SAFETY POLICY

1325 North Mondel Drive
Gilbert, Arizona 85233
33.374220, -111.816290
Phone: 480-497-4526 Fax: 480-497-4527
www.ryanmechanical.com

ROC80516 C-37 Commercial Plumbing / ROC098919 R37R / ROC97541 C-39

Effective 2020

COMPANY PERSONNEL AND AGENT CONTACTS

Responsible Company:	Ryan Mechanical Co. 1325 North Mondel Drive Gilbert, Arizona 85233 Phone: 480-497-4526 Fax: 480-497-4527 www.ryanmechanical.com
Safety Representative, RTWP Administrator/ RPP Administrator, Emergency Contact:	Linda Cuadros 480-497-4526 linda@ryanmechanical.com
Authorized Agent:	Premier Risk Management 4501 North 22nd Street, Suite 190 Phoenix, AZ 85016 Office: 623-243-7263 Toll-free: 1-800-980-RISK www.premierrm.com

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INDEX OF ATTACHMENTS

DO NOT REMOVE THESE ATTACHMENTS FROM THE COMPLIANCE PLAN. THESE DOCUMENTS ARE AVAILABLE AS PDF FORMS ON YOUR COMPANY NETWORK DRIVE. CONTACT YOUR BUSINESS OFFICE FOR ADDITIONAL INFORMATION.

Acknowledgment of Understanding
Ryan Mechanical Co. Written Compliance Plan

I am aware of the Ryan Mechanical Co. formal safety compliance plan which is available for me to read in the business office and I may obtain a copy of the plan from my supervisor with a verbal or written request.

In accordance with 29 U.S.C. § 654 and A.R.S. § 23-404, I shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act applicable to my own actions and conduct. The Company has provided training and other information on safe working expectations and a means to seek advice when I am unsure. I shall not attempt any task requiring additional training or willfully create a hazard to my fellow employees or myself. I will report any unsafe condition to my foreman, supervisor, competent person or other member of management upon discovery and not complete any task in an unsafe manner. NO ONE can request I work in an unsafe condition and no employee has the authority to change safe work practice requirements except the President of Ryan Mechanical Co.; any such change will be made in writing on the Company letterhead and signed by the President of the Company.

ALL EMPLOYEES HAVE THE AUTHORITY TO STOP WORK IF THEY RECOGNIZE AN UNSAFE CONDITION IN THE WORK ENVIRONMENT.

I will be provided all Personal Protective Equipment (PPE) required for the safe execution of my work-related tasks. I will not be allowed to work if I arrive without my Company provided PPE. If I lose or damage my PPE, I authorize the Company to replace it at my expense and payroll- deduct the cost of the replacement PPE.

In accordance with A.R.S. § 23-908 (E), I shall forthwith report any injury, illness or other incident that occurs to me or that I witness, regardless of severity, to my supervisor. Forthwith is defined as immediately when it occurs.

If I fail to comply with this requirement, no compensation will be paid, and my claim will be denied.

I understand and agree I am an at-will employee of Ryan Mechanical Co. and if I violate any Company policy, practice or procedure I am subject to disciplinary action up to and including termination.

EMPLOYEE NAME	SIGNATURE (BLUE INK REQUIRED)	DATE

MANAGEMENT NAME	SIGNATURE	DATE

Memorandum from the President

Dear Valued Team-Member:

The safety of our employees, subcontractors, suppliers and customers is a priority at Ryan Mechanical Co., hereinafter referred to as “the Company”. Compliance with Federal and State laws, rules, and/or regulations’s is the responsibility of each sub-contractor for his/her own employees while working in our work environments.

Working safely is not an option, but a requirement of doing business with the Company, and we anticipate the cooperation of all people associated with our projects.

The safety policy herein governs all operations and constituents of the Company: This written policy is for all Ryan Mechanical Co. employees and adherence is a condition of employment. All employees will comply with the requirements of this policy, as well as the safety rules, instructions, and procedures issued by the owners and city, state, county, and federal governments. Failure to do so will result in disciplinary action.

It is a requirement that all subcontracts and purchase orders issued by the Company comply with this safety policy — collectively, the safety rules, instructions, and procedures issued by the owners and city, state, county, and federal governments. Failure to do so is a breach of contract terms.

All visitors to any Company site or operations, including, but not limited to, suppliers, owner’s representatives, agents of the architect or engineer, regulatory authorities, and insurance company representatives, shall be required to follow all safety rules and regulations in effect during their visit.

Working safely is everyone’s personal responsibility and, as a member of our team, we expect you will be supportive of the Company safety culture. There will be no compromising on safety, and necessary precautions will be enforced to support a safe environment.

Thank you in advance for your cooperation.

Sincerely,

Joseph Ryan

President, Ryan Mechanical Co.

Site-Specific Directive

☐ Controlling Contractor ☐ Subcontractor ☐ Vendor ☐ Other: _____

GENERAL INFORMATION

COMPANY NAME	PROJECT NAME	PROJECT NUMBER
Ryan Mechanical Co.		

PROJECT ADDRESS	CITY	STATE	ZIP

NEAREST MEDICAL FIRST AID CENTER	ADDRESS	CITY	PHONE

NEAREST TRAUMA CENTER (HOSPITAL)	ADDRESS	CITY	PHONE

ACCOUNTABLE PERSONNEL AND AUTHORIZED AGENTS

PROJECT MANAGER	
NAME:	
EMAIL:	
CELL:	

ALTERNATE PROJECT MANAGER	
NAME:	
EMAIL:	
CELL:	

SUPERINTENDENT	
NAME:	
EMAIL:	
CELL:	

ALTERNATE SUPERINTENDENT	
NAME:	
EMAIL:	
CELL:	

COMPETENT PERSON	
NAME:	
EMAIL:	
CELL:	

ALTERNATE COMPETENT PERSON	
NAME:	
EMAIL:	
CELL:	

SAFETY REPRESENTATIVE	
NAME:	
EMAIL:	
CELL:	

RETURN-TO-WORK PROGRAM ADMINISTRATOR	
NAME:	
EMAIL:	
CELL:	

RCS ADMINISTRATOR	
NAME:	
EMAIL:	
CELL:	

EMERGENCY CONTACT	
NAME:	
EMAIL:	
CELL:	

RISK MANAGER				
Premier Risk Management	WEB:	www.premierrm.com	PHONE:	800-980-RISK

SITE INFORMATION

ACCESS/EGRESS POINT(S) FOR ALL EMPLOYEES, SUBCONTRACTORS, AND VENDORS

AUTHORIZED WORK DAYS	AUTHORIZED WORK HOURS

SCOPE OF WORK

BRIEF DESCRIPTION OF PROJECT

Engineering Controls and PPE

- ☐ PFS/guard rails
- ☐ GFCI
- ☐ Hard hats
- ☐ Guard rails
- ☐ Respiratory protection
- ☐ Gloves
- ☐ Trench fence
- ☐ Safety glasses
- ☐ LOTO

Identifiable Exposures

- ☐ Fall-from height
- ☐ Excavation/trenches
- ☐ Ladders
- ☐ Scaffolds
- ☐ Cranes
- ☐ Electric shock
- ☐ Lasers
- ☐ Pedestrians
- ☐ Traffic

Environmental Hazards

- ☐ Confined Spaces
- ☐ Asbestos
- ☐ Lead
- ☐ Silica Dust

Alternate Procedures

- ☐ Safety monitors
- ☐ Controlled access zone

Other Considerations

Section 1: *See Attachment 9 "Incident Protocols"*

Company Safety Commitment

For a safety program to be effective, it is vital that rules be established, monitored by responsible individuals, and implemented at all levels of employment.

MISSION STATEMENT

The Leadership of Ryan Mechanical Co., hereinafter the Company, is committed to providing employees with a safe and healthful workplace and to comply with all requirements and/or intent of federal and state rules and regulations. Management participation is vital to the success of our safety efforts and asserts the following commitments:

1. It is the policy of the Company to provide a place of employment reasonably free from hazards that may cause illness, injury, or death to our employees. We will work proactively to maintain compliance with the Occupational Safety and Health Act of 1970; 29 USC 654; SEC. 5. Duties and all applicable State and local regulations covering business related activities.

2. It is also the Company's policy to establish an effective and continuous safety program incorporating educational and monitoring procedures to teach safety protocols, maintain standards, and correct deficiencies to yield a safe working environment. We will develop and implement safe work practices designed for the protection of our employees and facilities. The Company may have contractual obligations exceeding minimum regulatory and internal policies; employees will be familiarized with and required to comply with any such additional safety requirements.

All company supervisors and employees, including the competent person and/or authorized personnel, are responsible for the enforcement of safety policies and practices. They must ensure the following:

1. Employees under their charge are trained in the appropriate safety procedures, including chemical-specific training as required. Individual safety files are maintained at the business office for all employees.

2. They follow the procedures outlined in the incident protocols (See "Incident Protocols" on Page 14382) if an incident or work-related injury or health problem occurs in their area of responsibility.

3. Equipment and property within their area of responsibility are maintained in a safe and hazard-free condition.

Employees shall be trained on the hazards of the work site prior to commencing work. If anyone has any questions, STOP and seek a member of management, including but not limited to a supervisor, foreman, or superintendent, to get clarification.

No employee of the Company may alter, modify, or in any way change any equipment without the express written consent of the manufacturer of the equipment. Further, no employee of the Company has authorization to modify or change safety policies and/or directives without the expressed written permission of the President of the Company.

COMPANY SAFETY PRINCIPLES

We believe the safety of our employees is of the utmost importance, along with quality, production, and cost control. Maintenance of safe operating procedures at all times is of both monetary and human value, with the human value being far greater to the Company, the employee, and the community. The following principles support this philosophy:

1. All injuries and incidents are preventable through establishment and compliance with established safe work procedures.

2. The prevention of bodily injury and safeguarding of health are the first considerations in all worksite actions and are the responsibility of every employee at every level.

3. These written safety plans describe the safe work practices and procedures to be practiced for all work environments. They are an essential element of the overall Company's safety program.

4. All employees at every level are responsible for knowing and following the safety practices contained and described in this written safety plan.

SUPERVISOR RESPONSIBILITY

Supervisors are defined in this manual as those who supervise or direct other employees. They include competent persons, supervisors, lead persons, and foremen. The duties of the supervisor are the key to incident prevention and have a vital role in creating and maintaining interest in the Company's risk mitigation efforts.

Their responsibilities include, but are not limited to:

1. Daily Supervision of the work environment and work progress.

2. Knowledge of Company policies and/or procedures for safe work practices and incident protocols.

3. Leading by example and complying with all safety rules, regulations and instructions applicable to their work environment and work behaviors.

4. Utilizing the company "corrective action plan" when necessary as a behavioral correction tool for the enforcement of safe work practices.

5. Orientation of all new employees assigned to their work environment prior to allowing them to engage in work activities.

6. Routine and reasonable inspections of work environments, equipment, and other recognizable unsafe conditions throughout the workday. Prompt corrective action to address any noted deficiencies.

7. Strict adherence to the Company's prohibition of the use of any substance that could impair the judgment and safe work procedures in the work environment. Removal from the work environment of any recognizably impaired employee who appears to be under the influence of controlled and/or over the counter substances.

8. Follow up on all work-related incidents to ensure employees receive necessary care, review of incident investigation for corrective action, ensure compliance with the Company's post incident substance testing requirements and the Return-To-Work Program.

9. Ensure the availability of personal protective equipment, fire extinguishers, and any other required safety equipment.

10. Advising all employees of the Company's incident protocols to include the workers compensation medical provider network, closest hospital to the work environment, and any other necessary emergency procedures.

11. Routinely complete work environment safety meetings with all employees.

EMPLOYEE RESPONSIBILITY

In accordance with the Occupational Safety and Health Act of 1970; 29 USC 654; SEC. 5. Duties, each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant

to this Act which are applicable to his own actions and conduct. Therefore, it is a condition of employment that each employee, regardless of their position, comply with all policies, procedures and verbal directives regarding safe work practices.

Employees should remember the following key points to assist them with their compliance obligations:

1. All work-related injuries and illnesses must be reported immediately to the competent person; there are no exceptions. The competent person will decide the correct course of action relative to the incident and ensure prompt medical attention is provided without delay when necessary.

2. All employees, when required and as directed, will wear personal protective equipment while in the work environment. This includes but is not limited to, hard hat, safety glasses, gloves, appropriate foot wear, reflective clothing, hearing protection and respiratory protection. The competent person will identify all required PPE for the work environment.

3. Manufacturer installed safety devices will be in operable condition and not bypassed, removed or otherwise modified for any reason. Any equipment found in an unsafe condition will be tagged and removed from the work environment.

4. All employees have the authority to stop work when they recognize an unsafe condition. All unsafe conditions and/or other safety concerns must be reported to the competent person immediately and all work must stop until the unsafe condition is abated. Failure to follow all safety policies, procedures, and directives will result in corrective action to include, but not limited to, immediate termination of employment and/or removal from the work environment.

SUBCONTRACTOR GENERAL REQUIREMENTS

All subcontractors, their competent person, and their employees are responsible for their conduct and the overall safety of their work environment.

1. Subcontractors will have available for review a copy of their site-specific safety plan. The plan will provide instruction to their employees on safe work practices associated with their work environment, identification of recognized and/or anticipated hazards, a list of required PPE, and a list of hazardous chemicals they will be using, storing, or leaving in the work environment as part of the work process.

2. All subcontractors must provide access to SDSs for their employees and all other employees who request information related to hazardous substances they are using, storing, or leaving in the work environment as part of the work process.

3. Subcontractors will train their employees on the recognition and avoidance of hazards before introducing them into a Company work environment. Training records will be available for review upon request.

4. All subcontractors will have a competent person on site when their employees are engaged in work activities.

5. A completed JHA (Job Hazard Analysis) will be maintained and updated as necessary by the subcontractor's designated competent person.

6. Subcontractors will investigate all incidents in a timely manner, regardless of severity, and provide upon request a written report identifying the root cause of the incident and procedures to mitigate or reduce the likelihood of a reoccurrence.

WORK ENVIRONMENT INSPECTION

The routine inspection of all Company work environments is an important component of our risk mitigation efforts. The purpose of these inspections is to identify potential deficiencies in the work environment related to engineering, policies and procedures, training and employee safe work practices.

The Company outsources the formal inspection process to Premier Risk Management. Their team will routinely complete unannounced inspections and when deficiencies are noted the Company will take prompt action to correct these conditions. Occasionally a condition may arise that cannot be readily abated. If this occurs all employees will be removed from the environment until the deficiency is successfully abated.

In addition to the formal inspection process, all competent persons will routinely walk the work environment to ensure there are no recognizable unsafe conditions.

ABATEMENT PROCEDURES

All employees, regardless of position, have the authority to stop all work when they recognize an unsafe condition in the work environment. All unsafe conditions must be reported immediately to the competent person, superintendent, supervisor, foreman, and/or other member of the leadership team.

Unsafe conditions can also be reported anonymously by contacting the business office and Premier Risk Management. Contact information for the business office and Premier Risk Management is on Page 1 of this plan.

INCIDENT AND INJURY PROTOCOLS

The Company has well-defined incident protocols with which all employees are required to comply. These protocols are included in this plan and training is completed routinely to communicate the Company's expectations. Compliance with these directives is a requirement of employment with the Company.

The Company will complete incident investigations and document all findings for training and loss control purposes. In certain circumstances the Company will contact Premier Risk Management to request a formal investigation of an incident. The purpose of most investigations is to identify potential deficiencies in safe work practices and/or engineering controls. Once identified, the Company can take prompt corrective action to reduce the probability of a repeat injury and/or loss. Disciplinary action will result if the investigation reveals an employee violated a Company policy, procedure, or safe work practice and was directly associated with the incident.

Every employee has a prominent role in assisting with the incident investigation. Employee participation is anticipated and expected when working with the Company's investigation team after an injury, illness, or other loss. All incidents, regardless of nature, will be investigated promptly. This is essential to preserving as much of the conditions at the scene as possible and ensures witnesses can provide more accurate details.

All incidents, regardless of severity, must be forthwith reported to the business office; forthwith is defined as immediately. Management will determine the necessity and type of investigation required then implement protocols accordingly.

COMPETENT PERSON'S RESPONSIBILITY TO RECOGNIZE AND PENALIZE VIOLATORS OF SAFETY POLICIES

The competent person is directly responsible for the enforcement of all company safety policies and practices at the Company's worksites and premises. They must ensure employees under their direct supervision are trained in appropriate safety practices and procedures and follow safe, acceptable work practices at all times.

If an employee is found to be violating safe work practices or procedures, the competent person is responsible for

stopping work, assessing employee's ability to complete the task safely, reinforcing the correct method of work, and issuing the appropriate disciplinary actions/documentaion.

Discipline will depend on the severity of the safety rule infraction and can range from a verbal reprimand or warning to suspension or even dismissal. (See explanation of penalty system for noncompliance with company rules and policies found on Page 166)

COMPANY SAFETY INCENTIVE PROGRAM

The Company has instituted a safety incentive program that is used to acknowledge employees that go above and beyond the safety requirements set forth in these safety policies. A portion of each employee's salary is for working in a safe manner and following all company and regulatory safety policies.

Ryan Mechanical Co. will manage the safety incentive program for the company. Should an employee be discovered going above and beyond the requirements of the company and regulatory agency in regards to safety, he or she will be formally recognized.

INTENT TO COMPLY WITH ALL LOCAL, STATE, AND FEDERAL REGULATIONS

The Company will comply with all appropriate safety, environmental, and security laws and regulations, including, but not limited to:

- the Occupational Safety and Health Administration (OSHA)
- the Environmental Protection Agency (EPA)
- the Department of Transportation (DOT)
- all applicable City, County, and State safety and health regulatory agencies

POLICY STATEMENT FOR THE RETURN-TO-WORK PROCESS

The Company is committed to providing and promoting a safe and healthy workplace for our employees. Preventing incidents, injuries, and illnesses is our primary objective.

When an employee is injured on the job, the Company will use our Return-To-Work Process (RTWP) to assist the employee in returning to work as soon as medically feasible. We will arrange for immediate, appropriate medical attention for employees who are injured on the job. We will attempt to create opportunities for them to return to a safe, transitional work assignment as soon as medically possible. We will use the Company modified-duty policy when feasiblee to ensure workers return to work as soon as possible.

The process may have different names (return-to-work program, modified work program, transitional work); however, our goal remains the same — to return injured employees to safe work.

Our ultimate goal is to return our injured employees to their original jobs. If an injured employee is unable to perform all the tasks for the original job, the Company will make every effort to provide a transitional work assignment commensurate with the injured worker's capabilities. All employees are required to sign an acknowledgment of and participate in the Company's RTWP as a condition of employment.

The success of this process involves the combined efforts of management, employees and our workers' compensation insurance carrier.

RETURN-TO-WORK PROCESS AND PROCEDURES

The following is the Company's return-to-work process.

1. The incident occurs.

2. The employee involved immediately reports the incident (and injury) to the competent person.

3. If the employee is injured, determine the level of injury and provide for appropriate medical treatment (first aid, occupational/industrial health clinic, urgent care, or emergency care).

4. If the injury is life-threatening or critical, initiate emergency medical treatment (call 911 and/or provide CPR as appropriate).

5. If the injury is not life-threatening, send the injured employee to one of the Company's designated Preferred Care Network (PCN) providers or occupational health clinic for an evaluation and/or treatment.

6. Conduct post-incident drug and alcohol testing (within 24 hours of the first report).

7. If the injury occurs after clinic hours, contact the clinic and speak with the physician on call for triage assistance and guidance. Make arrangements for drug and alcohol testing (within 24 hours of the first report). Have the injured worker follow-up with the occupational health clinic the next business day.

8. Conduct a thorough incident investigation to determine the cause of the incident and complete a Company investigation report and/or a Company incident report form.

The business office will:

1. Obtain the opinion of the evaluating/treating physician on the injured employee's ability to return to work, and forward all required information to the competent person.

2. Review the work status of the injured employee with the competent person.

3. The business office will inform the claims adjuster of the work status.

4. When required, employee will be scheduled for an IME (independent medical evaluation) of the Company's choosing.

5. When the treating physician or IME physician releases the employee to return to regular work without any restrictions, return the injured employee to his or her pre-incident position and tasks.

6. If the employee is released to return to work with restrictions, the business office will determine if the injured employee is able to return to his/her pre-injury position and tasks with the restrictions and necessary accomodations. Accomodations of the restrictitions may result in a transitional work assignment.

7. Determine what the work schedule will be, what the rate of pay will be, to whom the injured employee will report and period of transitional work assignment. These expectations will be communicated to the injured employee. The injured worker will sign a modified duty letter and a copy of this will remain in the business office for future reference.

8. The business office will notify the competent person if the injured employee refuses a transitional work assignment.

9. The injured employee's work status will be reviewed after each evaluation by the treating and/or independent physician to determine the appropriate level of transitional work tasks.

EXPLANATION OF THE PENALTY SYSTEM FOR NONCOMPLIANCE WITH COMPANY POLICIES AND PROCEDURES

Violation of any company safety rule or policy shall result in disciplinary action of the involved employees. Below is a list of possible disciplinary actions. Depending on the severity of the incident, any or all of these steps may be skipped, resulting in immediate termination of employment.

- **Verbal Reprimand:** An informal discussion of the incorrect behavior should take place as soon as possible after the competent person has knowledge of the safety misconduct.
- **Written Reprimand:** A written form documenting the safety misconduct shall be presented to the employee and placed in the employee's personnel file.
- **Suspension:** A period of time for which the employee is removed from the work place, not allowed to attend work, and not paid.
- **Dismissal/Termination of Employment:** The permanent separation of an employee from the company, initiated for disciplinary reasons or safety misconduct.

The severity of the penalty will be in direct correlation to the severity of the safety violation. Injury or damage is not a necessary constituent to warrant disciplinary action. It is the violation of the rule/policy itself and not necessarily its end result that is the subject of the discipline.

CORRECTIVE ACTION FORM

See "Corrective Action Form" on Page 13770.

A corrective action form will be completed by the competent person, supervisor, or other authorized person for each violation regardless of severity. These forms are tools that, when utilized correctly, will provide valuable information to the employee regarding behaviors and/or actions that must be corrected to ensure compliance with the Company's safe work requirements.

Each completed form must include three basic components:

1. the reason for corrective action
2. the level of corrective action
3. the next corrective actions to be taken upon additional violations of company policies and procedures.

SECTION 2:

Aerial Lifts

In accordance with 29CFR Subpart L, this section applies to aerial lifts to include vehicle-mounted aerial devices used to elevate personnel to job sites above ground: extensible boom platforms, aerial ladders, articulating boom platforms, vertical towers, and any combination of such devices.

Aerial lifts, including extensible boom platforms, aerial ladders, and articulating boom platforms shall be used in accordance with 29CFR 1926.453.

Operators shall be authorized by the Company in writing, designated in writing, and available for inspection upon request. Only authorized persons shall be allowed to operate aerial lifts, per 1926.32(d). [THE COMPANY] reserves the right to prohibit any person from operating an aerial lift at their sole discretion.

Lift controls shall be tested each day prior to use to determine such controls are in safe working condition.

Employees shall always stand firmly on the floor of the basket and not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.

Employees must wear a fall restraint system at all times when working from and when moving an aerial lift. The restraint system consisting of a harness and tether must restrain the employee inside the basket/bucket. To conform with this standard, employees shall use a self-retracting lifeline/lanyard restraint device.

Tying off to an adjacent pole, structure, or equipment while working from an aerial lift is prohibited.

Field modifications are strictly prohibited unless the modification has been certified in writing by the manufacturer or by any other equivalent entity.

Operators shall adhere to safe operational guidelines and follow all manufacturer’s instructions, including, but not limited to, speed, weight, fall protection, load-carrying capacity, and movement.

Section 3:

Bloodborne/Airborne Pathogens

PURPOSE

Employees throughout the construction industry are sometimes called upon to perform many tasks. The purpose of this plan is to detail those procedures to be followed in the event an employee comes in contact with body fluids from another individual. When a friend or co-worker becomes ill or injured in the workplace, it is human nature to want to help. Prior to helping, the employee should take a few seconds and assess the situation, thinking about his/her own safety, and then follow the procedures set down in this policy.

EXPOSURE CONTROL

The Occupational Safety and Health Act (OSHA) 29 CFR 1910.1030 requires each employee exposed to blood or other infectious materials be advised of the hazards associated with exposure to potential bloodborne pathogens and trained on how to guard against them. Instruction must be provided to employees as to the potential risks involved, with training being documented following each session.

Employees shall be allowed access to this bloodborne pathogen safety program and to information regarding any specific tasks in their assigned work areas where they may be exposed to any blood or other bodily fluids at all times. All questions relating to the program should be directed to the Company or their authorized agent.

EMPLOYEE TRAINING PROGRAM

All new and present employees will be provided with information on the requirements of the bloodborne pathogen safety program, the hazardous tasks present in their workplace, and the potential health risks of these tasks. This requirement must be met through orientation sessions for all new employees prior to assignment to a work site and through periodic refresher training for all employees thereafter. The information and training shall include identification of the risks and symptoms of exposure to bloodborne pathogens and how to determine the presence of blood or other infectious materials in the workplace. Proactive training must also be included on methods to reduce or prevent the exposure to blood and other infectious materials such as control procedures, work practices, or personal protective equipment. In addition, employees shall be trained in procedures to follow in the event of an exposure to blood or other infectious materials.

When a task involves the handling of blood or other infectious materials, employees must know how those materials are to be contained, labeled, and properly disposed. The necessity for housekeeping and personal hygiene techniques, including hand washing, shall be emphasized. Employees must have the opportunity to ask questions and obtain answers from the trainer who must be knowledgeable in the subject matter.

All containers of blood and other infectious materials shall be properly labeled and controlled until delivered to an authorized disposal facility for incineration or decontamination by legally approved methods. Arrangements may be made with a local hospital to receive and dispose of limited quantities of these regulated wastes in cases of first-aid treatment. The Company's competent person and/or authorized agent shall be responsible for the proper disposal of all regulated wastes generated by the Company.

HAZARDOUS NON-ROUTINE TASKS AND NEARBY WORK

In the event an employee is assigned to perform a non-routine task or is assigned to work in an area where a non-routine task is being performed, the employee will be given additional information and training related to the hazard that may be encountered in the non-routine task. This information and training will be provided as described elsewhere in this program by the first-line supervisors, the Company's competent person, or a trainer who must be

knowledgeable in this subject. The information will include the task's specific hazards, controls, and required types of personal protective equipment. Additional information shall include directions on how to use the equipment, the nature of other work being performed in or near the non-routine task, and any emergency procedures required for the task.

UNIVERSAL PRECAUTIONS

To ensure employees who work on tasks involving an exposure to blood and other infectious materials are afforded the greatest protection available, the following policy has been established:

1. Prior to starting work on any task involving blood or other bodily fluids (including, but not limited to, cleanup of cuts, vomitus, etc.), the Company's competent person and/or authorized agent will be notified, and all employees will review these safety precautions. Universal precautions shall be observed. This means treating all blood and other bodily fluids as contagious. Particular attention shall be given to contaminated sharp objects that may penetrate the skin, including, but not limited to, needles, broken glass, the exposed ends of wires, the edge of a metal stud, etc. Safe work practices and engineering controls shall be followed diligently, including the provision and use of latex gloves, masks and eye protection, gowns, aprons, or specialized clothing where required by established acceptable established safety practices. Hand washing with soap as well as other common hygiene standards shall be taught and strictly adhered to.

1. The employer shall ensure appropriate personal protective equipment in the appropriate sizes is readily accessible at the worksite.

2. Trained personnel following approved procedures may clean spills from minor cuts. Tools and any work areas contaminated by blood and other infectious materials shall be cleaned and disinfected with a solution consisting of a 1:10 concentration of chlorine bleach to water. Only trained personnel wearing appropriate personal protective equipment shall perform cleaning tasks.

3. Any blood or bodily fluid amounting to regulated waste shall be marked with a biohazard label and a perimeter established around the area. An outside cleaning agency shall be called to decontaminate the area. OSHA 1910.1030 (3) defines regulated waste as liquid or semi-liquid blood or other potentially infectious materials (bodily fluids) that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed.

AUDIT AND REVIEW

It will be the responsibility of the Company and/or authorized agent to review this entire bloodborne pathogen safety program at least annually. The Company's competent person shall revise and update the material contained herein to reflect all changes in the management, disposal, storage and handling of blood and other infectious materials generated at any workplace. It will be the further responsibility of the competent person to periodically audit procedures in use on tasks identified as exposing employees to blood and other infectious materials so that they meet the requirements as set forth in the written company safety policies.

HEPATITIS "B" VACCINATION

Hepatitis "B" vaccinations shall be made available to all employees who have an occupational exposure to blood or other infectious materials within 10 working days of assignment, at no cost, at a reasonable time and place. Vaccinations shall be administered under the supervision of a licensed physician or health care professional, according to the latest recommendations of the U. S. Public Health Service (USPHS). Prescreening may not be required as a condition of receiving the vaccine. Employees must sign a declination form if they choose not to be vaccinated. However, they may at a later time opt to receive the vaccine at no cost. Should booster doses be recommended by the USPHS, they will be offered to those employees affected by the exposure.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Vaccinations and follow-up evaluations must be made available to all employees who have had an exposure incident at no cost to the employee. An accredited laboratory shall conduct any laboratory test. Follow-up procedures shall include a confidential medical evaluation documenting the circumstances of the exposure, identification and testing of the source if feasible, testing of the exposed employee's blood (with the employee's consent), post-exposure prophylaxis counseling, and evaluation of reported illnesses. Health care professionals shall be provided with all specific information to facilitate the evaluation and their written opinion on the need for hepatitis "B" vaccination following the exposure. Information such as the employee's ability to receive the hepatitis "B" vaccine must be supplied to the employer.

All diagnoses shall remain confidential.

RECORDKEEPING

Medical records shall be maintained for each employee with occupational exposure to blood and other infectious materials for the duration of employment plus an additional 30 years. Medical records shall be made available to employees upon formal request.

Section 4:

Compressed Gas

This plan is adopted in accordance with 29 Code of Federal Regulation and other applicable standards. Compressed Gas Association Pamphlet P-1-1962, 1965, and 1968 are incorporated by reference.

Compressed gases present unique hazards; inert and non-flammable gases (e.g., nitrogen, helium) may displace air, resulting in an oxygen-deficient atmosphere. Using corrosive, reactive and toxic gases poses chemical hazards, while flammable gases pose fire and explosion hazards. A gas may have multiple hazards, such as hydrogen chloride, which is both corrosive and toxic.

Compressed gas cylinders will be visually inspected to ensure they are in a safe condition. Visual and other inspections will be conducted in accordance with the Hazardous Materials Regulations of the Department of Transportation (49CFR Parts 171-179 and 14CFR Part 103.) Where those regulations are not applicable, visual and other inspections shall be conducted in accordance with Compressed Gas Association Pamphlets P-1-1962 and 1968.

SAFE USE

There are simple guidelines all employees should follow when working with compressed gas: Never use a hammer or wrench to open cylinder valves.

1. Only trained and authorized employees of the Company will work with compressed gas.

2. When opening a valve always stand to the side of the outlet.

3. Employees of the Company are not authorized to refill cylinders and/or change their contents.

4. Gas cylinders will not be used for any purpose other than the transportation and supply of gas.

5. Employees are not authorized to repair or alter cylinders or regulators.

6. Never tamper with or disable safety relief valves on cylinders.

7. Empty cylinders will be stored separate from full cylinders and returned to a pre-approved vendor for maintenance and refilling.

8. Never use lubrication of any kind on valve assemblies, regulators or cylinders.

9. Never strike an electric arc on a cylinder.

10. Cylinders will remain securely stored with valve caps when not in use.

11. When cylinder caps are stuck and not easily removed, tools will not be used to remove them. Cylinders will be tagged “DO NOT USE” and placed in storage for return to vendor.

12. When cylinders are hoisted, they will be secured on a cradle, sling board, or pallet. They will not be hoisted or transported by means of magnets or choker slings.

13. Never use the protective valve cap for lifting a cylinder.

14. Cylinders will be moved by tiling and rolling on their bottom edges or secured in an approved cart in the upright position. Regulators will be removed, and cylinder caps put in place prior to movement.

15. When powered vehicles are used to transport cylinders, they will be secured in a vertical position.

16. Leaking, damaged or otherwise unsafe cylinders will be removed from service and placed in an area where they do not pose a risk to people and/or property.

COMPRESSED AIR

Compressed air will not be used for cleaning purposes except where the pressure is reduced to less than 30 pounds per square inch (psi) and effective chip guarding and personal protective equipment is utilized.

FLAMMABLE GASES

Flammable gases, such as acetylene, butane, ethylene and hydrogen can burn or explode under certain conditions. Acetylene and liquefied gases like propane will be stored in a valve up position unless specifically designed for horizontal use or storage. Before using flammable gases, a Job Hazard Analysis (JHA) must be completed to determine potential ignition or heat sources such as open flames, sparks, static electricity or excessive heat.

Many flammable compressed gases are heavier than air. If a cylinder leaks in a poorly ventilated area, these gases can settle and collect in sewers, pits, trenches, basements, or other low areas. The gas trail can spread far from the cylinder, make contact with an ignition source and the fire produced can flash back to the cylinder. Competent Persons will routinely evaluate conditions in the work environment and abate potential hazards.

OXYGEN AND OXIDIZING GASES

Oxygen and other oxidizing gases like nitrous oxide, chlorine, and bromine can burn and destroy skin on contact. Oxidizing gases can also corrode metals. Organic materials such as oil or grease will be kept away from all oxidizing compressed gases. Regulators, tubing or other delivery systems must be cleaned to remove oil and other reducing agents to abate unstable reactions or explosions. Oxidizing gases will be stored in areas constructed of non-combustible and corrosion resistant materials. Employees will follow all storage and use instructions listed on the SDS for compressed gases.

REACTIVE GASES

Some common reactive gases are acetylene, 1,3-butadiene and methyl acetylene. When these gases are exposed to temperature or pressure increases and/or mechanical shock, they can readily undergo chemical reactions resulting in fire or explosion. Most reactive gases contain inhibitors to reduce potential hazardous reactions; trained and authorized employees must follow all safe use practices when working with these gases.

STORAGE OF INCOMPATIBLE GASES

All non-compatible gases will be stored in a well-ventilated dry area at least 20 feet from combustible material or other hazardous conditions. A fire wall with a minimum 30-minute rating will be used when the 20-foot separation is not feasible. Cylinders will be secured from tipping, away from elevators, stairs and other areas where employees routinely travel.

SAFE USE OF REGULATORS AND VALVES

Only trained and authorized employees will attach regulators to cylinders. Appropriate PPE will be worn at all times including, but not limited to, protective eyewear, leather gloves and leather work boots designed for the work environment. Before attaching a valve and/or regulator to a compressed gas cylinder, authorized employees will

consult the SDS and manufacturer instructions for correct procedures and additional requirements.

1. Ensure the valve available is approved for the compressed gas to be used.

2. Always use regulators equipped with pressure relief devices if applicable.

3. Inspect the regulator and cylinder for damage. Any damage or unserviceable condition must be reported, and the equipment removed for service immediately.

4. Make sure the regulator pressure is set to zero by turning the adjusting knob counterclockwise; at least two threads must remain engaged into the regulator body.

5. The outlet valve must be fully closed.

6. Tighten the connection in a counterclockwise direction.

7. Never force the connection; if the connection cannot be completed easily you are using a non-compatible regulator and/or the threads are damaged on the equipment.

8. Secure the regulator to the cylinder using a regulator wrench, an open-end wrench or an adjustable wrench. Do not over-tighten; this will cause a leak.

9. Regulator connections and fittings are designed to connect without using Teflon tape; Teflon tape should only be used on tapered pipe threads where the seal is formed in the thread area.

10. If the regulator assembly requires gaskets, inspect them for wear and/or contamination and replace every time the cylinder is changed out.

11. To check for leaks, use a diluted soap solution to check for leaks where the valve attaches to the cylinder and around all other thread connections. If leaks are discovered, depressurize, tighten, and then recheck the connections. Use only approved solutions for this process.

12. Once the leak check is completed, open the cylinder valve slowly in a counterclockwise direction, 1/8 turn. The high-pressure gauge should rise to full cylinder pressure.

13. Turn the regulator's adjusting knob clockwise to the desired delivery pressure while observing the delivery pressure gauge. Do not exceed the maximum delivery pressure for the regulator or the system.

14. Check the system for leaks following instructions in step 10.

15. Open the outlet valve on the regulator to supply gas to the system. Delivery pressure may need some adjustment.

SHUTDOWN OF CYLINDER WITH A REGULATOR

When gas is not in use, shut it off at the source (cylinder); never use the regulator as a shut-off valve.

For temporary shutdown, less than 30 minutes, close the gas cylinder valve completely. For extended shutdowns, greater than 30 minutes, close the gas cylinder main shutoff valve completely; set the pressure of the regulator to zero leaving at least two threads engaged into the regulator body. If the system has an outlet control valve downstream of the regulator, open the valve and purge gas from the delivery line then close it.

Section 5:

Confined Space

See Attachment 1 "Confined Space Checklist", Attachment 2 "Confined Space Entry Permit", and Attachment 3 "Confined Space Entry Review Sheet"

This plan is developed and implemented in accordance with 29CFR 1926, Subpart AA

Confined spaces — such as manholes, crawl spaces, tanks and pits — are not designed for continuous occupancy and are difficult to exit in the event of an emergency. People working in confined spaces may face life-threatening hazards including toxic substances, electrocutions, explosions, and asphyxiation. The physical and atmospheric hazards that can be present in these spaces are preventable if addressed prior to entering to perform work.

Many injuries and fatalities occur in confined spaces when unknowing, untrained personnel attempt to rescue someone already in the confined space. Confined spaces can be a hazard to anyone on a job site — even those whose work does not involve the confined space — when personnel do not recognize hazards and enter areas they do not belong. Therefore, our Company's policies and procedures focus on communication, assignment of roles and responsibilities, and proper training.

This plan applies to and will be followed by all Company employees and subcontractors of the Company at all Company workplaces. All employees engaged in construction activities at a worksite with one or more confined spaces must follow the policies and procedures set forth in this section.

This section does not apply to excavation and trenching, which is defined and controlled by the "Excavations" section of this plan.

A confined space is:

> *A space that an employee can bodily enter to perform work, has limited or restricted means for entrance or exit, and is not designed for continuous employee occupancy*

Entry of a confined space occurs when any part of a person's body passes through an entry or opening into the spaces.

There are two (2) types of confined space: **Non-Permit** and **Permit-Required**.

- A **non-permit confined space** is a confined space that does not contain any hazards capable of causing death or serious physical harm and poses no potential for atmospheric hazards (e.g., toxic fumes asphyxiation, flammable gas or vapors, airborne combustible dust, atmospheric oxygen below 19.5 percent or above 23.5 percent.)

- A **permit-required confined space** (also called a permit space) means a confined space that has one or more of the following characteristics: (1) Contains or has a potential to contain a hazardous atmosphere; (2) Contains a material that has the potential for engulfing an entrant; (3) 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; (4) Contains any other recognized serious safety or health hazard.

IMPORTANT NOTE — No employee of the Company or employee of any subcontractor of the Company may enter any permit-required confined space on any worksite unless all of the following conditions have been met:

1. The Company has determined entry into the permit space is required to complete the work.

2. The Company has established a site-specific entry plan with a written permit that follows the requirements of this section.

3. Entry can only be made by personnel (employees or subcontractors) who have completed the training required in this section and who have been made aware of the site-specific hazards.

4. Entry can only be made by personnel (employees or subcontractors) whose names the competent person has included on the permit as “authorized entrants” or “rescue personnel”.

Unless the above conditions are met, no individual may enter a permit space for any reason, including inspection.

The following role definitions and assignment of responsibilities apply specifically to work controlled by this “Confined Space” section of the Plan:

- **Host employer** — This is the employer that owns or manages the property where the construction work is taking place. It is the responsibility of the host employer to provide the following information related to all known permit-required confined spaces located within the worksite. All of the following information must be provided to the controlling contractor before work begins at the worksite:
  - The location of each known permit space
  - The hazards or potential hazards in each space or the reason it is a permit space
  - Any precautions the host employer, any previous controlling contractor, or entry employer implemented for the protection of employees in the permit space
- **Controlling contractor** — This is the employer with overall responsibility for construction at the worksite. The controlling contractor must obtain the host employer’s information about the permit space hazards and previous entry operations (as noted above), and must provide information to each entity entering a permit space and any other entity at the worksite whose activities could foreseeably result in a hazard in the permit space. The information that must be passed on by the controlling contractor includes:
  - The information received from the host employer
  - Any additional information the controlling contractor possesses regarding any permit-required confined spaces received from other contractors who are working (or will be working) on the site
  - The precautions the host employer, controlling contractor, or other entery employers implemented or will be implementing for the protection of employees in the permit spaces

Note that the controlling contractor also becomes the host employer when he/she is managing the property under construction and has received all the initial information required from the project owner. An example of this would be a new construction project where the general contractor has complete control of the property during construction. When performing construction work at a facility that is in operation and being used by others, the project owner would remain the host employer.

- **Entry contractor** – This is any employer who decides whether or not an employee under his/her direction (including temporary employees) will enter a permit-required confined space.

Depending on the specifics of a particular worksite, the Company may be designated in any, all, or none of these roles.

Before beginning each project, the following requirements must be met:

1. Company will request information related to permit-required confined spaces from host employer and/or controlling contractor

2. Company will have a competent person conduct a review to determine if any confined spaces exist (or may be created during the project) in which any employees or subcontractors will work. Company will identify each space that is a permit space through consideration and evaluation of the elements of that space, including testing as necessary. Consideration is to be given to the work to be performed in the space. The space is to be considered a permit-required space even if the only hazard in the space is a hazard created by the work itself (welding or cutting, for example).

3. All of the Company's subcontractors must perform the same review, notifying the Company of any confined spaces in which they will work (or that they will create during the project) and identifying each space that is a permit space through consideration and evaluation (including testing as necessary) of the space's elements. This review must be performed prior to beginning work on the project.

4. Upon completion of the review by the Company and all its subcontractors, the provided information will be aggregated. If any reviews identify a permit space, the information related to that space will be sent to the host employer, the controlling contractor, and all the Company's subcontractors.

During the course of construction, if the Company identifies or receives notice of any previously unidentified permit space, the information will be forwarded in a timely manner to the host employer, the controlling contractor, and all the Company's subcontractors.

If the project does not contain any permit-required confined spaces, identified either through a review noted above or through notification, then no further actions are required. The remainder of this plan does not govern entry into non-permit-required confined spaces.

If one or more permit spaces exist on the work site, additional actions are required to be taken as follows:

1. The Company's competent person will ensure the spaces have been identified on site through posting a proper danger sign at the space that reads "DANGER — PERMIT-REQUIRED CONFINED SPACE — DO NOT ENTER." The company identifying or creating each permit space is responsible for posting the danger signs; however, the Company will not allow any of its employees or subcontractors to begin work on the site until it has confirmed the danger signs are posted at all identified permit spaces.

2. The site safety plan will be amended to include notice that these permit spaces exist, and entry into a permit space can only be made by authorized entrants or rescue personnel working under a written entry permit and plan.

3. A preconstruction meeting is required and must be attended by the Company's on-site representative and representatives from each of the Company's subcontractors. A notice of permit space and prohibited entry must be completed and given to each of the employer representatives. Each employer must take steps to notify its on-site employees of the permit spaces and enforce policies prohibiting entry by anyone other than authorized employees of the entry contractor.

4. Each entry contractor must develop a site-specific, written entry plan for each space its employees will enter. The plan must conform to the requirements contained in this section.

5. Entry can only be made after a written plan conforming to this section is established and the written permit forms have been completed.

METHODS FOR DEVELOPING ENTRY PROCEDURES

Each permit-required confined space to be entered by one of the Company's employees or subcontractors must be addressed by a written, site-specific entry plan adhering to this safety plan and 29 CFR1926 Subpart AA. The written plan must be developed by the entry contractor in order to provide safe and acceptable entry into the space. A written entry permit must be maintained at the permit space and available for review by all persons who are

assigned an entry role.

Only trained and properly equipped authorized entrants or Rescue personnel are permitted to enter any permit-required confined space for any reason.

All personnel who will be assigned a role in the entry procedure (Entrants, Attendants, entry supervisor and rescue personnel) must receive training prior to entry. This training must result in an understanding of the hazards in the permit space and the methods used to isolate, control, or in other ways protect employees from these hazards. Employees who are not authorized to perform entry or rescues shall be trained not to enter and made aware of the dangers of attempting rescues. Each employee must possess the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this standard. Training must be documented and records maintained (including each employee's name, the date of training, and the name[s] of the trainers) by the Company and/or its subcontractors. Retraining will be required any time a new hazard is presented or detected for which previous training was not provided, or anytime an employee's actions indicate inadequacies in the procedures to be followed. Retraining is also required any time there is a deviation from established permit space entry procedures.

The method and requirements for entry can be divided into three categories:

1. Reclassification of the permit-required space to non-permit-required by a competent person after all hazards, including a potentially hazardous atmosphere have been removed without entry into the space

2. Modified permit entry into a space where all physical hazards in the space are eliminated or isolated through engineering controls so that the only hazard posed by the permit space is an actual or potentially hazardous atmosphere which can be controlled by forced air ventilation alone

3. Standard permit entry

Regardless of which of these three categories is utilized, a written permit meeting the requirements of this plan must be established and posted at the permit space. Note: as long as a space is classified a permit required space, any inspections or work performed to remove or isolate hazards must be done as a standard or modified permit entry.

RECLASSIFICATION TO NON PERMIT-REQUIRED

A space classified as a permit-required confined space may only be reclassified as a non-permit confined space when the entry contractor's competent person determines all of the following requirements have been met:

1. The space is being entered by a single entry contractor at one time

2. The space poses no actual or potentially atmospheric hazard

3. All hazards within the space have been eliminated or isolated

4. A document certifying the elimination or isolation of all hazards (with the date, location of the space, and signature of the person making this determination) is obtained and made available to each person who will enter the space.

5. The documentation includes any provisions that must be maintained for the space to stay reclassified, such as lockout/tagout

The documentation containing the reclassification must be maintained on-site and reviewed by the entry contractor's competent person prior to each entry to ensure all controls are still in place at the time of entry. If the controls are not in place, or if conditions have changed which introduce new hazards into the space, then the reclassification must be canceled immediately and the space treated as a permit-required space.

If reclassification involves the isolation of hazardous energy through lockout/tagout, the following conditions must be met:

1. The competent person who reclassifies the space must be included in the lockout/tagout of this energy in order to facilitate the prompt return to a permit space if energy is restored

2. Each entry employee must also lock out / tag out the source of hazardous energy

For example, if a confined space was classified as a permit space because it contained exposed energized electrical parts or an exposed mechanical hazard, and the source of the energy is later isolated and locked out, that space could be considered for reclassification to non-permit required as long as the energy source remains isolated. If the energy source was later restored, the space would immediately return to a permit space. Keeping the competent person (who signed the reclassification) included in the process of the lockout helps ensure they are aware of the restoration of the hazardous energy.

Note: if ventilation is being used to control the atmosphere, the space cannot be reclassified. Instead, use the modified entry procedures described in the following section.

MODIFIED PERMIT ENTRY — HAZARDOUS ATMOSPHERE ONLY

If all of the hazards within a confined space can be eliminated or controlled (through lockout/tagout, for example) except for an actual or potentially hazardous atmosphere, that space can be entered using this modified permit entry procedure as long as the actual or potential hazardous atmosphere can be controlled through forced air ventilation alone. Under this modified entry procedure, the requirements for an entry supervisor, entry attendants, and rescue personnel are removed, greatly simplifying the entry process. In order to use this process, the following requirements must be met:

1. All hazards, except for the actual or potential hazardous atmosphere, must be eliminated prior to opening the access to the space.

2. Only one entry contractor is permitted to enter the space at one time. Entry by multiple entry contractors at one time must be done using the standard permit entry procedures.

3. The entrance or access to the space must be guarded by a suitable temporary barrier preventing anyone from falling into or accidentally entering the space and protect the entrants from foreign objects entering the space.

4. Continuous forced air ventilation must be used sufficient to ensure the atmosphere will remain safe during the entry as determined by a competent person.

    e. Direct the air to ventilate the immediate areas where an employee is or will be present within the space and continue until all employees have left the space

    f. The air supply for the forced air ventilation must come from a clean source and not increase the hazards in the space

7. Prior to entry, the internal atmosphere must be tested, with a calibrated direct-reading instrument, for oxygen content, flammable gases and vapors, and potentially toxic air contaminants, in that order. Any employee who enters the space or their authorized representative must be provided an opportunity to observe this pre-entry testing.

8. The atmosphere within the space must be continuously monitored unless acceptable justification for periodic monitoring is included in the entry plan.

9. The monitoring equipment must have an alarm to notify all entrants if a specified atmospheric threshold is achieved.

10. A safe means must be provided for entering and exiting the space. If a hoisting system is used, it must be designed and manufactured for personnel hoisting; however, a job-made hoisting system is permissible if it is approved for personnel hoisting by a registered professional engineer in writing prior to use.

11. All entrants must immediately exit the space if a hazard is detected during the entry.

If a hazard is detected during entry, the Entrants must immediately exit the space and a competent person must evaluate the space to determine how the hazard developed. The space must then be re-evaluated by the entry contractor's competent person to determine if this modified permit entry is still suitable. If a hazardous atmosphere develops during this procedure, in spite of the forced air ventilation being used, further entry under this modified permit entry procedure is prohibited unless a competent person determines the source of the hazard and documents the its elimination.

STANDARD PERMIT ENTRY

Any confined space that is designated as a permit space and cannot be reclassified or does not qualify for the modified permit entry procedure described in this plan must follow all the requirements for a standard permit entry, including all provisions contained in 29 CFR196.1204. Note that any confined space classified as permit-required due to the work being conducted in the space (welding or cutting, for example) can only be entered under this standard permit entry procedure when hazardous work is to be performed. In other words, an underground vault that will be entered at different times to conduct different types of work may be entered under the modified permit entry procedures when conducting non-hazardous work, but the full standard permit entry procedures would have to be followed when entering to perform hazardous work such as welding or cutting. In addition, any permit space entered by more than one entry contractor at one time must be entered following these standard permit entry procedures.

A standard permit entry must be conducted under the supervision of a designated entry supervisor. An entry supervisor is a qualified person responsible for determining acceptable entry conditions at a permit space where entry is planned, authorizing entry, overseeing entry operations, and terminating entry. Entrance must be coordinated by the controlling contractor when more than one entry contractor at a time performs entry or entry is performed alongside other activities that could foreseeably result in a hazard in the permit space.

The entry supervisor must sign the permit to authorize each entry into the permit space upon verifying the following:

- All tests specified by the permit have been conducted

- All procedures and equipment specified by the permit are in place

- Rescue services specified in the site-specific entry plan are available

- The means for summoning rescue services are operable, and that the authorized attendant will be notified immediately if the services become unavailable

Under the following circumstances, the entry supervisor must terminate entry and take action as defined below:

- When entry operations covered by the entry permit have been completed, the entry supervisor must cancel the entry permit.

- When a condition prohibited under the entry permit arises in (or near) the permit space and is temporary in nature without affecting the configuration of or creating new hazards in the space, the entry supervisor may either cancel the permit or suspend it and fully reassess the space before allowing reentry.

- When a condition prohibited under the entry permit arises in (or near) the permit space and is *not* temporary in nature, the entry supervisor must cancel the entry permit.

Each standard permit entry space must have an entry attendant assigned to remain outside the space for the duration of the entry operations, or until relieved by another attendant. The entry attendant must be familiar with and understand the hazards faced during entry, including information on the mode, signs or symptoms, and consequences of any hazardous exposures. The attendant must positively identify each authorized entrant prior to entry, maintaining an accurate account of who is in the space at all times. The attendant must also have a means for communicating with entrants at all times in order to continually assess their condition and/or alert them of the need to evacuate.

Additional duties of the entry attendant include:

1. Continually assess the conditions inside and outside the space to determine if it is safe for the entrants to remain in the space.

2. Order the authorized entrants to evacuate the space if any prohibited conditions occur or if any conditions occur inside or outside the space that create a hazard to the entrants.

3. Summon rescue and other emergency services as soon as it is determined the entrants may need assistance to escape from the space.

4. Prohibit unauthorized entrance into the space and notify the entry supervisor in the event prohibited individuals attempt to enter the space.

5. Conduct non-entry rescues in accordance with the site-specific entry plan

The entry attendant may not perform any duties that might interfere with the their primary duty to assess and protect the authorized entrants, nor may they leave the space for any reason (including to perform an authorized entry rescue) until relieved by another authorized entry attendant. If unable (for any reason) to perform entry attendant duties, the entry attendant must order the evacuation of all entrants.

In most cases, an entry attendant will be assigned to watch over a single permit space. However, an entry attendant may oversee more than one permit space, provided they can effectively perform their duties for each permit space to which they are assigned. If multiple spaces are to be assigned to a single entry attendant, the site-specific entry plan must include the means and procedures enabling the attendant to respond to an emergency affecting one or more of those permit spaces without distraction from their responsibilities to the other permit spaces. The entry attendant may be positioned anywhere outside the permit space as long as their location allows them to perform their duties.

An authorized entrant must be trained in confined space entry and hazard awareness, possessing a familiarity with and understanding of the hazards potentially faced during entry. This includes information about the mode, signs or symptoms, and consequences of the exposure. An authorized agent must also be trained to properly utilize all required equipment and PPE. Each entrant must have a means for communicating with the entry attendant to facilitate continual assessment. Entrants must alert the entry attendant whenever upon detecting any warning sign, symptom of exposure to a dangerous situation, or prohibited condition. Entrants must evacuate immediately under any of the following conditions:

1. An order to evacuate is given by the entry attendant or entry supervisor

2. Any warning sign or symptom of exposure to a dangerous situation is encountered

3. A prohibited condition is detected

4. An evacuation alarm is activated

ESTABLISHMENT OF RESCUE PROCEDURES

For all standard permit entries, the site-specific entry plan must establish a means of non-entry rescue, unless retrieval equipment would increase the overall risk of entry or not contribute to the rescue of the entrant. The entry employer must ensure retrieval systems or methods are used whenever an authorized entrant enters a permit space and must confirm, prior to entry, that emergency assistance would be available in the event that non-entry rescue fails. Retrieval systems must meet the following requirements:

1. Each authorized entrant must use a chest or full body harness, with a retrieval line attached either at the center of the entrant's back near shoulder level, above the entrant's head, or at another point established by the employer that presents a profile small enough for the successful removal of the entrant. Wristlets or anklets may be used in lieu of the chest or full body harness if the employer can demonstrate the use of a chest or full body harness is either infeasible or creates a greater hazard and the use of wristlets or anklets is the safest and most effective alternative.

2. The other end of the retrieval line must be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware rescue is necessary. A mechanical device must be available to retrieve personnel from vertical type permit spaces more than five feet (1.52 meters) deep.

3. Equipment unsuitable for retrieval must not be used, including, but not limited to, retrieval lines that have a reasonable probability of becoming entangled with the retrieval lines used by other authorized entrants and retrieval lines that will not work due to the internal configuration of the permit space.

The entry contractor must designate an entry rescue service whenever non-entry rescue is determined to be infeasible. The entry rescue service must be able to respond to a rescue summons in a timely manner, considering the hazard(s) identified. What will be considered timely will vary according to the specific hazards involved in each entry. For example, a rescue service would be required to be on-site for immediate response to rescue an entrant wearing respiratory protection while working in areas defined as immediately dangerous to life and health (IDLH) atmospheres.

The rescue team must be evaluated and selected based on their proficiency with rescue-related tasks and equipment and for their ability to function appropriately while rescuing entrants from the particular permit space or types of permit spaces identified. Individuals on the rescue team must be equipped for, and proficient in, performing the needed rescue services. Rescue team members must also be made aware of the anticipated hazards and given access to the permit spaces they may be required to enter so they can develop appropriate plans and procedures.

The designated rescue service must be informed of all entry schedules and notify the entry contractor immediately in the event their services become unavailable.

An entry contractor may utilize its own employees as rescue personnel as long as they take the following measures to provide the personnel with training and equipment:

1. Provide each affected employee with the personal protective equipment (PPE) needed to conduct permit space rescues safely and train each affected employee so the employee is proficient in the use of that PPE.

2. Train each affected employee to perform assigned rescue duties.

3. Ensure employees successfully complete the required training and establish the same proficiency as authorized entrants.

4. Train each affected employee in basic first aid and cardiopulmonary resuscitation (CPR).

5. Ensure the availability of at least one member of the rescue team or service holding a current certification in basic first aid and CPR

6. Ensure affected employees practice making permit space rescues before attempting an actual rescue, at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative permit spaces. Practice rescue is not required if an affected employee has properly performed a rescue operation within the last 12 months in the same permit space the authorized entrant will enter, or in a similar permit space. Representative permit spaces must, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue is to be performed.

If an injured entrant is exposed to a substance for which a safety data sheet (SDS) or other similar written information is required to be kept at the worksite, that SDS or written information must be made available to the medical facility treating the exposed entrant.

REQUIREMENTS FOR THE PERMITTING PROCESS

Before entry is authorized, each entry contractor must provide a site-specific entry plan and complete a written permit for each permit space to be entered. The completed permit must be made available at the time of entry to all authorized entrants or their authorized representatives by posting it at the entry portal, or by any other equally effective means, so the entrants can confirm pre-entry preparations have been completed. The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit. When work is completed, the entry contractor will cancel the permit. The entry contractor must retain each canceled entry permit for at least one year to facilitate reviews of the permit-required confined space program. Any problems encountered during an entry operation must be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.

Canceled permits shall be reviewed by the entry contractor within one year to evaluate the effectiveness of all aspects of the entry procedures. The Company may perform one annual review of all permits from the previous 12 months to review the overall effectiveness and will modify the plan as needed.

THE ENTRY PERMIT

The entry permit documenting compliance with this plan and authorizing entry to a permit space must identify:

1. The permit space to be entered

2. The purpose of the entry

3. The date and the authorized duration of the entry permit

4. The authorized entrants within the permit space, recorded by name or by such other means (for example, through the use of rosters or tracking systems) as will enable the attendant to determine quickly and accurately — for the duration of the permit — which authorized entrants are inside the permit space

5. Means of detecting an increase in atmospheric hazard levels in the event the ventilation system stops working

6. Each person, by name, currently serving as an attendant

7. The individual, by name, currently serving as entry supervisor and the signature or initials of each entry supervisor who authorizes entry

8. The hazards of the permit space to be entered

9. The measures used to isolate the permit space and to eliminate or control permit space hazards before entry. Such measures may include, but are not limited to, the lockout or tagging of equipment and procedures for purging, inserting, ventilating, and flushing permit spaces

10. The acceptable entry conditions

11. The results of tests and monitoring performed, accompanied by the names or initials of the testers and by an indication of when the tests were performed

12. The rescue and emergency services that can be summoned and the means (such as the equipment to use and the numbers to call) for summoning those services

13. The communication procedures used by authorized entrants and attendants to maintain contact during the entry

14. Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance with the entry plan

15. Any other information necessary, given the circumstances of the particular confined space, to ensure employee safety

16. Any additional permits, such as for hot work, issued to authorize work in the permit space

TESTING OF ATMOSPHERIC CONDITIONS

Any time a space may pose an actual or potential atmospheric hazard, atmospheric testing and monitoring shall be performed prior to entry and as specified herein. Hazardous gases vary in weight. Therefore, it is necessary to take air samples from the confined space at different levels with properly calibrated equipment. The results of the test shall determine necessary control measures. Required testing shall be based on the anticipated hazards and defined in the site-specific plan.

Only direct reading instruments shall be used when testing the atmosphere. If the atmosphere is deemed oxygen rich, oxygen deficient, or to be otherwise hazardous, employees shall not enter until the appropriate control measures have been taken and the atmosphere is deemed acceptable.

- 19.5% is the minimum acceptable oxygen level for work without an air-supplied respirator.

- Oxygen levels above 23.5% cause flammable and combustible materials to burn violently when ignited.

If oxygen levels fall below 19.5%, the confined space shall be ventilated or air-supplied respirators shall be used. Forced ventilation shall be accomplished with fresh air only. Pure oxygen shall not be used.

If oxygen levels are above 23.5%, similar measures shall be taken until the oxygen levels subside to normal. At no time will anyone enter a confined space with an enriched oxygen atmosphere.

PROTECTION FROM EXTERNAL HAZARDS

All entrances, holes, etc., shall be adequately marked and barricaded to prevent pedestrians, vehicles, etc. from entering and entrants from being trapped or injured from falling objects or external hazards.

ACTIVE SEWER PIPE SYSTEM INSPECTIONS

Utilizing a permit, active sewer inspections will be completed only by employees trained in entry procedure. Workers

that perform the inspections must follow the exact procedures.

Workers entering into sewers for inspections must use personal monitors with visual and audible alarms. They should continuously test for oxygen levels, combustible gases, hydrogen sulfide, and carbon monoxide. Broad range sensors may also be used to test toxic levels.

Prior to and during entry communications with weather, fire, and emergency services must be maintained to track surge flow and flooding.

In large bore sewers, workers will be provided with escape self-contained breathing apparatuses (SCBAs), waterproof flashlights, two-way radios, and boats.

Section 6:

Control of Hazardous Energy — Lockout/Tagout

If any equipment is in need of repairs, stop work immediately. Employees are not authorized to perform repairs and must notify management immediately of the matter.

I. PURPOSE

In accordance 29 CFR 1926.416 and 417, no work shall be done in close enough proximity to any part of an electric power circuit for an employee to make physical contact with it in the course of work. All employees shall guard against electric shock by de-energizing the circuit and grounding it or by guarding it effectively by insulation or other means.

1. Barriers or other means of guarding must be secured to make sure the workspace for electrical equipment will not be used as a passageway when energized parts of electrical equipment are exposed.

2. Working spaces, walkways, and similar locations shall be kept clear of cords so as not to create a hazard to employees.

3. In existing installations, no changes shall be made by an employee of the Company to the circuit wiring. Management will select a professional electric company should any changes to existing installations be required.

II. SCOPE

This program establishes the minimum expectations for all Company employees as it relates to the control of hazardous energy. It is to be used to ensure machines and equipment are isolated from all potentially hazardous energy sources whenever servicing or maintenance activities are in progress. The competent person is responsible for the successful implementation of the LOTO procedure to include the proper selection of appropriate LOTO devices.

III. RESPONSIBILITY

1. The Company's designated safety representative will administer the program for this company. Specific responsibilities include the following:

    a. Provide training for recognition, control, and isolation of hazardous energy, including means and methods of installing and removing lockout/tagout devices.

    b. Maintain a current listing of employees who have completed specific training related to the control of hazardous energy

    c. Implementation, enforcement, and monitoring of this program.

    d. Maintain an adequate supply of required equipment and "danger" tags for use each time a lockout process is performed.

    e. Conduct routine reviews to identify potential deficiencies in this program.

6. Each competent person is responsible for the effective use of this program in the work environment and ensuring all required procedures are followed in every instance.

7. Each employee is responsible for learning and following the procedures and practices developed under this program. At no time will an employee work on any circuit without being familiar with Company procedures and directly involved in the LOTO procedure.

IV. BASIC LOCKOUT PRINCIPLES

All circuits that control energy to equipment must be locked out to protect against accidental or inadvertent operation when operation could cause injury to personnel. Locks are to be applied and removed only by the authorized employee who is performing the servicing or maintenance.

No one should attempt to operate locked out equipment.

Lockout devices with an appropriate “danger” warning tag shall be used only for energy control. Prior to the servicing or maintenance of equipment, a locking device and “danger” warning tag will be obtained from the competent person. Each locking device will be keyed differently with no master key or duplicate keys available.

V. TRAINING

All employees will receive training on the recognition and avoidance of hazards related to kinetic energy, potential energy, electrical energy, and thermal energy. Competent persons and/or authorized employees will be trained in the recognition of hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods the Company uses to isolate and control energy hazards.

VI. LOCKOUT

The competent person must complete a Task Hazard Analysis before beginning any LOTO procedure.

A. SEQUENCE OF LOCKOUT:

The following are recommended procedures to be followed for lockout:

1. Notify all affected employees that a lockout procedure is going to be employed.

2. Identify the appropriate switch, valve, etc. that will isolate the energy source.

3. Select the appropriate device and lock the energy source, using the Company approved locks and danger tags.

4. Shut down all machines and/or equipment on the circuit using normal procedures before lockout/tagout procedure is employed.

5. Release, restrain, or dissipate any stored energy.

6. Verify that energy isolation is complete by attempting to start all machinery and/or equipment in the normal manner.

7. After verifying all machinery and/or equipment is successfully isolated, return all operation controls to the “neutral” or “off” position.

B. RESTORATION TO NORMAL:

1. After service or maintenance is complete, clear the area directly adjacent to all machinery and/or equipment.

2. Clear work areas of all tools and repair equipment.

3. Ensure all safety guards have been replaced and all safety interlocks reactivated (if so equipped).

4. Verify the operating controls for all machinery and/or equipment are in the “off” or neutral position.

5. Remove all lockout and tag devices and deactivate the energy isolation devices to restore energy.

6. The competent person will inspect all work to ensure circuits are operating correctly and machinery and/or equipment is in safe working order.

7. All paperwork, including, but not limited to, the Task Hazard Analysis, will be returned to the business office upon the completion of the project.

VII. PROGRAM REVIEW

At least annually, a designated representative will verify the effectiveness of the Company LOTO procedures. These evaluations may be carried out through random audits and observations.

The inspector will review the LOTO procedure with all authorized employees and observe the implementation of a LOTO procedure. This review will be documented by the inspector and all results reviewed with the Company in an effort to identify potential deficiencies with the program.

These reviews ensure the LOTO procedures are being properly used and provide a routine evaluation of the continued adherence to Company procedures. Management will ensure the reviews are completed. All deficiencies will be corrected immediately, either by modification of the procedure, retraining of employees, or a combination of both.

VIII. OUTSIDE CONTRACTORS

Outside personnel and/or contractors involved in lockout of equipment or machinery affecting Company employees must submit their energy control procedures, in writing, to the business office. All affected employees and/or contractors must be trained and familiar with the submitted procedure.

In order to protect Company employees, the contractor’s work area will be isolated and access by Company employees restricted.

Outside employees and/or contractors failing to follow safe work practices required by NEC, NFPA, or OSHA will be asked to terminate their work until their program is brought into compliance.

Section 7:

Driver Safety

INSPECTIONS

It is the responsibility of every driver to perform pre- and post-trip inspections on any Company-owned vehicle they operate. This includes towed or trailer units. Operating a vehicle deemed un-drivable due to unsafe mechanical conditions by a mechanic or management will result in disciplinary action to include possible termination of employment.

LOADS

It is the driver's responsibility to ensure loads on or in their truck are secure before operating any company vehicle on a public highway.

DRIVERS/PASSENGERS

At no time will anyone under the age of 21 be permitted to operate a company vehicle, without specific prior approval from an authorized agent of the Company.

Driver and all passengers will wear seat belts at all times while any company vehicle is in motion. Passengers shall be permitted only in areas designated for occupancy by the vehicle manufacturer and in accordance with the vehicle's specifications. Only employees of the Company or authorized personnel are permitted to drive or ride in any company vehicle. At no time is any person permitted in the cargo area of a vehicle while the vehicle is in motion.

To drive a company vehicle or personal vehicle on company business, the following requirements must be met:

1. Employee must be authorized by way of job description, title or temporarily for particular company business.

2. Employee must have the appropriate, valid driver's license and must not have more than 14 points (as determined in the "Can't Drive List" on Page 39) during the last 36-month period based on their Department of Motor Vehicle record.

3. Employee must be satisfied that the vehicle is in safe operating condition.

4. Employee must be able to drive the vehicle safely.

5. Employee must comply with ADOT safety regulations and the Company's fleet safety rules.

6. Company vehicles are to be used for company business only.

Transporting employees in the cargo area of company trucks will be permitted only in construction zones and under the following conditions:

- They must be employees of the Company who are assigned to the specific project where they are being transported. The employees must be sitting down, with arms and legs completely inside the cargo area.

- Transporting employees in this manner is permitted only within the workplace and not permitted outside the workplace limits at any time.

TRAFFIC LAWS

It is the responsibility of every driver to know, understand, and comply with all Federal, State and local laws governing the operation of motor vehicles. At no time will any employee be allowed to operate a company vehicle if they are not properly licensed to do so. When operating a company vehicle on a workplace, the maximum speed shall be as posted or as reasonable and prudent for conditions.

All violations received while operating a company owned vehicle must be reported to the immediate supervisor as soon as possible following the incident. All collisions, regardless of nature, must be reported. Any violation that could change the status of driver's operator's permit must be reported to the immediate supervisor right away. Failure to do so may result in disciplinary action.

The Company may not represent the employee at fault or pay any fine levied where negligence on their part has contributed, whether wholly or in part, to any collision or citation (e.g., speeding, running a red light, unsafe lane change, failure to signal, or operating under the influence of any mind-altering substance, including prescription drugs).

DRUGS AND ALCOHOL

The Company has a substance abuse policy in place. All provisions of that policy apply to this section. At no time will any employee be permitted to operate any Company-owned vehicle while under the influence of drugs or alcohol. This includes any mind-altering prescription medication, including medication that may alter or slow the decision-making process, and medication with a warning to not operate heavy machinery while under its influence.

Anyone found driving a Company-owned vehicle while under the influence of any drug or alcohol is subject to immediate termination.

COLLISIONS

In the event of a collision, respond with the following actions:

1. Check on welfare of all individuals involved.
2. Render aid if necessary to the best of training and ability.
3. Call for the police (and medical help if necessary).
4. Notify the Company business office immediately.
5. Exchange appropriate information with other drivers.
6. Obtain a copy of the police report.
7. Complete a detailed written report and submit necessary information within 12 hours.

Never admit guilt or discuss the incident with anyone other than an on-duty police officer, the Company management representative, or the authorized agent of the Company. The Company reserves the right to enforce special condition mandates as deemed necessary.

CAN'T DRIVE LIST

The following motor vehicle point system shall be used for purposes of calculating driving record points:

POINTS	VIOLATIONS
20 each	License suspension
20 each	Criminal traffic conviction, homicide, assault, or felony arising from the operation of a vehicle.
20 each	Driving under the influence (DUI)
20 each	Major violation – e.g., reckless driving, endangering the lives of others, racing, hit and run
6 each	At-fault bodily injuring collisions
10 each	Speeding more than 5 miles per hour over the posted speed limit
5 each	Any “standard” violation (e.g., failure to yield right-of-way, traffic light, stop sign, improper passing, failure to signal, driving too fast for conditions or failure to keep right.)

Personnel, whose driving records identify them as unacceptable risks according to our insurance carrier, are also prohibited from driving.

Personnel with a driver’s license that is not valid, has expired, or has been suspended or revoked are further prohibited from driving any private vehicle onto any Company-owned or operated facility, including temporary construction sites.

Personnel with a to-and-from work permit issued by the Department of Motor Vehicles will be allowed access to designated employee parking.

COMMERCIAL DRIVER PROGRAM

A CDL (Commercial Driver’s License) is required to operate the following:

- A single vehicle with a gross vehicle weight rating (GVWR) of more than 26,000 pounds.
- Any combination of vehicles with gross vehicle weight rating of more than 26,000 pounds.
- A truck with a gross vehicle weight rating of over 26,000 pounds pulling a trailer with a gross vehicle weight rating of over 10,000 pounds.
- Any size vehicle requiring hazardous materials placards.

HEAVY EQUIPMENT OPERATION

Only trained and authorized personnel shall operate heavy equipment. Before operating or moving such equipment, the operator shall walk around the equipment and familiarize him or herself with any obstacles or hazards. When working in an area around pedestrians, the operator shall make eye contact and direct communication with a designated spotter to confirm no one is in the way of the movement. The use of mobile communication devices is prohibited while operating heavy equipment.

MOBILE TELEPHONES WHILE DRIVING

The Company *prohibits* the use of any mobile telephone while operating a Company-owned vehicle unless authorized in writing and provided a hands-free device. **Texting while driving is prohibited.**

EXHIBIT A – FLEET SAFETY RULES MOTOR VEHICLE SAFETY

The following are safe driving rules, which are included in the Company's fleet safety program:

1. Do not take chances. To arrive safely is more important than to arrive on time.

2. Drivers should be mentally and physically rested and alert prior to each trip.

3. Drinking alcoholic beverages while driving or driving while under the influence of alcohol or restricted drugs is prohibited.

4. Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license(s) with them at all times when driving.

5. Traffic laws must be obeyed to the standards below:

    a. Speed shall never be faster than a rate consistent with existing speed laws and road, traffic, and weather conditions. Posted speed limits must be obeyed.

    b. Never attempt to exercise the right-of-way; always let the other driver go first.

    c. Keep to the right except when overtaking slow-moving vehicles or when getting into a position to make a left turn.

    d. Never follow another vehicle so closely that it is not possible to make a safe stop under any conditions. Observe timed interval guidelines and suggested following distance.

    e. Turn signals must be used to show where the driver is heading when going into traffic and before every turn or lane change. Remember: signaling an intention neither gives the driver the right-of-way nor guarantees a safe lane change.

    f. Slow down and watch for children in school zones.

7. Vehicles are to be driven by authorized drivers only.

8. Do not give rides to hitchhikers or strangers.

9. Drivers and passengers shall always wear seat belts.

10. Check vehicle daily before each trip, and perform a visual check before each operation of the vehicle. In particluar, check lights, tires, brakes, and steering. An unsafe vehicle should not be operated until repairs are made.

11. Drivers must report all collisions and violations immediately, as required by law and company rules.

Section 8:

Dust Control

PURPOSE

The purpose of dust control is to eliminate or control potential fugitive dust generated from construction activities.

Company employees shall remain compliant with the federal, state, county, city and local regulations pertaining to dust control. Maricopa County recently enacted new rules which are now the most stringent dust control regulations in the country.

DEFINITIONS

Basic dust training: training required for each superintendent or water truck driver on jobsites that are greater than one acre but less than five acres.

Control measure: the means by which a contractor will control fugitive dust and track out from areas that are accessible to the general public or outside the property line.

Daily log: a written description of the control measures taken on a daily basis. The daily log shall be updated as the work and control measures progress (e.g., *Water truck sprayed 2,000 gallons on northwest corner of jobsite at 6:30 a.m.*). Items such as weather (including wind and rain) shall be documented in the daily log.

Dust control permit: a permit issued by the county in which the working is being done. The permit must be issued prior to work commencing. A dust control permit is required on jobsites that are 1/10th of an acre and greater.

Dust control plan: a plan, approved by the county in which the work is being done, that details how the contractor will control fugitive dust and track-out.

Fugitive dust: the particulate matter, not collected by a capture system, that is entrained in the ambient air caused by human and/or natural activities such as, but not limited to, the movement of soil, vehicles, equipment, blasting, and wind.

Wind event: an occurence of the sixty-minute average wind speed exceeding 25 miles per hour, requiring control measures to be taken and all dust-generating operations stopped. A wind event and the control measures in place shall be documented in the daily log.

POLICY

This policy fixes responsibility for the supervision and enforcement of a dust control system which includes work-site control methods and inspections as well as employee training. The following standards are incorporated by reference into this policy: Maricopa County Dust Control Rule 200, 310, 310.1, and Appendix C.

CONTROL MEASURES

The Company's primary fugitive dust control measure is water. A minimum soil moisture content of 12 percent or a visible crust on the soil shall be maintained on all open storage piles and areas accessible to the general public.

TRACK-OUT

Track-out into any public roadway or parking lot with public accessibility shall be maintained, in accordance with

Maricopa County Dust Control rules. Minimum track-out requirements are 30 feet wide, 3 inches deep, and 50 feet long or the length of the longest truck (whichever is greater). When width or length can not be achieved, the track-out must cover the surface available.

BULK MATERIAL-HANDLING

Any bulk material-hauling to and from Company worksites shall maintain the load at least three inches below the freeboard. The highest point of the load must not exceed the height of the bed walls and the load shall be tarped or covered. Any empty bulk material-handling equipment shall be thoroughly cleaned and/or tarped when traveling in areas accessible to the public.

DOCUMENTATION

The competent person shall maintain a written daily log of the control measures implemented, weather conditions, and any emergency matters which arise during the work shift. The daily log shall be updated no later than the end of shift the same day.

Section 9:

Electrical Safety

PURPOSE

In accordance with Subpart K, Electrical of 29 CFR 1926, employees shall be protected from electrical hazards by implementing practical safeguards near employees involved in construction work. These safeguards include, but are not limited to, installation safety requirements, safety-related work practices, safety-related maintenance, environmental considerations, and the safety requirements for special equipment.

1. The competent person shall inspect electrical equipment and ensure it is free from recognized hazards that may cause death or serious harm to employees.

2. Only listed, labeled or certified equipment shall be installed and used in accordance with instructions included in the listing, labeling, or certification.

3. All electrical equipment installed shall meet the requirements set forth by the manufacturer, including, but not limited to, clearance space, mounting requirements, and markings.

4. Parts of electrical equipment which in ordinary operation produce arcs, sparks, flames, or molten metal shall be enclosed or separated and isolated from all combustible material.

5. Employees of the Company shall use ground fault circuit interrupters to protect employees on construction sites.

6. Tools requiring electrical power, including employee-owned tools, will be inspected by the competent person daily before use. All tools found to be unsafe or needing repair will be removed from service immediately until appropriate repairs are made by qualified technicians.

7. Employees are required to read and follow all manufacturer-required instructions for use.

8. Employees are required to alert the competent person before they introduce a personally owned tool into the work environment. The competent person will decide if the tool meets the minimum requirements to be used in the Company worksite.

Employees who have the authority to repair electrical equipment will be identified in writing by the President of the Company or his designated representative. As a general rule, employees do not have the authority to alter, change, or in any way modify electrical equipment. Any damage or required changes shall be reported to the competent person immediately.

FLEXIBLE CORDS AND CABLES

1. Flexible cords and cables shall be protected from damage. Sharp corners and projections shall be avoided. Flexible cords and cables may pass through doorways or other pinch points if protection is provided to avoid damage.

2. Extension cord sets used with portable electric tools and appliances shall be of three-wire type and designed for extra-hard usage. Cords marked type S, ST, SO, or STO are considered hard service cords and cords marked SJ, SJO, SJT, or SJTO are considered junior hard service cords in accordance with 29 CFR 1926.405.

3. Damaged cords or cables shall not be used. Conditions that qualify as “damage” include, but are not limited to, worn or frayed insulation, melted insulation, missing ground pin, or a damaged strain relief.

4. Extension cords may be hung above by use of tie-wraps. Extension cords shall not be fastened with staples, hung from nails, or suspended by wire.

5. Electrical cords shall be used in continuous lengths without splices or tap. Hard service flexible cords #12 or larger may be repaired if spliced so that the splice retains the insulation, outer sheath, and usage of the cord. Replacement of the cord or creation of two shorter cords by adding male/female cord ends in lieu of splicing damages may be a safer option.

6. The competent person will remove damaged cords and return them to the business office. Management will decide if repairs are appropriate or if the cord set has reached its maximum safe service life.

7. Extension cords shall not be run through conduit, chase, or other places that make regular inspections of the cord difficult.

NFPA 70E

The National Fire Protection Association (NFPA) publishes NFPA 70E, Standard for Electrical Safety in the Workplace. This standard was developed at OSHA's request to be compatible with their requirements related to electrical worker safety and is incorporated in the Material Approved for Incorporation by Reference Revised as of January 2018.

The first edition of NFPA 70E was introduced in 1979 and was developed to address electrical safety requirements for employee workplaces during activities such as installation, operation, maintenance, demolition of electrical conductors, electric equipment, communications, and signaling conductors and equipment. (70E-2009, 90.2(A).

OSHA requires electrical equipment to be de-energized before employees begin any work. However, energized work is permitted if it has been determined that the task to be performed is not feasible in a de-energized state (e.g., voltage testing) or de-energizing introduces increased hazards. Working on energized circuits also has to be approved by an authorized person who accepts responsibility for such decisions. This is documented using an energized electrical work permit (hot work permit). You can find the authorization for this in 29 CFR PART 1910.333. (See Note 1 and Note 2.)

The Company does not recognize the designation of "mission critical" for the purpose of working on energized circuits. If the Company determines energized work will be required and meets the expectations of OSHA and NFPA 70 E, qualified subcontractors must provide a fully executed Energized Work Permit to include, but not be limited to, Site Specific JHA, Emergency Action Plan, PPE Analysis and Selection, Written Task Plan, and Training Verification for employees who will be engaged in the energized work process.

Note 1: Examples of increased or additional hazards include interruption of life support equipment, deactivation of emergency alarm systems, shutdown of hazardous location ventilation equipment, and removal of illumination for an area.

Note 2: Examples of work that may be performed on or near energized circuit parts because of infeasibility due to equipment design or operational limitations include testing of electric circuits that can only be performed with the circuit energized and work on circuits that form an integral part of a continuous industrial process in a chemical plant that would otherwise need to be completely shut down in order to permit work on one circuit or piece of equipment.

Section 110.5, NFPA 70E defines host and subcontractor relationships. The language is intended to define these relationships more directly as they relate to adhering to safety-related work practices. For clarification, a host employer may be a general contractor or a facility owner. The definition does not relieve either the subcontractor or the host from requesting information from the other. Each employer (contractor) must tell the other about any unique or specific hazards associated with the project.

For example, a host contractor or facility owner communicates a specific work request related to electrical improvements. They are required to stipulate that the work must be completed while circuits remain energized

because de-energizing the circuit would interfere with critical communications and other emergency operations at the facility. The qualified electrical contractor will have to demonstrate their familiarity with the hazards associated with working on energized circuits and have the certifications, training, and PPE required to complete the task safely. The host has communicated the necessity for the work, and the subcontractor, aware of the hazards, has accepted the assignment and will complete the work in accordance with safe work practices outlined in 29 CFR Part 1910 and 1926 and NFPA 70E.

Section 110.7 requires the employer to implement and document an overall electrical safety program that directs appropriate activity for the voltage, energy level, and circuit conditions. The hot work permit will be completed and available for review upon request.

Section 10:

Ergonomics

BACK SAFETY

Back safety awareness is necessary due to the prevalence and severity of back injuries throughout the construction industry. Sprains and strains are the most common causes of lower back pain. Improper lifting, falling, auto incidents, and sports activities can cause back injuries, but of these, lifting improperly is the single largest cause of back pain and injury. Instituting proper lifting techniques and other safety measures will significantly reduce the Company's rate of back injury incidents.

Problems with the lower back are a frequent cause of lost work time and workers' compensation claims. By establishing this written ergonomic safety plan, we create an awareness of the hazard among our employees. Standardizing lifting techniques and specifying alternative material-handling measures when lifting or moving materials by hand will reduce the potential for injury and the Company's back injury incident rate.

PURPOSE

The Company requires the procedures in this plan to be followed in order to provide a safe working environment. The Company has implemented these procedures on safe lifting practices to ensure all employees are trained to protect themselves from the hazards of improper lifting practices.

It is the responsibility of management personnel to ensure these policies are implemented and the information necessary to carry out these policies is communicated to all employees. It is the responsibility of all employees to follow safe work practices and comply with these rules regarding working practices.

The effectiveness of the back safety plan depends on the active support and involvement of all affected employees.

AFFECTED EMPLOYEES/AREAS

All employees have job-related duties requiring lifting or some sort of materials handling. All employees are to be trained on and follow the rules of this ergonomic safety plan.

SAFE LIFTING TECHNIQUES

The following points outline good lifting practices, procedures, and safe lifting techniques. These techniques, when taught to employees, will minimize the risk of back injury and pain. Despite the level of mechanization available today, manual lifting remains an important function; thus, attention must be directed toward safe lifting practices. The basics of proper lifting procedure include the following:

1. Size up the load before lifting. Test by lifting one of the corners or pushing the load. If it feels heavy, awkward, or imbalanced, use a mechanical aid or solicit help from another individual. Do not attempt to lift or move any load heavier than can be safely handled and controlled. At no time shall an employee lift more than 75 pounds by themselves. When in doubt, do not lift alone!

2. BEND AT THE KNEES. It is the single most important aspect of lifting.

3. When performing the lift:
   - Place feet shoulder-width apart and close to the object. This will facilitate centering the body over the load.
   - Get a good handhold on the object.

- › Lift straight up, smoothly, and let the legs — *not the back* — do the work.
- › Avoid overreaching or stretching to pick up or set down a load.

4. Do not twist or turn the body after making the lift.
5. Clear the path before beginning to carry the load.
6. Set the load down properly.
7. Always push. Do not pull the object whenever possible.
8. Change the lifting situation, if possible, to minimize a lifting hazard:
   - › If it is an awkward load, find someone to help lift it.
   - › In order to achieve a manageable lifting weight, split the load into several smaller ones whenever possible.
   - › Avoid lifting from below the knees or above the shoulders when items exceed physical lifting range. Instead, use mechanical aids, position the body so that the object to be moved remains within an acceptable lifting range (between the shoulders and knees), and/or solicit help from coworkers.
   - › Instead of lifting items outside the lifting range (from below the knees or above the shoulders), use mechanical aids, positioning the body so that the object to be moved remains within an acceptable lifting range (between the shoulders and knees), and/or get help from coworkers.

ALTERNATIVE MATERIALS-HANDLING TECHNIQUES

Alternative material-handling techniques for carrying or moving loads are to be used whenever possible to minimize lifting and bending requirements. These alternative material-handling techniques include the use of the following equipment:

1. Hoists
2. Powered industrial trucks
3. Dollies
4. Carts
5. Other mechanical devices or construction equipment available and appropriate for the lift in question

OTHER SAFE WORK TECHNIQUES

Back pain and injury can occur as a result of other work issues beyond lifting. Avoiding the following issues and improving related work techniques will help lessen the chance of back pain and injury:

1. **Catching objects and working low:** When catching falling or tossed objects, the feet should be firmly planted, back straight, and knees slightly bent. The legs — not back — should absorb the impact. When working on an object that is low to the ground, bend the knees. Keep the back as straight as possible; bending from the waist can lead to back pain. If it is necessary to use the back, keep knees bent and back flat. In both situations, frequent rest breaks are necessary to avoid back fatigue.
2. **Extended sitting/standing:** Certain jobs require long hours of standing or sitting. These conditions can create back trouble. Get up and stretch frequently if required to sit for long periods. If standing, ease the strain on the

lower back by changing foot positions often, placing one foot on a rail or ledge. However, keep body weight evenly balanced when standing and don't lean to one side.

3. **Other Material-Handling Tasks:** Tasks such as lowering, pushing, pulling, and carrying can create hazards to the back as well. If the task feels uncomfortable or unnatural, utilize the alternative material-handling techniques listed in this ergonomic safety plan.

4. **Housekeeping:** Poor housekeeping, such as slippery floors or ground, crowded work conditions, and tools or extension cords on the working surface can create slip, trip, or fall hazards that can result in back injuries.

5. **Poor Posture at Work:** Be aware of proper posture when sitting, standing, or reclining. When sitting, the knees should be slightly higher than the hips, and the shoulders and upper back should be straight.

6. **Poor lighting:** Poor lighting in the work area can lead to poor work practices that may result in a variety of injuries. Always ensure lighting is adequate for the task at hand, replace burnt out bulbs, and point out hazardous areas to the immediate supervisor. The work area should be adequately lit to perform the work; if it is not, identify deficiencies to the competent person.

OTHER BACK SAFETY ISSUES

Factors unrelated to work can affect back safety, such as physical condition, posture, athletic activity, home-improvement projects, and stress, described in detail below:

1. **Posture:** Whether the body is standing, sitting, or reclining, posture affects the amount of strain put on the back. The wrong posture increases strain on the back muscles and may bend the spine into positions that cause discomfort and deformity. When standing correctly, the spine has a natural "S" curve. The shoulders make up the upper-back part of the "S," while the lower curve of the "S" aligns with the pelvis. Good sitting posture should put the knees slightly higher than the hips. The hips should be to the rear of the chair with the lower back not overly arched. Also, the shoulders and upper back should not be rounded.

2. **Poor physical condition:** Your physical condition can lead to back pain. Carring extra body weight (especially a potbelly) results in extra strain on the spine. It is estimated that every pound gained up front adds 10 pounds of strain on the back. When the body is out of shape, the likelihood of chronic back pain is increased. Lack of exercise plays a major role too, as a sudden strain on generally unused back muscles can lead to severe back pain, particularly when there is a sudden twisting or turning of the back. The Company employees are encouraged to partake in a balanced diet and exercise to help avoid back problems.

3. **Stress:** Stress is another factor that may lead to back pain. In conjunction with general physical condition, stress from work or one's personal life can cause muscle spasms that affect the spinal nerve network. While a certain amount of stress is normal for everyone, excessive stress can lead to backaches. The solution is a balanced lifestyle that includes time to relax.

4. **Repetitive Trauma:** People often think back injuries result from lifting heavy or awkward objects. Many back injuries, however, do not happen after one single lift but rather as a result of an accumulation of relatively minor strains over time. Back injuries, as with cumulative trauma disorders (CTD), may arise from repeated injuries (although the repetition of low-grade strains usually does not cause CTD's). As the worker repeats a particular irritating movement, the minor injuries begin to accumulate and weaken affected muscles or ligaments, leading to the gradual development of a more serious injury. Thus, a specific weight-lifting incident may actually have little to do with any single injury. When lifting equipment/materials, always remember to use mechanical aids when appropriate along with good lifting techniques. Use carefuly forethought and caution when lifting to ensure safety.

Alcohol and caffeine will promote dehydration, which is a leading cause of muscle strains and sprains. Light stretching exercises prior to each day's work are recommended for all employees.

Section 11:

Excavations

This excavation plan is designed to meet the requirements set forth in 29 CFR 1926.650 through 1926.652, Subpart P Excavations.

Excavations and trenches present numerous hazards that employees must be trained to recognize. These hazards include, but are not limited to, underground utilities, trench wall collapse, and hazardous air.

PURPOSE

The Company is dedicated to the protection of its employees from on-the-job injuries. In accordance with 29 U.S.C. 654(b) of the OSH Act of 1970, "each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct." The purpose of this Company excavation plan is to accomplish the following:

1. Supplement the Company's standard safety policy by providing safety standards specifically designed to cover excavations.
2. To confirm each employee is trained and aware of the safety provisions regarding excavations, to be implemented prior to the start of any work involving excavations.

This plan is based on the regulations found in 29 CFR 1926, Subpart P. These regulations focus on such items as locating underground utilities, providing proper access and egress, and trench protection. This plan is designed to assist employees in the recognition of hazards and to establish procedures for preventing excavation incidents from occurring. Each employee will be trained in these procedures and shall strictly adhere to them except when doing so would expose the employee to a greater hazard. If it is determined that implementation of any portion of this excavation safety plan will create a greater hazard to employees, management shall be contacted prior to completing any work. The Company or its designated representative will make the determination on how to safely complete the work.

APPLICATION

This plan applies to, and will be followed by all Company employees and subcontractors of the Company at all company workplaces.

It is the responsibility of the Company to implement this excavation safety plan. The competent person is responsible for daily seafety checks and continual observation of all work and the enforcement of all safety policies and procedures. The competent person is also responsible for correcting any unsafe acts or conditions immediately. It is the responsibility of each employee to understand and adhere to the procedures of this plan and to follow the instructions of the competent person. It is also the responsibility of the employee to bring to management's attention any unsafe or hazardous conditions or acts that may cause injury to either themselves or any other employees.

DEFINITIONS

In accordance with 29 CFR 1926.650(b), an excavation is any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal. A trench is a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 feet. If forms or other structures are installed or constructed in an excavation so as to reduce the dimension measured from the forms or structure to the side of the excavation to fifteen (15) feet or less (measured at the bottom of the excavation), the excavation is also considered a trench.

In accordance with 29 CFR 1926.650(a), excavations are defined to include trenches.

SPECIFIC EXCAVATION REQUIREMENTS

This specific excavation requirements plan is designed to meet the requirements set forth in 29 CFR 1926.651. All surface encumbrances located so as to create a hazard to employees shall be removed or supported, as necessary, to safeguard employees in accordance with 29 CFR 1926.651(a). In accordance with 29 CFR 1926.651(b), the estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installations that are to be encountered during excavation work, shall be determined prior to excavating. If the Company requests offset markings, the request shall include that the offset marks are within 25 feet of the actual utility.

Utility companies or owners shall be contacted within established or customary local response times, advised of the proposed work, and asked to establish the location of the utility's underground installations prior to the start of actual excavation. When utility companies or owners cannot respond to a request to locate underground utility installations within 24 hours (unless a longer period is required by state or local law; in Arizona, this period is two working days) or establish the exact location of these installations, the employer may proceed with caution. In this case, detection equipment or other acceptable means to locate utility installations must be used. The time frame established for utilities or owners to respond to a utility locate request are set forth in 29 CFR 1926.651(b) (2).

In accordance with 29 CFR 1926.651(b)(3) when excavation operations approach the location of marked underground utility installations, the exact location of the installations shall be determined by safe and acceptable means. The Company requires the use of potholing to locate the exact location of the underground utility.

While the excavation is open, underground installations shall be protected, supported, or removed as necessary to safeguard employees as set forth in 29 CFR 1926.651(b)(4).

POTHOLING PROCEDURES

- Hand-excavate a minimum width of 2 feet on both sides of utility installation markings to a depth of 2 feet minimum below existing ground.
- Excavate with machine in hand-dug ditch to a maximum depth of 1.5 feet below existing ground.
- Repeat the above steps excavating to the same minimum distance beyond the utility installation markings to a depth of 4 feet minimum below existing ground.
- Excavate with machine in hand-dug ditch to a maximum depth of 3.5 feet below existing ground.
- Continue excavating as detailed above until the utility is located. At depths of 5 feet and below, it shall be necessary to provide trench protection in accordance with 29 CFR 1926 Subpart P.

ACCESS AND EGRESS

The following access and egress policy is designed to meet the requirements set forth in 29 CFR 1926.651(c) (1).

Structural ramps

A competent person shall design structural ramps that are used solely by employees as a means of access or egress from excavations. Structural ramps used for access or egress of equipment shall be designed by a competent person qualified in structural design and constructed in accordance with the design. Ramps and runways constructed of two or more structural members shall have the structural members connected together to prevent displacement.

Structural members used for ramps and runways shall be of uniform thickness.

Cleats or other appropriate means used to connect runway structural members shall be attached to the bottom of the runway or shall be attached in a manner to prevent tripping.

Structural ramps used in lieu of steps shall be provided with cleats or other surface treatments on the top surface to prevent slipping.

Means of egress from trench excavations: A stairway, ladder, ramp, or other safe means of egress shall be located in trench excavations that are 4 feet or more in depth so as to require no more than 25 feet of lateral travel for employees.

EXPOSURE TO VEHICULAR TRAFFIC

In accordance with 29 CFR 1926.651(d), employees exposed to vehicular traffic shall be provided and wear; warning vests or other suitable garments marked with or made of reflectorized or high-visibility material.

EXPOSURE TO FALLING LOADS

In accordance with 29 CFR 1926.651(e), no employee shall be permitted underneath loads handled by lifting or digging equipment. Employees shall be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials. Operators may remain in the cabs of vehicles being loaded or unloaded when the vehicles are equipped, in accordance with 29 CFR 1926.601(b)(6), to provide adequate protection for the operator during loading and unloading operations.

WARNING SYSTEM FOR MOBILE EQUIPMENT

In accordance with 29 CFR 1926.651(f), when mobile equipment is operated adjacent to an excavation or required to approach the edge of an excavation and the operator does not have a clear and direct view of the edge of the excavation, a warning system — such as barricades, hand or mechanical signals, or stop legs — shall be utilized. If possible, the grade should be away from the excavation.

HAZARDOUS ATMOSPHERES

In accordance with 29 CFR 1926.651(g) (1), to prevent exposure to harmful levels of atmospheric contaminants and to assure acceptable atmospheric conditions, the following requirements shall apply:

- Where oxygen deficiency (atmospheres containing less than 19.5 perc oxygen) or a hazardous atmosphere exists or could reasonably be expected to exist, such as in excavations in landfill areas or excavations in areas where hazardous substances are stored nearby, the atmospheres in the excavation shall be tested before employees enter excavations greater than 4 feet in depth.

- Adequate precautions shall be taken to prevent employee exposure to atmospheres containing less than 19.5 percent oxygen and other hazardous atmospheres. These precautions include providing proper respiratory protection or ventilation.

- Adequate precautions — such as providing ventilation — shall be taken to prevent employee exposure to an atmosphere containing a concentration of a flammable gas in excess of 20 percent of the lower flammable limit of the gas.

- When controls used are intended to reduce the level of atmospheric contaminants to acceptable levels, testing

shall be conducted as often as necessary to ensure that the atmosphere remains safe.

EMERGENCY RESCUE EQUIPMENT

In accordance with 29 CFR 1926.651(g)(2)(i), emergency rescue equipment, such as a breathing apparatus, a safety harness and line, or a basket stretcher, shall be readily available where hazardous atmospheric conditions exist or may reasonably be expected to develop during work in an excavation.

Employees entering bell-bottom pier holes or other similar deep and confined footing excavations shall wear a harness with a lifeline securely attached to it. The lifeline shall be separate from any line used to handle materials and shall be individually attended at all times while the employee wearing the lifeline is in the excavation.

PROTECTION FROM HAZARDS ASSOCIATED WITH WATER ACCUMULATION

In accordance with 29 CFR 1926.651(h), employees shall not work in excavations in which there is accumulated water or water is accumulating unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation. The precautions necessary to protect employees adequately vary with each situation but could include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of a safety harness and lifeline.

If water is controlled or prevented from accumulating by the use of water removal equipment, a competent person shall monitor and ensure proper operation of the water removal equipment.

If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes, or other suitable means shall be used to prevent surface water from entering the excavation and provide adequate drainage of the area adjacent to the excavation. Excavations subject to runoff from heavy rains will require an inspection by a competent person.

STABILITY OF ADJACENT STRUCTURES

In accordance with 29 CFR 1926.651(i), where the stability of adjoining buildings, walls, or other structures is endangered by excavation operations, support systems such as shoring, bracing, or underpinning shall be provided to ensure the stability of such structures for the protection of employees.

Excavation below the level of the base or footing of any foundation or retaining wall that could be reasonably expected to pose a hazard to employees shall not be permitted except under the following circumstances:

1. A support system, such as underpinning, is provided to ensure the safety of employees and the stability of the structure.
2. The excavation is in stable rock.
3. A registered professional engineer has approved the determination that the structure is sufficiently removed from the excavation so as to be unaffected by the excavation activity.
4. A registered professional engineer has approved the determination that such excavation work will not pose a hazard to employees.
5. Sidewalks, pavements, and appurtenant structure shall not be undermined unless a support system or another method of protection is provided to protect employees from the possible collapse of such structures.

PROTECTION OF EMPLOYEES FROM LOOSE ROCK OR SOIL

In accordance with 29 CFR 1926.651(j)(1), the Company shall provide adequate protection to protect employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. Such protection shall consist of scaling to remove loose material; installation of protective barricades at intervals as necessary on the face to stop and contain falling material; or other means that provide equivalent protection.

Employees shall be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations. Protection shall be provided either by placing and keeping such materials or equipment at least two feet (.61 m) from the edge of excavations, by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both, if necessary.

INSPECTIONS

In accordance with 29 CFR 1926.651(k)(1), daily inspections of excavations, the adjacent areas, and protective systems shall be performed by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted by the competent person prior to the start of work and as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard-increasing occurrence. These inspections are only required when employee exposure can be reasonably anticipated.

Where the competent person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

The competent person shall determine what type of soil they are working with during the inspection. The type of soil will determine what type, if any, of trench protection is required. The classification of the soil shall be made based on the results of at least one visual and at least one manual analysis in accordance with Appendix A to Subpart P of 29 CFR 1926. The soil will be classified as solid rock, Type A, Type B or Type C. Such analyses shall be conducted by a competent person using tests described below or other recognized methods of soil classification and testing such as those adopted by the American Society for Testing Materials or the U.S. Department of Agriculture textural classification system.

Visual and manual analyses: The visual and manual analyses shall be designed and conducted to provide sufficient quantitative and qualitative information as may be necessary to properly identify the properties, factors, and conditions affecting the classification of the deposits.

Layered systems: In a layered system, the system shall be classified in accordance with its weakest layer. However, each layer may be classified individually where a more stable layer lies under a less stable layer.

Reclassification: If, after classifying a deposit, the properties, factors, or conditions affecting its classification change in any way, the changes shall be evaluated by a competent person. The deposit shall be reclassified as necessary to reflect the changed circumstances.

Acceptable visual and manual tests: Visual analysis, as outlined below, is conducted to determine qualitative information regarding the excavation site in general, the soil adjacent to the excavation, the soil forming the sides of the open excavation, and the soil taken as samples from excavated material.

1. Observe samples of soil that are excavated and soil in the sides of the excavation. Estimate the range of particle sizes and the relative amounts of the particle sizes. Soil that is primarily composed of fine-grained

material is cohesive. Soil composed primarily of coarse-grained sand or gravel is granular.

2. Observe soil as it is excavated. Soil that remains in clumps when excavated is cohesive. Soil that breaks up easily and does not stay in clumps is granular.

3. Observe the side of the opened excavation and the surface area adjacent to the excavation. Crack-like openings such as tension cracks could indicate fissured material. If chunks of soil spall off a vertical side, the soil could be fissured. Small spalls are evidence of moving ground and are indications of potentially hazardous situations.

4. Observe the area adjacent to the excavation and the excavation itself for evidence of existing utilities and other underground structures and to identify previously disturbed soil.

5. Observe the opened side of the excavation to identify layered systems. Examine layered systems to identify if the layers slope toward the excavation. Estimate the degree of slope of the layers.

6. Observe the area adjacent to the excavation and the sides of the opened excavation for evidence of surface water, water seeping from the sides of the excavation, or the location of the level of the water table.

7. Observe the area adjacent to the excavation and the area within the excavation for sources of vibration that may affect the stability of the excavation face.

Manual analysis of soil samples, as outlined below, is conducted to determine quantitative as well as qualitative properties of soil and to provide more information in order to classify soil properly.

1. Plasticity: Mold a moist or wet sample of soil into a ball and attempt to roll it into threads as thin as 1/8 inch in diameter. Cohesive material can be successfully rolled into threads without crumbling. For example, if at least a two-inch (50 mm) length of 1/8-inch thread can be held on one end without tearing, the soil is cohesive.

2. Dry strength: If the soil is dry and crumbles on its own or with moderate pressure into individual grains or fine powder, it is granular (any combination of gravel, sand, or silt). If the soil is dry and falls into clumps which break up into smaller clumps, but the smaller clumps can only be broken up with difficulty, it may be clay in any combination with gravel, sand, or silt. If the dry soil breaks into clumps which do not break up into small clumps and which can only be broken with difficulty, and there is no visual indication the soil is fissured, the soil may be considered unfissured.

3. Thumb penetration: The thumb penetration test can be used to estimate the unconfined compressive strength of cohesive soils. (This test is based on the thumb penetration test described in American Society for Testing and Materials [ASTM] Standard designation D2488 - “Standard Recommended Practice for Description of Soils [Visual / Manual Procedure].”) Type A soils with an unconfined compressive strength of 1.5 tsf can be readily indented by the thumb; however, they can be penetrated by the thumb only with very great effort. Type C soils with an unconfined compressive strength of 0.5 tsf can be easily penetrated several inches by the thumb, and can be molded by light finger pressure. This test should be conducted on an undisturbed soil sample, such as a large clump of spoil, as soon as practicable after excavation to keep to a minimum the effects of exposure to drying influences. If the excavation is later exposed to wetting influences (rain, flooding), the classification of the soil must be changed accordingly.

4. Other strength tests: Estimates of unconfined compressive strength of soils can also be obtained by use of a pocket penetrometer or by using a hand-operated shear vane.

5. Drying test. The basic purpose of the drying test is to differentiate between cohesive material with fissures, unfissured cohesive material, and granular material. The procedure for the drying test involves drying a sample of soil that is approximately one inch thick (2.54 cm) and six inches (15.24 cm) in diameter until it is thoroughly dry:

    f. If the sample develops cracks as it dries, significant fissures are indicated.

    g. Samples that dry without cracking are to be broken by hand. If considerable force is necessary to break a sample, the soil has significant cohesive material content. The soil can be classified as an unfissured

cohesive material and the unconfined compressive strength should be determined.

h. If a sample breaks easily by hand, it is either a fissured cohesive material or a granular material. To distinguish between the two, pulverize the dried clumps of the sample by hand or by stepping on them. If the clumps do not pulverize easily, the material is cohesive with fissures. If they pulverize easily into very small fragments, the material is granular.

FALL PROTECTION

In accordance with 29 CFR 1926.651(l), walkways shall be provided where employees or equipment are required or permitted to cross over excavations. Guardrails will comply with the requirements set forth in the "Fall Protection" section of this compliance plan and be provided where walkways are 6 feet or more above lower levels. OSHA standard interpretation identifies trenches with a top width greater than 30 inches and 6 feet deep as required to have a walkway with guardrails, less than 30 inches is de minimis and not required.

PROTECTION OF EMPLOYEES IN EXCAVATIONS

The following policy on protection of employees in excavations is designed to meet the requirements set forth in 29 CFR 1926.652.

Each employee in an excavation shall be protected from cave-ins by an adequate protective system except under the following circumstances:

- Excavations are made entirely in stable rock
- Excavations are less than five feet (1.52 m) in depth and examination of the ground by a competent person provides no indication of a potential cave-in.

Protective systems shall have the capacity to resist without failure all loads that are intended or could reasonably be expected to be applied or transmitted to the system.

SLOPING AND BENCHING

Sloping and benching systems will be in accordance with 29 CFR 1926.652 Subpart P, Appendix B. The maximum allowable slopes permitted are based on the soil type the excavation is in.

SOIL TYPE	MAXIMUM ALLOWABLE SLOPE
stable rock	vertical walls
Type A	¾:1 (feet in slope to rise)
Type B	1:1
Type C	1.5:1

Sloping or benching for excavations greater than 20 feet deep shall be designed by a registered professional engineer. Benching is not permitted in Type C soil.

PROTECTIVE SYSTEMS

In accordance with 29 CFR 1926.652(c) designs of support system shields and other protective systems shall be

selected and constructed by the Company or the Company's authorized agent. The protective system shall be used in accordance with the manufacturer's recommendation and the manufacturers tabulated data.

MATERIALS AND EQUIPMENT

In accordance with 29 CFR 1926.652(d), materials and equipment used for protective systems shall be free from damage or defects that might impair their proper function.

A registered professional engineer shall design material and equipment used for protective systems for excavations greater than 20 feet deep.

Manufactured materials and equipment used for protective systems shall be used and maintained in a manner that is consistent with the recommendations of the manufacturer and will prevent employee exposure to hazards.

When material or equipment used for protective systems is damaged, a competent person shall examine the material or equipment and evaluate its suitability for continued use. If the competent person cannot ensure the material or equipment is able to support the intended loads or otherwise suitable for safe use, then such material or equipment shall be removed from service, evaluated, and approved by a registered professional engineer before being returned to service.

INSTALLATION AND REMOVAL OF SUPPORT

In accordance with 29 CFR 1926.652(e) (1), members of support systems shall be securely connected together to prevent sliding, falling, kick-outs, or other predictable failure.

Support systems shall be installed and removed in a manner that protects employees from cave-ins, structural collapses, or being struck by members of the support system.

Individual members of support systems shall not be subjected to loads exceeding that which they are designed to withstand.

Before temporary removal of individual members begins, additional precautions shall be taken to ensure the safety of employees, such as installing other structural members to carry the loads imposed on the support system.

Removal shall begin at, and progress from, the bottom of the excavation. Members shall be released slowly so as to note any indication of possible failure of the remaining members of the structure or possible cave-in of the sides of the excavation.

Backfilling shall progress together with the removal of support systems from excavations.

ADDITIONAL REQUIREMENTS FOR SUPPORT SYSTEMS FOR TRENCH EXCAVATIONS

In accordance with 29 CFR 1926.652(e) (2), excavation of material to a level no greater than 10 feet (.61 m) below the bottom of the members of a support system shall be permitted, but only if the system is designed to resist the forces calculated for the full depth of the trench and there are no indications while the trench is open of a possible loss of soil from behind or below the bottom of the support system.

Installation of a support system shall be closely coordinated with the excavation of trenches.

Employees shall not be permitted to work on the faces of sloped or benched excavations at levels above other employees except when employees at the lower levels are adequately protected from the hazard of falling, rolling, or sliding material or equipment.

SHIELD SYSTEMS

The following shield systems policy has been designed to meet the requirements set forth in 29 CFR 1926.652(g).

- Shield systems shall not be subjected to loads exceeding those which the system was designed to withstand.
- Shields shall be installed in a manner to restrict lateral or other hazardous movement of the shield in the event of the application of sudden lateral loads.
- Employees shall be protected from the hazard of cave-ins when entering or exiting the areas protected by shields.
- Employees shall not be allowed in shields when shields are being installed, removed, or moved vertically.
- Excavations of earth material to a level not greater than two feet (.61 m) below the bottom of a shield shall be permitted, but only if the shield is designed to resist the forces calculated for the full depth of the trench and there are no indications while the trench is open of a possible loss of soil from behind or below the bottom of the shield.

TRAINING PROGRAM

In meeting the training requirements set forth in 29 CFR 1926.21(b) (2), the Company shall have each employee trained in the recognition and avoidance of unsafe conditions and the regulations applicable to excavations and trenches. Employees shall also be trained on how to control or eliminate any recognizable hazards or other exposure to illness or injury associated with excavations and trenches.

Under no circumstances shall an employee be allowed to work on or in excavations or trenches until he/she has successfully completed this Company's training program.

The training program shall include classroom instruction and operational training on the recognition and avoidance of unsafe conditions, unsafe acts, and the regulations applicable to their work environment for any recognizable excavation or trench hazard the employee may encounter on the job. The training program will be supervised by the Company and conducted by a competent person or Company-designated representative qualified in the subject matter.

The competent person will identify all current and new employees who require training and schedule instruction and training for those requiring such training. Training on the above components will occur both in the classroom and at the workplace, as appropriate. Classroom training will cover written policy/procedures on excavations and trenches and include a training presentation on the subject. Workplace instruction will include demonstration of and practice in excavation and trenching safety as it relates to the workplace.

Retraining is required when an employee cannot demonstrate the ability to recognize the hazards of excavations and trenches and the procedures required to minimize the hazards. Employees will be removed from the work environment until they can demonstrate the ability to work safely.

ENFORCEMENT

Constant awareness of and respect for excavation and trench hazards and compliance with all safety rules are considered conditions of every employee's continued employment with the Company. All supervisory and management personnel reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

CHANGES TO THE PLAN

The Company will approve any changes to the Plan and shall review this plan annually to determine if additional

practices, procedures, or training needs to be implemented. Employees will be notified and retrained, if necessary, in all new procedures and practices.

Section 12:

Fall Protection

This fall protection plan is designed to meet the requirements set forth in 29 CFR 1926.500, Subpart M – Fall Protection.

Fall protection is a term used to define any means used to protect workers from falls during work in areas where fall hazards exist. Such areas include leading edges, holes, low- and high-sloped roofs, etc.

In such areas, engineering or design measures are most frequently used to reduce the fall hazards. Where engineering or design measures do not provide sufficient fall protection, the Company will take additional measures, such as the use of guardrails or personal fall arrest systems, to reduce the hazards associated with working at elevated heights.

The effectiveness of a written fall protection plan is dependent on the active support and involvement of all employees. It is intended to assist the employee in implementing a set of procedures to ensure that all work requiring fall protection is carried out safely, therefore minimizing the possibility of injury or harm to the elevated employee and surrounding employees.

The new policy now presumes conventional fall protection methods are feasible and do not create a greater hazard. As such, contractors must ensure employees working six feet or more above lower levels use guardrails, safety nets, or personal fall arrest systems. A personal fall arrest system may consist of a full body harness, deceleration device, lanyard, and anchor point. Employers may also consider using other work methods such as having employees work from ladders or aerial lifts. If an employer believes such methods are infeasible for a particular task, then the employer is required to demonstrate the reasons why these methods are infeasible and implement an alternative fall protection program in accordance with 29 CFR 1926.502(k).

“Infeasible” means it is impossible to perform the work using a conventional fall protection system (e.g., guardrail system, safety net system, or personal fall arrest system) or technologically impossible to use any one of these systems to provide fall protection.

Additionally, the use of an effective fall restraint system in lieu of a personal fall protection system is allowed. To be effective, a fall restraint system must be rigged such that it will prevent a worker from reaching a fall hazard and falling over the edge. A fall restraint system may consist of a full body harness connected to an anchor point by a lanyard of a length that will not allow a worker to physically reach the edge of the surface or other fall hazard.

All fall protection plans must be in writing and site-specific. However, a written plan developed for repeated use for a specific and repetitive construction process will be considered site-specific. The fall protection plan must be available at the worksite. If an alternative method is selected, the written plan must specify the reasons why conventional fall protection methods are infeasible or create a greater hazard.

Employees must not perform any task at a level of six feet or more above a lower level until the appropriate fall protection systems have been implemented. Failure to follow this simple Company policy will lead to disciplinary action up to and including termination of employment.

PURPOSE

The Company is dedicated to the protection of its employees from on-the-job injuries. In accordance with 29 U.S.C. 654(b) of the OSH Act of 1970, “each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.” The

purpose of this plan is to acheive the following:

1. Supplement the Company's standard safety policy by providing safety standards specifically designed to cover fall protection on each job.

2. Ensure each employee is trained and made aware of the safety provisions, which are to be implemented prior to the start of any work.

As stated above, this plan is based on the United States Department of Labor OSHA standards at 29 CFR 1926, Subpart M, Standards for the Construction Industry, Fall Protection requirements.

This plan is designed to assist employees in the recognition of fall hazards and to establish procedures to prevent falls to lower levels or through holes and openings in walkways/working surfaces. Each employee will be trained in these procedures and shall strictly adhere to them except when doing so would expose the employee to a greater hazard. If an employee determines that implementation of a fall protection system will create a greater hazard, the employee shall contact management prior to completing any work. The Company or its designated representative will make the determination on how to safely complete the work.

Safety policies and procedures on any one project cannot be administered, implemented, monitored and enforced by any one individual. A safe, incident-free work environment can only be accomplished with the involvement of every employee on the project, from the highest position in the Company to the lowest. Each employee should understand and remember the following:

1. Their value to the company

2. Their importance to their family and/or loved ones

3. Cost of incidents (monetary, physical, and emotional)

4. Objective of the safety policy and procedures

5. OSHA standards applicable to them and the Company

6. Their individual role in implementing and monitoring overall compliance of the safety policy and procedures

This allows for a more personal (rather than strictly enforced) approach to compliance through planning, training, understanding and cooperative effort. However, if for any reason an unsafe act persists, strict disciplinary measures will be implemented.

It is the responsibility of the Company to implement this fall protection plan. The competent person is responsible for continual observational safety checks of all work and the enforcement of all safety policies and procedures. The competent person is also responsible for correcting any unsafe acts or conditions immediately. It is the responsibility of the employee to understand and adhere to the procedures of this plan and to follow the instructions of the competent person. It is also the responsibility of the employee to bring to management's attention any unsafe or hazardous conditions or acts that may cause injury to either themselves or any other employees. The president of the Company must approve any changes to this fall protection plan.

WORKPLACE ASSESSMENT AND FALL PROTECTIONS SYSTEM SELECTION

Each competent person must assess the workplace to determine if the surfaces on which employees walk/work have the strength and structural integrity to safely support the intended load of employees, their equipment, and all materials for the intended work. Once the competent person determines the surface is safe, he or she must choose the fall protection system to be implemented. The competent person must make all reasonable efforts to anticipate the hazards to which employees may be exposed in the course of the job. Their assessment should include the

following:

1. Inspecting the area to determine recognizable hazards or potential hazards that may arise while working in the area

2. Selecting appropriate protection measures and equipment. This information must be communicated to all affected employees who will engage in work-related activities. The competent person must ensure every employee has been trained and understands the fall protection system to be implemented.

3. Methods will be implemented to ensure walking/working surfaces are kept clean and, as much as possible, dry. Where wet processes are required, drainage shall be inspected and approved by the competent person. False floors, platforms, mats, or other dry standing places should be provided when practicable.

The competent person is designated by the Company for each jobsite. A portion of the competent person's duties includes the following:

1. Determine the anchorage points for personal fall arrest systems.

2. Give specific and appropriate instructions to each employee on the systems and procedures to be used.

3. Ensure that employees follow procedures given and that they continuously demonstrate comprehension throughout the entire work process.

4. Remove employees who fail to demonstrate the ability to work safely in the work environment.

Where leading edge work is involved or conventional fall protection (e.g., guardrails systems or personal fall arrest systems) either is infeasible or creates a greater hazard in a project, the competent person will document the condition and submit a written plan for alternative fall protection (e.g., warning lines, monitoring systems, controlled access zones) to be implemented. Appendix A of this safety policy provides the alternative fall protection methods that may be implemented if the competent person deems the use of traditional fall protection methods infeasible or more hazardous to employees.

SHORT-TERM EXPOSURES

Where employees need to perform short-term work, the Company may elect to temporarily suspend the required fall protection systems articulated in the plan. The work being performed must be considered short-duration and non-repetitive. In this instance, the time and risk associated with installing safety devices required by this plan will be equal to and/or exceed the hazards involved in the actual assigned task.

TRAINING PROGRAM

Under no circumstances shall an employee be allowed to work in an area where they might be exposed to fall hazards, perform work requiring fall protection devices, or use fall protection devices until he/she has successfully completed this company's fall protection training program.

