

COOLING TECHNOLOGY INSTITUTE

Construction Safety & Health Guidelines



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This guideline document summarizes the best current state of knowledge regarding the specific subject. This document represents a consensus of those individual members who have reviewed this document, its scope and provisions. It is intended to aid all users or potential users of cooling towers.

Approved by the CTI Executive Board



This document has been reviewed and approved as part of CTI's Five Year Review Cycle. This Document is again subject to review in 2014.

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CTI Executive Board

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Construction Safety and Health Guidelines

Introduction

The purpose of this document is to serve as a safety and health guideline for various cooling tower procedures that are routinely performed on job sites. The information provided is based on OSHA federal requirements.

This document serves as a guideline only. Each cooling tower owner or cooling tower contractor is responsible for ensuring the safety and health of the employees on the job sites, not CTI.

Effective safety and health programs depend on the credibility of management's involvement in the program, the inclusion of employees in safety and health decisions, careful job site analysis to identify hazards and potential hazards, strict prevention and control measures, and comprehensive employee training. All hazards must be addressed whether or not the hazards are regulated by government standards. CTI has provided this document as the minimum for safety and health requirements and stresses that each job site must be evaluated independently by a competent person for identified and potential safety and health hazards.

Section 1. Safety and Health Policy

Each cooling tower owner or cooling tower contractor should have a written safety and health policy. This policy will state the company's commitment to providing a safe work environment for their employees.

Section 2. Safety and Health Objectives

Each cooling tower owner or cooling tower contractor should have written safety and health objectives. Objectives are specific steps that are used to accomplish a goal. Writing objectives allows a company to adhere to a performance process and then to evaluate the company's execution of the process.

Section 3. Safety and Health Management

Each cooling tower owner or cooling tower contractor should provide written information on the Safety and Health Management Team that will be involved in the identified cooling tower work, both on-site and off-site. The management team should be identified by position and name. Example: John Smith, Project Manager. In addition, this Safety and Health Management section should provide information on the responsibilities of each management member, evaluation procedures, and other pertinent policies or procedures.

Section 4. Accident Prevention and Accident Investigation

Each cooling tower owner or cooling tower contractor is required by OSHA to provide a safe and healthful working environment for employees. This requirement is accomplished through educational and informational programs and continuous job site evaluation.

Accident investigations should be conducted after job site accidents and near-misses. Each cooling tower owner or cooling tower contractor should have a written procedure that will be followed.

Investigations should attempt to answer relevant questions such as:

- What exactly happened
- When the incident happened
- Where the incident happened
- Particulars of the incident
- Employees involved or witnesses
- How the incident occurred
- Factual information on how the incident occurred
- Did the job site JSA address the hazard or potential hazard that resulted in the incident
- How to prevent future incidents

Accident investigations should be documented. Written documentation should include:

- Employee statements
- Witness statements
- Any reports from a health care provider

The cooling tower owner or cooling tower contractor should have forms available for field employees to use for accident investigation.

All accident investigations should be sent to the cooling tower owner or cooling tower contractor's safety and health management team. The safety and health management team should then:

- Evaluate the incident data
- Select and implement a course of action to prevent future incidents from reoccurring
- Monitor the implemented course of action to determine success
- Update the company's safety and health program to reflect new procedures

Section 5. Bloodborne Pathogens Exposure Control Plan

Each cooling tower owner or cooling tower contractor must ensure that all employees with occupational exposure to human bloodborne pathogens are protected

from contracting bloodborne disease through the implementation of a written Bloodborne Pathogens Exposure Control Plan.

Each cooling tower owner or cooling tower contractor must classify employees into one of the three exposure categories based upon risk assessment of potential exposure:

- Exposure Category I
- Exposure Category II
- Exposure Category III

Exposure determination must be made without regard to the use of personal protective equipment.

Each cooling tower owner or cooling tower contractor must then establish a Bloodborne Pathogens Exposure Control Plan that will implement OSHA's standards for bloodborne pathogens. This exposure control plan must address the following steps that will be used to protect employees against exposure to

bloodborne pathogen diseases:

- Universal precautions/standard precautions
- Engineering controls
- Work practice controls
- Housekeeping
- Contaminated specimens and equipment
- Hazard communication

Each of these steps within the Bloodborne Pathogens Exposure Control Plan must be detailed with specific examples of compliance.

The Bloodborne Pathogens Exposure Control Plan must also address:

- The Hepatitis B vaccine
- Exposure incident procedures
- Post-exposure evaluation and control
- Management of infectious waste
- Blood spills
- Contaminated surfaces
- Contaminated laundry
- Bloodborne pathogens information and training

There should be forms for written documentation of all required materials.

The company's Bloodborne Pathogens Exposure Control Plan must:

- Apply to all job sites
- Be accessible to all employees
- Reviewed annually

Section 6. Cold Stress and Heat Stress

Each cooling tower owner or cooling tower contractor should consider the environment as a potential safety or health hazard. Potential cold stress and heat stress

job tasks should be identified during the job safety analysis and steps should be taken to eliminate or control the identified cold or heat stress activities. If the identified cold or heat stress activities cannot be eliminated, then attention should be given to the effects of cold or heat stress on the human body.

Employees should be provided site-specific training including the following topics:

- Hazards of cold or heat stress
- Acclimatization
- Cold disorders
- Heat disorders
- PPE
- Changes in job tasks due to extreme weather conditions

Written documentation should be maintained to allow for proof of required training and review of safety and health job performance.

Section 7. Confined Space

Construction Standards, 1926.21(b)(6)(i), 1926.21(b)(6)(ii)

General Industry Standard 1910.146

A confined space is a space that has all the following traits:

- Is large enough and so configured that an employee can bodily enter and perform assigned work
- Has limited or restricted means for entry or exit
- Is not designed for continuous employee occupancy

A cooling tower would be considered as a confined space.

A permit-required confined space is a confined space that has one or more of the following characteristics:

- Contains or has the potential to contain a hazardous atmosphere
- Contains a material that has a potential for engulfing an entrant
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section
- Contains any other recognized serious safety or health hazards

A cooling tower or part of the cooling tower must have one or more of the above characteristics to be a permit-required confined space. Therefore, not every cooling tower is a permit-required cooling tower.

If a cooling tower does have one or more of the identified characteristics of the definition of a permit-required cooling tower, only the area (or areas) in the cooling tower that has one or more of the

characteristics would be considered as a permit-required confined space. Note: A permit-required confined space is referred to as a permit space in the OSHA Standard 1910.146.

The job site must be evaluated by a qualified person to determine if any tower spaces are permit-required confined spaces.

- OSHA's definition of a qualified person: A "Qualified Person" means a person who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated the ability to solve or resolve problems related to the subject matter, the work, or the project.

The qualified person must consider the following points before determining if any tower spaces are permit-required confined spaces:

- Past and current use of the confined space
- Physical characteristics of the confined space
- Existing or potential hazards within the confined space
- The removal of access doors, covers, etc.

The qualified person then determines if the confined space is a non permit-required confined space or a permit-required confined space. A non permit-required confined space has no hazards identified or the hazards have been eliminated; no permit is required. A permit-required confined space has identified or potential hazards which cannot be completely eliminated thus requiring control measures to be taken for employee safety; a permit is required.

Each cooling tower owner or cooling tower contractor is responsible for informing employees of the existence, location, and danger posed by the permit-required confined space.

An entry permit must be obtained for the permit-required confined space. The entry permit must contain the following information:

- Date
- Location
- Signature of the person providing the entry permit

The entry permit must be obtained prior to employees entering the permit-required confined space and must be available for employee viewing. The entry permit must be posted at the point of entry.

A non permit-required confined space can be reclassified to a permit-required confined space if there are changes in the use or configuration of the non permit-required confined space that might increase the hazards to the entrants.

A permit-required confined space can be reevaluated and reclassified as a non permit-required confined space under the following conditions: the permit space poses no identified or potential atmospheric hazards or all the identified hazards within the permit space are eliminated without the use of forced air ventilation. Written documentation for a permit-required confined space being reclassified to a non permit-required confined space must contain the following information:

- Date
- Permit space location
- The signature of the person making the reclassification determination

OSHA requires a written permit space program to be developed and implemented by a cooling tower owner or cooling tower contractor before employees enter the permit-required confined space. This program must be reviewed annually.

Prior to employees entering a permit-required confined space, internal atmospheric testing must be performed with a calibrated direct-reading instrument for the following conditions:

- Oxygen content
- Flammable gases and vapors
- Potential toxic air contaminants

The tests must meet the following requirements:

- Tests are performed in an exact order: oxygen, flammability, and then toxicity
- The tests must be performed on all levels of the space
- Forced air ventilation must be completely shut off for the atmospheric testing
- A qualified person must conduct the atmospheric tests
- Entrants into the permit-required confined space must be allowed to see the atmospheric testing results

The entry permit will state if the atmosphere will be continuously monitored while the entrants are within the permit-required confined space or if periodic testing will be performed to ensure the safety of the entrants.

The cooling tower owner or cooling tower contractor must designate an emergency rescue service for entrants within a permit-required confined space. This rescue service must meet the following requirements:

- Ability to respond to rescue services in a timely manner
- Proficiently provide rescue-related tasks within the permit space

The rescue service must be given access to the permit space so an appropriate rescue plan may be developed, and they must be informed of all hazards they may confront within the permit space.

An entry supervisor is the person responsible for determining if acceptable entry conditions are present at a permit-required confined space where entry is planned. The entry supervisor is also responsible for authorizing entry, overseeing all entry operations, and terminating entry as necessary.

The Entry Supervisor's responsibilities include the following:

- Inform the entrants of the identified and potential hazards of the permit-required confined space
- Obtain the entry permit, work permit and/or the hotwork permit from the Host Employer
- Verify that the necessary testing has been performed and all procedures and equipment are in position
- Determine that the permit-required confined space remains consistent with the entry permit
- Terminate the entry and cancel the entry permit when conditions not allowed on the entry permit occur
- Verify that a rescue service is available
- Assign an attendant to monitor the employees and assign a fire watch if hotwork is being performed

An attendant is the employee stationed outside the permit-required space who monitors the authorized entrants. The attendant's responsibilities include the following:

- Know the identified and potential hazards of the permit-required confined space
- Remains outside the permit-required confined space
- Maintains contact with the entrants
- Monitors conditions to determine if it is safe for the entrants to remain inside
- Orders the entrants to evacuate the permit-required confined space if necessary
- Summons the rescue and emergency services when necessary

Entrants are the employees required to enter a permit-required confined space. Entrants must be informed of the following information:

- The conditions of the entry permit
- The nature of the hazards identified
- The precautions that need to be taken for safety
- The appropriate personal protective equipment to be used
- The procedures for emergency rescue

Training must be provided for all affected employees:

- Before entry operations
- Whenever there is a change in assigned duties
- Whenever there is a change in permit space operations
- Whenever there are deviations from the permit space entry procedures
- Whenever entrants demonstrate inadequacies in entry procedures

Training must be documented.

Training must be provided by a qualified person.

Section 8. Electrical

Construction Standards, Subpart K, 1926.400

OSHA requires that ground-fault protection be provided on construction job sites to ensure electrical safety for employees. OSHA has approved two types of ground-fault protection: ground fault circuit interrupters or an assured equipment grounding conductor program. OSHA requires that the employer designates one or more competent persons to implement the program.

Ground fault circuit interrupters (GFCIs)

- All 120-volt, single-phase 15- and 20-ampere receptacle outlets on construction sites, which are not a part of the permanent wiring of the building or structure and which are in use by employees, must have approved ground-fault circuit interrupters for personnel protection. Receptacles on a two-wire, single-phase portable or vehicle-mounted generator rated not more than 5kV, where the circuit conductors of the generator are insulated from the generator frame and all other grounded surfaces, need not be protected with ground-fault circuit interrupters.

Assured equipment grounding conductor program

- The employer must establish and implement an assured equipment grounding conductor program on construction sites covering all cord sets, receptacles which are not a part of the building or structure, and equipment connected by cord and plug which are available for use by the employees.
- This program must comply with the following minimum requirements:
 - A written description of the program, including the specific procedures adopted by the employer, must be available at the jobsite for inspection and copying by OSHA and any affected employee.
 - The employer must designate one or more competent persons to implement the program.
- OSHA's definition of a competent person: "Competent person" means the person who is

capable of identifying existing hazards and predicting potential hazards in the work place which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate these hazards.

- o Each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug, except cord sets and receptacles which are fixed and not exposed to damage, must be visually inspected before each day's use for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage. Equipment found damaged or defective must not be used until repaired.
- o The following tests must be performed on all cord sets, receptacles which are not a part of the permanent wiring of the building or structure, and cord- and plug-connected equipment required to be grounded:
 - All equipment grounding conductors must be tested for continuity and must be electrically continuous.
 - Each receptacle and attachment cap or plug must be tested for correct attachment of the equipment grounding conductor. The equipment grounding conductor must be connected to its proper terminal.
- o All required tests must be performed:
 - Before first use
 - Before equipment is returned to service following any repairs
 - Before equipment is used after any incident which can be reasonably suspected to have caused damage (for example, when a cord set is run over)
 - At intervals not to exceed 3 months, except that cord sets and receptacles which are fixed and not exposed to damage shall be tested at intervals not exceeding 6 months.
- o The employer must not make available or permit the use by employees of any equipment which has not met the requirements of this program.
- o Tests performed as required in this paragraph must be recorded. This test record must identify each receptacle, cord set, and cord- and plug-connected equipment that passed the test and must indicate the last date it was tested or the interval for which it was tested. This record must be kept by means of logs, color coding, or other effective means and must be maintained until replaced by a more current record. The record must be made available on the jobsite for

inspection by OSHA and any affected employee.

OSHA requires all electrical tools and equipment to be periodically inspected. The cooling tower owner or cooling tower contractor must establish an inspection program that includes some type of documentation to confirm the inspection process.

The cooling tower owner or cooling tower contractor must ensure that electrical equipment is free from recognized hazards that are likely to cause death or serious physical harm to employees. Safety of equipment must be determined on the basis of the following considerations:

- Mechanical strength and durability
- Electrical insulation
- Heating effects under conditions of use
- Arcing effects
- Classification by type, size, voltage, current capacity, specific use
- Other factors which contribute to the practical safeguarding of employees using or likely to come in contact with the equipment

Listed, labeled, or certified equipment must be installed and used in accordance with instructions included in the listing, labeling, or certification.

Equipment intended to break current must have an interrupting rating at system voltage sufficient for the current that must be interrupted.

Electrical equipment must not be used unless the manufacturer's name, trademark, or other descriptive marking by which the organization responsible for the product may be identified is placed on the equipment and unless other markings are provided giving voltage, current, wattage, or other ratings as necessary.

Sufficient access and working space must be provided and maintained about all electric equipment to permit ready and safe operation and maintenance of such.

A conductor used as a grounded conductor must be identifiable and distinguishable from all other conductors. A conductor used as an equipment grounding conductor must be identifiable and distinguishable from all other conductors.

Under the following conditions, the frame of a portable generator need not be grounded and may serve as the grounding electrode for a system supplied by the generator:

- The generator supplies only equipment mounted on the generator and/or cord- and plug-connected equipment through receptacles mounted on the generator, and

- The noncurrent-carrying metal parts of equipment and the equipment grounding conductor terminals of the receptacles are bonded to the generator frame.

Under the following conditions the frame of a vehicle may serve as the grounding electrode for a system supplied by a generator located on the vehicle:

- The frame of the generator is bonded to the vehicle frame, and
- The generator supplies only equipment located on the vehicle and/or cord- and plug-connected equipment through receptacles mounted on the vehicle or on the generator, and
- The noncurrent-carrying metal parts of equipment and the equipment grounding conductor terminals of the receptacles are bonded to the generator frame.

For a grounded system, a grounding electrode conductor must be used to connect both the equipment grounding conductor and the grounded circuit conductor to the grounding electrode. Both the equipment grounding conductor and the grounding electrode conductor must be connected to the grounded circuit conductor on the supply side of the service disconnecting means, or on the supply side of the system disconnecting means or overcurrent devices if the system is separately derived.

The path to ground from circuits, equipment, and enclosures must be permanent and continuous.

General requirements for temporary wiring:

- Feeders must originate in a distribution center. The conductors must be run as multiconductor cord or cable assemblies or within raceways; or, where not subject to physical damage, they may be run as open conductors on insulators not more than 10 feet apart.
- Branch circuits must originate in a power outlet or panelboard. Conductors must be run as multiconductor cord or cable assemblies or open conductors, or must be run in raceways. All conductors must be protected by overcurrent devices at their ampacity. Runs of open conductors must be located where the conductors will not be subject to physical damage, and the conductors must be fastened at intervals not exceeding 10 feet. No branch-circuit conductors must be laid on the floor. Each branch circuit that supplies receptacles or fixed equipment must contain a separate equipment grounding conductor if the branch circuit is run as open conductors.

