DH KEYSTONE CONSULTING
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COMPLETE SAFETY MANUAL

Company Safety Manual

A full, written safety and health program covering policy, hazard prevention, emergencies, training and recordkeeping.

Prepared for	Northern Ridge Mechanical, LLC (fictional)
Industry	Plumbing, heating and mechanical contractor
Operating area	Interior Alaska, year-round field work
Length	This example: about 68 pages plus forms
Format	Editable Word file and PDF
Prepared by	DH Keystone Consulting

SAMPLE EXCERPT

Northern Ridge Mechanical is a fictional company created to show the format and depth of our work. Names, numbers and details are illustrative. This sample shows the full table of contents and one complete chapter. This sample is not a complete program and should not be used as one.

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2.13 Cold Weather Work

Purpose

Our crews work outdoors, in crawlspaces and in unheated buildings through Interior Alaska winters, where temperatures regularly fall below -20°F. This chapter sets the rules that keep employees safe from hypothermia, frostbite and other cold-related injuries and illnesses.

OSHA does not have a specific standard for cold stress. Employers are still required under the General Duty Clause, Section 5(a)(1) of the OSH Act, to protect workers from recognized hazards, including extreme cold. This chapter is how the Company meets that duty.

Scope

This chapter applies to all employees who work outdoors, in unheated structures, or who drive Company vehicles between October 1 and April 30, or at any other time the temperature or wind chill is at or below 32°F.

Cold weather action levels

Supervisors check the National Weather Service forecast and wind chill at the start of each shift and set the action level for every crew. Wind chill, not air temperature, determines the level.

Level	Wind chill	Required actions
Level 1 Caution	32°F to -9°F	Cold weather PPE required. Buddy system for outdoor tasks. Warm drinks available. Warm-up break at least every 2 hours.
Level 2 Warning	-10°F to -29°F	All Level 1 actions. Heated shelter or running vehicle within 5 minutes of the work area. Warm-up break at least every 60 minutes. No working alone outdoors. Supervisor checks crews every 2 hours.
Level 3 Danger	-30°F to -44°F	Outdoor work limited to essential and emergency tasks approved by the supervisor. Work periods of 30 minutes or less followed by warm-up. Face and hand protection with no exposed skin.
Level 4 Stop work	-45°F and colder	Non-emergency outdoor work stops. Emergency work requires the General Manager's approval, a written plan and a standby person in a heated vehicle.

> **Why the levels matter.** According to the National Weather Service Wind Chill Chart, frostbite can occur on exposed skin in 30 minutes or less at wind chills near -20°F, and in 10 minutes or less near -35°F.

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Cold weather clothing and equipment

The Company provides the following at no cost to employees, and supervisors confirm crews have them before leaving the shop:

- Insulated, waterproof boots rated to -40°F or colder
- Insulated work gloves with liners, plus a spare dry pair
- Balaclava or face mask and a hat that covers the ears
- Insulated bibs or coveralls for crawlspace and outdoor work
- Hand and toe warmers stocked in every vehicle
- Winter survival kit in every vehicle: blanket, shovel, traction aid, flashlight, food bars and water
- Hard hat liners compatible with Company hard hats

Employees dress in layers: a moisture-wicking base layer, an insulating middle layer and a wind- and water-resistant outer layer. Cotton should not be worn as a base layer because it holds moisture against the skin.

Recognizing cold stress

Condition	Warning signs	What to do
Frostbite	Numbness, tingling or stinging. Skin that looks white, grayish-yellow or waxy, and feels firm.	Move to a warm area. Do not rub the skin or use direct heat. Report it and get medical care.
Hypothermia	Early: shivering, fatigue, confusion, fumbling hands. Late: shivering stops, slurred speech, drowsiness, slow breathing.	Call 911. Move the person to a warm place, remove wet clothing and cover with blankets. Give warm, non-alcoholic drinks only if alert.
Trench foot	Red, swollen, numb feet after hours in wet, cold boots.	Remove wet boots and socks, dry the feet and keep them elevated. Report it and get medical care.

> **Watch your partner.** People with hypothermia often do not realize it. Under the buddy system, each worker watches for confusion, clumsiness or uncontrolled shivering in their partner and stops work at the first sign.

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Vehicles and travel

1. Vehicles are plugged in overnight when temperatures are forecast below 20°F.
2. Before leaving for a remote or rural site, the lead technician tells the office the route and expected arrival time, and checks in on arrival and departure.
3. If a vehicle breaks down, stay with the vehicle, call the office and run the engine for about 10 minutes each hour with the exhaust pipe clear of snow.

Job site practices

- Plan the coldest tasks for the warmest part of the day when possible.
- Use heated enclosures or temporary heat for long tasks at a fixed location. Fuel-burning heaters used indoors or in enclosures require carbon monoxide monitoring and ventilation.
- Keep metal tools and pipe in a heated vehicle until needed. Bare skin can freeze to cold metal.
- Clear and sand walking paths before starting work. Use traction aids on ice.

Training

All field employees complete cold stress training before October 1 each year and at hire. Training covers the action levels, cold weather PPE, recognizing and responding to cold stress, vehicle survival procedures, and the buddy system. Completion is recorded on the Training Sign-Off Sheet in Appendix B.

Reporting

Any suspected frostbite, hypothermia or cold-related injury is reported to the supervisor right away and documented using the Incident Report form in Appendix A, even if the employee does not need medical care.

End of sample excerpt

This example manual has 30 chapters plus forms and sign-off sheets. Your manual is built around the programs your company actually needs.

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