		_____
<input type="checkbox"/> Horn	_____		_____

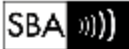
Remarks: _____

CONDITION OF ABOVE VEHICLE IS SATISFACTORY

Driver Name (Please Print): _____
 Driver's Signature: _____ Date: _____

ABOVE DEFECTS CORRECTED
 ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

Mechanic's Signature: _____ Date: _____
 Driver's Signature: _____ Date: _____



Driver's Vehicle Inspection Report

Required Daily for F-250s and Larger Vehicles and Light Trucks. Required Monthly for all F-150s and Smaller Vehicles by the 2nd Friday of Every Month. (Enter last 5 numbers of the vehicle VIN) (Enter with HR). (Enter Trailer # (if applicable))

Vehicle Number:	Odometer Reading: Enter odometer reading here	Trailer Number: (Enter with HR). (Enter Trailer # (if applicable))
-----------------	--	---

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Air Compressor | <input type="checkbox"/> Mirrors | Lights | <input type="checkbox"/> Brake Connectors |
| <input type="checkbox"/> Air Lines | <input type="checkbox"/> Muffler/Exhaust | | <input type="checkbox"/> Brake |
| <input type="checkbox"/> Battery | <input type="checkbox"/> Oil Pressure | | <input type="checkbox"/> Coupling (King) Pin |
| <input type="checkbox"/> Body | <input type="checkbox"/> Radiator | <input type="checkbox"/> Turn Indicators | <input type="checkbox"/> Doors |
| <input type="checkbox"/> Brake Accessories | Hint: If filling out form electronically use the tab key to get from one field to the next. | Safety Equipment | <input type="checkbox"/> Hitch |
| <input type="checkbox"/> Brakes, Parking | | | <input type="checkbox"/> Starter |
| <input type="checkbox"/> Brakes, Service | <input type="checkbox"/> Suspension System | | <input type="checkbox"/> Fire Extinguisher |
| <input type="checkbox"/> Clutch | <input type="checkbox"/> Steering | <input type="checkbox"/> Spare Bulbs & Fuses | <input type="checkbox"/> Roof |
| <input type="checkbox"/> Coupling Devices | <input type="checkbox"/> Tires | <input type="checkbox"/> Spare Tire/Jack | <input type="checkbox"/> Suspension/Springs |
| <input type="checkbox"/> Defroster/Heater | <input type="checkbox"/> Transmission | | <input type="checkbox"/> Tarpaulin |
| <input type="checkbox"/> Drive Line | <input type="checkbox"/> Wheels and Rims | | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Engine | <input type="checkbox"/> Windows | | <input type="checkbox"/> Wheels and Rims |
| <input type="checkbox"/> Fifth Wheel | <input type="checkbox"/> Windshield Wipers | | <input type="checkbox"/> OTHER: |
| <input type="checkbox"/> Frame and Assembly | <input type="checkbox"/> OTHER: | | |
| <input type="checkbox"/> Front Axle | | | |
| <input type="checkbox"/> Fuel System | | | |
| <input type="checkbox"/> Horn | | | |

Remarks: _____

Box must be checked if everything is satisfactory!!

CONDITION OF ABOVE VEHICLE IS SATISFACTORY

Driver Name (Please Print): _____

Driver's Signature: _____ Date: _____

Please print/sign name and enter date here if none of the above items are checked

ABOVE DEFECTS CORRECTED FOR SAFE OPERATION OF VEHICLE

ABOVE DEFECTS NOT CORRECTED FOR SAFE OPERATION OF VEHICLE

Mechanic's Signature: _____ Date: _____

Driver's Signature: _____

After repairs are completed driver signs and dates the form

TOWER SAFETY HANDBOOK REVIEW

1. What percentage of the platform's rated capacity must a man-basket be proof tested for?

Answer:

2. Can you ever utilize positioning devices in place of a fall arrest system?

Answer:

3. Is it ever acceptable not to wear a hardhat (head protection) while working on-site?

Answer:

4. When involved in a vehicle collision while at work, how many hours do you have to report the incident to the Regional Safety Manager?

Answer:

5. How often must a tailgate/toolbox meeting be conducted and documented?

Answer:

6. When is it acceptable to stop in front of active antennas?

Answer:

7. When occupying a trench 5 feet or more in depth, what must take place?

Answer:

8. Use your _____ and keep your back straight when lifting materials.

Answer:

9. Is "riding the line" ever an acceptable work practice?

Answer:

10. What is the correct slope for a ladder?

Answer:

11. Is it acceptable to use a step ladder in the closed position?

Answer:

12. When are gloves required on the job site?

Answer:

13. When is fall protection NOT required on a rooftop?

Answer:

14. At what work height must the rescue equipment be installed on the tower?

Answer:

15. What is the minimum number of Tower Safety and Rescue Personnel that must be on a tower site while climbing work is going on?

Answer:

16. Where are Material Safety Data sheets located?

Answer:

17. True or False. Flammable materials such as Gasoline must be stored in an ANSI approved safety can with flame arrestors.

Answer:

18. True or False. Seatbelts must be worn at all times in a moving SBA vehicle.

Answer:

19. Is it ever ok to use electrical cords or extension cords with electrical tape or broken insulation?

Answer:

20. 100% fall protection is required when working at or above _____ feet.

Answer: