

www.TURNSTILES.us Safety Program for Turnstile Installations

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1. Activity Overview

Description of Tasks

The following tasks are required to complete a turnstile installation:

- Unpacking Turnstile(s) and All Hardware
- Layout Turnstile(s)
- Anchor Turnstile(s)
- Install Header(s)
- Run Low Voltage Wire for Access Control
- Run High Voltage Wire for Power (Licensed Electricians only)

Tools Required (Minimum)

- Impact Driver
- Hammer Drill
- Hammer
- Prybar
- Tape Measure
- Chalk Line
- Socket Set
- Wire Strippers
- Pliers
- Wrenches
- Screwdrivers
- Allen Wrenches

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2. Identified Hazards

| <u>Task</u> | <u>Hazards</u> |
|-------------------------------|--|
| Unpacking Turnstile(s) | Sharp objects, screws, nails, trip hazards, metal debris |
| Layout Turnstile(s) | Trip hazards, concrete debris, overhead lifting, sharp objects |
| Anchor Turnstile(s) | Trip hazards, sharp objects, lifting heavy components, concrete debris |
| Install Header(s) | Overhead lifting, metal debris, sharp edges, electrical components |
| Run Low Voltage Wire | Electric shock, sharp objects, trip hazards |
| Run High Voltage Wire | Electric shock, trip hazards, sharp edges, risk of contact with live wires |

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3. Risk Control Measures

| <u>Hazard</u> | <u>Control Measures</u> | <u>Responsibility</u> |
|---|---|------------------------------|
| Sharp Objects, Screws, Nails | <ul style="list-style-type: none"> - Wear gloves and safety glasses. - Pound nails flat after use. | Installer |
| Trip Hazards | <ul style="list-style-type: none"> - Keep work area clean and free of debris. - Cone off area from traffic. | Installer, Supervisor |
| Concrete Debris | <ul style="list-style-type: none"> - Use proper footwear. - Clean up debris immediately. | Installer |
| Overhead Lifting | <ul style="list-style-type: none"> - Wear hard hats. - Ensure overhead items are properly supported. | Supervisor |
| Metal Debris | <ul style="list-style-type: none"> - Wear gloves and safety glasses. - Dispose of debris immediately. | Installer |
| Working with 3rd Party (Sharp Objects) | <ul style="list-style-type: none"> - Ensure good communication. | Installer, Supervisor |

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4. Responsibility and Accountability

The following personnel are responsible for implementing the risk control measures:

- **Installer:** Responsible for wearing personal protective equipment (PPE), maintaining a safe work environment, and ensuring safety procedures are followed during all tasks. Additionally, installers are expected to:
 - Honor the Terms and Conditions of the contract.
 - Perform work in accordance with the Agreed Scope of Work.
 - Ensure all necessary documentation, including the Certificate of Insurance and coverage as agreed, is provided and maintained.
- **Supervisor:** Responsible for overseeing the implementation of safety measures, ensuring proper PPE is worn, and providing support for high-risk tasks (e.g., overhead lifting). Supervisors are also responsible for ensuring compliance with:
 - Terms and Conditions outlined in the agreement.
 - Ensuring that the Scope of Work is adhered to by installers.
 - Verifying the Certificate of Insurance and confirming adequate coverage is in place.
- **Safety Officer:** Responsible for conducting safety audits, providing training, and ensuring compliance with OSHA standards. The Safety Officer also ensures that all required insurance documents and compliance paperwork are submitted and updated.

This program ensures that all installers have been properly trained to handle potential hazards and follow safety protocols while installing turnstiles. The goal is to minimize risk and create a safe working environment.