



220 WILLOW ST • NASHVILLE, TN • 37210  
WWW.NASHVILLESTEAM.ORG

## Health and Safety Policy

- If immediate emergency assistance is required, call 911.
- Health and Safety at the Nashville Steam Preservation Society, Inc. (NSPS) must be a part of every operation. Without question, it is every manager's, employee's, volunteer's, and contractor's responsibility at all levels.
- We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of managers, employees, volunteers, and contractors. It also requires cooperation in all safety and health matters, not only between managers and employees, volunteers, and/or contractors but also between employees, volunteers, and contractors and their co-workers. Only through such a cooperative effort can an effective safety and health program be established and preserved.
- The safety and health of every employee, volunteer, contractor, and visitor is a high priority. Management accepts responsibility for providing a safe working and visitor environment and all workers are expected to take responsibility for performing work in accordance with safe standards and practices. Safety and health will only be achieved through teamwork. Everyone must join together in promoting safety and health and taking every reasonable measure to assure safe working conditions in the company.
- Employees, volunteers, and contractors should study and talk about each task before beginning work. If at any time the work conditions change, people are added or removed from a work group, or when the task becomes confusing, the work should temporarily halt and the changes should be discussed. If at any time an employee, volunteer, or contractor is not comfortable with an assigned task, they should contact your supervisor immediately. Clarification and/or training will be conducted at the soonest available time.
- Employee and Volunteer workers will be required to attend one training class per year at a designated place and time.
- Any employee or volunteer who allows one calendar year or greater to elapse without attending a work session will lose active status and will be required to re-attend the introductory safety class.
- First aid kits will be made available for use. It is the responsibility of management to ensure its contents are stocked and ready for use.

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The **NASHVILLE STEAM PRESERVATION SOCIETY, INC.** is a 501c(3) Not-for-Profit Corporation whose mission is to preserve our history by restoring and operating relevant historic railroad equipment for the purposes of education, tourism, and goodwill to and for **METRO NASHVILLE**. [EIN: 47-5228161]

- Immediately report all accidents, incidents, close calls, or unsafe conditions to management.

### **Hazardous Material**

Hazardous material including, but not limited to, fuels, lubricants, solvents, paint, cleaning supplies, etc. will be stored in an approved container and location. Material Safety Data Sheet (MSDS) will be maintained by the Chief Mechanical Officer (CMO) and supplied to individuals upon request and/or when necessary in the performance of their duties. Any spills or accidents regarding hazardous materials shall be reported to direct supervision immediately so that proper safeguards can be put in place to minimize exposure or a worsening condition. All workers will be responsible for maintaining and properly wearing the appropriate Personal Protective Equipment (PPE) when required in the performance of their duties.

### **Machinery and Equipment**

No worker shall be allowed to operate any machinery or equipment that has not been properly trained and deemed qualified by the appropriate member of management in charge. This is to protect the individual, co-workers, and visitors that may be subject to an at risk condition as well as the machinery and/or equipment being operated. Any tool, machinery, or equipment malfunction or breakage should be reported to supervision as soon as conditions warrant, and should be tagged with observed defect. No tool, machinery, or equipment, shall be operated if unsafe or tagged defective until properly repaired or replaced.

### **Electrical Safety**

No person should connect or plug into a receptacle of 220 volts or more without first disconnecting the power or opening the breaker. Only qualified personnel should perform maintenance on or to any part of electrical circuits. Only a CO2 fire extinguisher should be used in case of electrical fire.

### **Work Attire and Personal Protective Equipment (PPE)**

All workers are required to wear approved work apparel. Ripped, torn, frayed, loose or baggy, and soiled or heavily stained clothing should not be worn while performing duties for NSPS. Long pants such as blue jeans or overalls should be worn while performing duties of repair, restoration, or operations. Some tasks will require long sleeve shirts. Some jobs may require an alternate uniform.

Personal Protective Equipment (PPE) shall and must be worn appropriately as required by the task or duty assigned. All workers will be responsible for providing their own gloves, work boots, and safety glasses. Hearing protection and hard hats (as required), safety vests, fall restraint harnesses, and welding and cutting PPE will be provided other than welding hoods. Work boots will be required that are leather, provide proper ankle support, and have a defined heel. Safety glasses should be equipped with side shields.



**Fire protection**

It is the responsibility of all workers to ensure that areas where burning, welding, and grinding will occur is free from flammable material and other persons that could be harmed. Proper safeguards, such as welding blinds, should be put in place to prevent fire and minimize exposure to others. Fire extinguishers will be on site and in a serviceable condition in case of fire. Report any and all use of fire extinguishers to your supervisor at the soonest practical time.

**Housekeeping**

It is the responsibility of all workers to maintain their work area and facility in a clean manner. All workers should minimize tripping and slip hazards such as debris, welding rod stubs, hoses, cords, etc. to minimize exposure. At the end of the work day or session, all loose items must be picked up, re-stowed, and floors swept clean. All discarded items should be placed in the proper receptacles provided. All tools, equipment, and machinery shall be cleaned and restored to a suitable condition for use.

**Visitors Safety**

NSPS is unique in that from time to time there may and will be the presence of the general public and special guests. It is the responsibility of all management, employees, volunteers, and contractors to ensure their safety by not exposing anyone to undue harm. Intermittent pauses in work may be required to accommodate these visitors. It is the responsibility of the tour guide or other designated person(s) to ensure visitors are not allowed access to places and locations where they may be exposed to harm.

**Willful Violations**

Any employee, volunteer, or contractor who willfully violates any part of this Health and Safety Policy, or puts themselves or others at risk, may be subject to extra training, disciplinary action, or termination.