- Receptacles must be of the grounding type. Unless installed in a complete metallic raceway, each branch circuit must contain a separate equipment grounding conductor, and all receptacles must be electrically connected to the grounding conductor. Receptacles for uses other than temporary lighting must not be installed on branch circuits which supply temporary lighting. Receptacles must not be connected to the same ungrounded conductor of multiwire circuits which supply temporary lighting.
- Disconnecting switches or plug connectors must be installed to permit the disconnection of all ungrounded conductors of each temporary circuit.
- All lamps for general illumination must be protected from accidental contact or breakage. Metal-case sockets must be grounded.
- Temporary lights must not be suspended by their electric cords unless cords and lights are designed for this means of suspension.
- Portable electric lighting used in wet and/or other conductive locations, as for example, drums, tanks, and vessels, must be operated at 12 volts or less. However, 120-volt lights may be used if protected by a ground-fault circuit interrupter.
- Flexible cords and cables must be protected from damage. Sharp corners and projections must be avoided. Flexible cords and cables may pass through doorways or other pinch points, if protection is provided to avoid damage.
- Extension cord sets used with portable electric tools and appliances must be of three-wire type and must be designed for hard or extra-hard usage. Flexible cords used with temporary and portable lights must be designed for hard or extra-hard usage.

Flexible Cords and Cables must be used only for:

- Pendants
- Wiring of fixtures
- Connection of portable lamps or appliances
- Elevator cables
- Wiring of cranes and hoists
- Connection of stationary equipment to facilitate their frequent interchange
- Prevention of the transmission of noise or vibration
- Appliances where the fastening means and mechanical connections are designed to permit removal for maintenance and repair.

Flexible cords must be equipped with an attachment plug and must be energized from a receptacle outlet.

Flexible cords and cables must not be used:

- As a substitute for the fixed wiring of a structure
- Where run through holes in walls, ceilings, or floors
- Where run through doorways, windows, or similar openings, except as permitted in paragraph (a)(2)(ii)(1) of this section
- Where attached to building surfaces
- Where concealed behind building walls, ceilings, or floors

Type SJ, SJO, SJT, SJTO, S, SO, ST, and STO cords must not be used unless durably marked on the surface with the type designation, size, and number of conductors.

Flexible cords must be used only in continuous lengths without splice or tap. Hard service flexible cords No. 12 or larger may be repaired if spliced so that the splice retains the insulation, outer sheath properties, and usage characteristics of the cord being spliced.

Flexible cords must be connected to devices and fittings so that strain relief is provided which will prevent pull from being directly transmitted to joints or terminal screws.

Flexible cords and cables must be protected by bushings or fittings where passing through holes in covers, outlet boxes, or similar enclosures.

Portable lamps must be wired with flexible cord and an attachment plug of the polarized or grounding type. If the portable lamp uses an Edison-based lampholder, the grounded conductor must be identified and attached to the screw shell and the identified blade of the attachment plug.

Worn or frayed electric cords or cables must not be used.

Extension cords must not be fastened with staples, hung from nails, or suspended by wire.

Employee Protection

- No employer must permit an employee to work in such proximity to any part of an electric power circuit that the employee could contact the electric power circuit in the course of work, unless the employee is protected against electric shock by deenergizing the circuit and grounding it or by guarding it effectively by insulation or other means.
- In work areas where the exact location of underground electric power lines is unknown, employees using jack-hammers, bars, or other hand tools which may contact a line must be provided with insulated protective gloves.
- Prior to work, the employer must ascertain by inquiry or direct observation, or by instruments, whether any part of an energized electric power

circuit, exposed or concealed, is so located that the performance of the work may bring any person, tool, or machine into physical or electrical contact with the electric power circuit. The employer must post proper warning signs where such a circuit exists. Employees must be informed of the location of such lines, the hazards involved, and the protective measures to be taken.

Section 9. Emergency and Evacuation Procedures

The cooling tower owner or cooling tower contractor must ensure that every building or structure has exits that allow free and unobstructed egress from all parts of the building or structure at all times when occupied by employees.

The cooling tower owner or cooling tower contractor must implement an Emergency Action Plan that addresses the procedures that will be followed during an emergency situation. The Emergency Action Plan must be:

- Site specific
- Posted on the job site
- Accessible for employee review

The Emergency Action Plan must provide the following information:

- Emergency telephone numbers
- Emergency escape procedures
- Designated assembly areas
- Employee verification procedures
- Rescue and medical responsibilities
- Procedures for reporting fires and other emergencies
- Names of persons to contact in the case of an emergency

Employees must be trained in the site specific Emergency Action Plan.

Section 10. Environmental Plan

The cooling tower owner or cooling tower contractor should have an environmental policy. This policy will state the company's commitment to maintaining an environment friendly job site where environmental regulations will be enforced.

The cooling tower owner or cooling tower contractor should have written environmental objectives that will define environmental procedures and allow for a review of the environmental plan's effectiveness.

The cooling tower owner or cooling tower contractor should take into consideration federal, state, local, and job site owner requirements for environmental regulations.

Employees should be trained in environmental responsibilities and procedures.