This training program shall include classroom instruction and operational training on the recognition and avoidance of unsafe conditions, unsafe acts, and the regulations applicable to their work environment for any recognizable fall hazard the employee may encounter on the job. The training program will be supervised by the Company and

conducted by a competent person or Company-designated representative qualified in the following areas:

1. The nature of fall hazards in the work area

2. Selection and use of personal fall arrest systems, including application limits, proper anchoring and tie-off techniques, estimation of free fall distance (including determination of deceleration distance and total fall distance to prevent striking a lower level), methods of use, and inspection and storage of the system

3. The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used

4. The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used

5. The role of each employee in the safety monitoring system when this method is used

6. The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection

7. The role of all employees in fall protection plans

The competent person will identify all current and new employees who require training and schedule this training. Training on the above components will occur both in the classroom and at the workplace, as appropriate. Classroom training will cover written policy/procedures on fall protection and include a training presentation on the subject. Workplace instruction will include demonstration of and practice in wearing fall protection equipment and any instruction necessary for a specific workplace.

A written certificate of training is required which must include the following:

- The name or other identity of the employee trained

- The date(s) of training

- The signature of the competent person or Company-designated representative who conducted the training and/or the signature of the employee.

Retraining is required when an employee cannot demonstrate the ability to recognize the hazards of falling and the procedures to be followed in order to minimize fall hazards. Employees will be removed from the work environment until they can demonstrate the ability to work safely.

ENFORCEMENT

Constant awareness of and respect for fall hazards and compliance with all safety rules are considered conditions of employment. All supervisory and management personnel reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

INCIDENT INVESTIGATION

All incidents (regardless of their nature) resulting in injury to workers shall be investigated and reported. It is an integral part of any safety program to investigate, document, and educate all employees to prevent re-occurrence of incident.

In the event that an employee falls or some other related serious incident (e.g., a near miss) occurs, this plan shall

be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar falls or incidents from occurring.

CHANGES TO THE PLAN

The Company will approve any changes to the plan and shall review this plan annually to determine if additional practices, procedures, or training needs to be implemented in order to improve or provide additional fall protection. Workers shall be notified and trained, if necessary, in all new procedures and practices.

FALL PROTECTION/FALL ARREST

All employees are required to be protected from falls whenever work is being completed at heights of six feet or greater measured from the bottom sole of the foot to the walking/working surface unto which an employee could fall. The six-foot rule, at minimum, applies to the following conditions:

1. Walking and working surfaces
2. Unprotected sides and edges
3. Hoist areas
4. Holes
5. Formwork and reinforcing steel
6. Ramps, runways, and other walkways
7. Excavations
8. Precast concrete erection
9. Wall openings
10. Elevator shafts
11. Any additional circumstances that may be deemed necessary by the Company

GUARDRAILS

Guardrails shall be constructed in accordance with 29CFR 1926.502(b). Top rails shall be 42 inches in height, plus or minus three inches, and shall withstand an outward and downward force of at least 200 pounds. Midrails shall be placed approximately halfway in between the walking surface and the top rail (approximately 20 inches) and shall withstand an outward and downward force of at least 150 pounds.

PERSONAL FALL ARREST SYSTEMS

Personal fall arrest systems are designed to control the fall of an employee and to minimize injury once a worker has fallen. Fall arrest systems consist of the following components:

1. Full-body harness (body wear)
2. Connecting device (shock absorbing lanyard, yoyo, etc.)
3. Tie-off point (anchorage)
4. Training

Safety harnesses are the only acceptable means of personal fall arrest systems permitted for any Company employee. Body belts, safety seats, life lines, etc. are not acceptable and will not be used by Company employees.

The specific requirements for personal fall arrests systems are as follows:

1. All required fall protection equipment will be provided by the Company. It is the employees' responsibility to maintain the equipment and utilize it in accordance with the regulatory standards, manufacturer's requirements, and Company directives.

2. All lanyards must be equipped with locking snap hooks.

3. Appropriate shock absorbing lanyards will be used for fall protection when they do not create a greater hazard due to the length of the potential fall.

4. Lanyards will be removed from service when evidence of wear is detected or if the lanyard has had a load applied.

5. The anchorage (tie-off point) determined by the competent person must be capable of withstanding a minimum of 5,000 lbs., or a safety factor of two, per worker tied off. Fall arrest systems must limit the amount of force on the body to 1800 lbs.

6. When practical, anchorage tie-off points should be positioned above the worker's head.

7. Anchorage must be high enough that the worker will not strike any lower level should a fall occur.

8. All fall protection equipment shall be inspected daily to ensure it is in proper working order and documentation forwarded to the competent person.

HOLES AND OPENINGS

Each employee on a walking/working surface more than six feet above lower levels shall be protected from falling through holes, including skylights, vents, air conditioning curbs, etc. In accordance with 29 CFR 926.500(b), a hole is considered a gap or void two inches or more in its shortest dimension in a floor, roof, or other walking/working surface. An opening means a gap or void in a vertical surface through which an employee could fall. All openings 30 inches or more in height and 18 inches or more in width must be protected to prevent employees from fall-through to lower levels.

Employees shall use the proper fall protection system when dealing with a hole and/or opening. Holes can be covered in accordance with the following provisions:

1. Covers shall be capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time.

2. Covers shall be secured to prevent unintended displacement.

3. All covers shall be color-coded or marked with the word "HOLE" or "COVER" to provide the appropriate warning to employees.

4. Openings will be protected by guardrail systems of which the top rail and mid-rail meet the design strength and security requirements. Guardrails around openings shall be equipped with a swing gate or offset so a person cannot walk directly into an opening.

Section 13:

Fire Protection

See Attachment 7 "Fire Prevention Checklist", Attachment 8 "Hot Work Permit"

RESPONSIBILITY

The Company's competent person or the competent person's designated representative is responsible for all facets of this program and has the full authority to make necessary decisions to ensure the success of this program.

FIRE EXITS

Each workplace shall have at least two means of escape, remote from each other, to be used in a fire emergency.

Fire doors must not be blocked or locked to prevent emergency use when employees are in the buildings. Warehouse aisles must be kept clear of merchandise and debris as not to block travel to exits. Exit routes from buildings shall be clearly marked with signs designating exits. The Company's authorized agent will perform inspections monthly and on a random basis.

PORTABLE FIRE EXTINGUISHERS

Each workplace and/or building must have a full complement of the proper type of fire extinguishers for the fire hazards present. Extinguisher size, placement, and employee training shall be in accordance with 29 CFR 1926 Subpart F.

Employees who may use fire extinguishers must be instructed in the hazards of fighting fire, proper opreation of available fire extinguishers, and correct procedures for alerting others to the fire emergency. The competent person is responsible for the training conducted for all employees expected to operate fire extinguishers or assist in employee evacuation. Only approved fire extinguishers are to be used in workplaces, and they must be kept in good operating condition.

Monthly inspections must be completed and documented on all fire extinguishers. A qualified service company will perform annual servicing of all extinguishers.

EMERGENCY EVACUATION PLANNING

For those situations where evacuation is necessary, employees shall be trained in proper evacuation procedures. In the event of evacuation, all employees will meet outside the building in a predetermined location to ensure accountability of all personnel. Under no circumstances will anyone re-enter the building for any reason until the fire department has deemed it safe to do so.

The Company will establish the following plan based on a hazard assessment:

- Evacuation routes and procedures for all employees.
- Procedures for accounting for all evacuated employees.
- Special procedures for evacuating physically impaired employees.
- Procedures for those employees who must remain behind for any reason.
- The means of alerting employees to a fire emergency.
- The means for employees to report emergencies.

In addition, each employee shall familiarize themselves with the closest evacuation route from their work area and a secondary route.

All new or transferred employees must be trained in the emergency evacuation program when beginning their job duties. All employees must be trained in any changes to the plan.

WORKPLACE FIRE PREVENTION

In the event of a fire alarm or notification of a fire, all employees will evacuate the facility immediately and gather at a designated meeting location. No employee is ever required to remain in the building or fight a fire.

- Flammable materials will be clearly marked and stored in a fire resistant locker. Flammable materials shall be used only in a well-ventilated area and shall be stored at least 50 feet from any ignition source.

- Flammable waste or spills will be cleaned up in accordance with all Federal, State, and Local regulations. At no time will any flammable liquids be poured down a drain or sewer. Any employee aware of such disposal methods will report it to management immediately. In case of a large spill, employees will turn off any ignition sources in the area and close or block any nearby drains. The area will be evacuated and 911 shall be called.

- Smoking, welding, or the use of any other open heat or ignition source is not permitted within 50 feet of any flammable liquid or gas or in any area where those materials may accumulate.

This written plan will be available for employee review. Heat producing equipment such as burners, heat exchangers, boilers, ovens, stoves, fryers, etc., must be properly maintained and kept clean of accumulations of flammable residues. Heat-producing sources will be inspected monthly. All employees will be trained in the potential fire hazards of their jobs and the procedures listed in the fire prevention plan. All new or transferred employees must be trained in the fire prevention plan when beginning their job duties. All employees must be trained in any changes in the plan.

While in the workplace, employees shall have fire extinguishers available to them, and in good working order, for every major work area.

In accordance with 29 CFR 1926.150, when working in a building or other structure, the availability of working fire extinguishers must meet the following standards:

- Fire extinguishers shall be provided for every 3000 square feet of floor space.
- Shall be located no more than 200 feet apart.
- Shall be located on every floor.
- Shall be located near stairwell.
- Shall be inspected and logged monthly.

Fire extinguishers shall also be located in the cab of every crane and company vehicle and within the immediate vicinity wherever hot work is being performed.

In open workplaces or when not working inside an enclosed structure, fire extinguishers shall be located in the competent person’s truck and in the equipment trailer.

In case of fire, all personnel should evacuate the area immediately and meet at a predesignated location.

Section 14:

First Aid

This first aid policy is designed to meet the requirements set forth in 29 CFR 1926.50.

MEDICAL SERVICES AND FIRST AID

In accordance with 29 CFR 1926.50(a), the Company will provide employees with medical personnel for advice and consultation on matters pertaining to occupational health.

Employees are required to report all injuries that occur to themselves and other employees, regardless of how minor, to the supervisor immediately.

No employee is required to provide first aid to another person. This information is being made available to employees in order to allow the employees the knowledge and training to handle any first aid matter they choose to and are qualified to handle.

In the absence of a clinic, hospital, or physician that is reasonably close in terms of time and distance to the worksite, a person who has a valid certificate in first-aid training from the American Rid Cross or equivalent shall be available at the worksite to render first aid.

The Company shall ensure that an effecive communication system is available to contact emergency services when necessary.

In accordance with 20CFR 1926.50 (f)(2)(ii)(a), The Company shall post the address of the worksite in a conspicuous place, as well as the latitude and longitude information of the worksite. Employees shall be made aware of the address of the worksite and the location of the posted information.

PURPOSE

The purpose of this section is to make employees of the Company aware of the first aid requirements and availability of first aid supplies on Company jobsites. In meeting the requirements set forth in 29 CFR 1926.50(c) the Company will provide a person who is trained and certified in first aid to render services on a Company jobsite if an infirmary, clinic, hospital, or physician is not reasonably accessible. “Reasonably accessible” has been determined to be less than four minutes away, according to the interpretations made available by the U.S. Department of Labor.

GENERAL REQUIREMENTS

The Company will provide first aid supplies (first aid kit) on each jobsite. First aid kits will meet the requirements of ANSI/ISEA Z3-8.1-2015 in accordance with Appendix A to 29 CFR 1926.50.

The supervisors shall ensure the first aid kits are made accessible to the employees.

The contents of the first aid kids shall be placed in a weatherproof container with individual sealed packages for each type of item, and shall be checked by the Company before being sent out on each job. The supervisor shall check each first aid kit at least weekly on each job to ensure the expended items are replaced.

Employees of the Company are to use the universal emergency services number “911” to contact emergency services when needed. In areas where the 911 system is not available, the Company will post the telephone numbers for the physicians, hospitals, or ambulances accessible to the area.

Where an employee’s eyes or body may be exposed to injurious corrosive materials, suitable washing facilities for

quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use. All washing and/or drenching stations shall be maintained in a sanitary condition.

If it is reasonably anticipated that employees will be exposed to blood or other potentially infectious materials while using first aid supplies, the Company shall provide a bloodborne pathogen kit that shall, at a minimum, provide gloves, gowns, face shields, masks and eye protection to protect the employee.

TRAINING

In accordance with 29 CFR 1926.21(b)(2), the Company will train each employee on the proper use and reporting procedures pertaining to first aid and medical services.

Section 15:

Hand Tool Safety

PURPOSE

In accordance with 29 CFR 1926 Subpart I, the Company will not issue tools deemed unsafe or that fail to meet OSHA requirements. Additionally, employees shall ensure any personal tools being used meet the same OSHA requirements as Company-issued tools. Personal protective equipment shall be used at all times.

POWDER-ACTUATED TOOLS

Only employees who have been trained in the operation of the particular tool in use shall be allowed to operate a powder-actuated tool.

The following protocol must be used when using powder-actuated tools.

1. The tool shall be tested each day before loading to verify safety devices are in proper working condition. The method of testing shall be in accordance with the manufacturer's recommended procedure.

   › Any tool malfunctioning during use or not found in proper working order shall be immediately removed from service and not used until properly repaired.

2. Tools shall not be loaded until just prior to the intended firing time. Neither loaded nor empty tools are to be pointed at any employees. Hands shall be kept clear of the open barrel end.

3. Loaded tools shall not be left unattended.

4. Fasteners shall not be driven into very hard or brittle materials including, but not limited to, cast iron, glazed tile, surface-hardened steel, glass block, live rock, face brick, or hollow tile.

5. Driving into easily penetrated materials shall be avoided unless such materials are backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying missile hazard on the other side.

6. No fastener shall be driven into a spalled area caused by an unsatisfactory fastening.

7. Tools shall not be used in an explosive or flammable atmosphere.

8. All tools shall be used with the correct shield, guard, or attachment recommended by the manufacturer.

9. Powder-actuated tools used by employees shall meet all other applicable requirements of American National Standards Institute, A10.3-1970, and Safety Requirements for Explosive-Actuated Fastening Tools.

ABRASIVE WHEELS AND TOOLS

1. All grinding machines shall be supplied with sufficient power to maintain the spindle speed at safe levels under all conditions of normal operation.

2. Grinding machines shall be equipped with safety guards in conformance with the requirements of American National Standards Institute, B7.1-1970, and Safety Code for the Use, Care and Protection of Abrasive Wheels.

3. The safety guard shall cover the spindle end, nut, and flange projections. The safety guard shall be mounted so as to maintain proper alignment with the wheel and the strength of the fastenings exceeding the strength of the guard, except under the following circumstances:

   › On all operations where the work provides a suitable measure of protection to the operator, safety guards may be constructed so that the spindle end, nut, and outer flange are exposed. When the nature of the work is such as to entirely cover the side of the wheel, the side covers of the guard may be omitted.

   › The spindle end, nut, and outer flange may be exposed on machines designed as portable saws.

4. Bench grinders shall have the work rest set no more than 1/8th of an inch from the grinding wheel.

5. The grinding wheel shall be inspected prior to use for defects and any wheel found to be damaged shall be removed from service. New grinding wheels shall be sound-tested for cracking, with a non-metal implement striking the wheel at the 2, 4, 8, and 10 o'clock positions to produce a ring tone from useable wheels.

PNEUMATIC TOOLS

1. Pneumatic power tools shall be secured to the hose or whip by positive means to prevent the tool from becoming incidentally disconnected.

2. All pneumatically driven nailers, staplers, and other similar equipment provided with automatic fastener feed, which operate at more than 100 psi pressure at the tool shall, will have a safety device on the muzzle to prevent the tool from ejecting fasteners, unless the muzzle is in contact with the work surface.

3. The Company's employees will follow the guidelines set forth by the manufactures in reference to safe operating pressure for hoses, pipes valves, filters, and other fittings and will not exceed these guidelines.

4. The use of hoses for hoisting or lowering tools shall not be permitted.

5. The use of water hose clamps on pneumatic lines is prohibited. Only crimping or banding clamps designed for use on pneumatic tools may be used.

WOODWORKING TOOLS

1. All fixed power-driven woodworking tools shall be provided with a disconnect switch that can either be locked or tagged in the off position.

2. The operating speed shall be etched or otherwise permanently marked on all circular saws over 20 inches in diameter or operating at over 10,000 peripheral feet per minute. Any saw so marked shall not be operated at a speed greater than than that marked on the blade. When a marked saw is re-tensioned for a different speed, the marking shall be corrected to show the new speed.

3. Automatic feeding devices shall be installed on machines whenever the nature of the work will permit. Feeder attachments shall have the feed rolls or other moving parts covered or guarded so as to protect the operator from hazardous points.

4. All portable, power-driven circular saws shall be equipped with guards above and below the base plate or shoe. The upper guard shall cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for bevel cuts.

5. The lower guard shall cover the saw to the depth of the teeth except for the minimum arc required to allow proper retraction and contact with the work. When the tool is withdrawn from the work, the lower guard shall automatically and instantly return to the covering position.

6. All woodworking tools and machinery shall meet other applicable requirements of American National Standards Institute, 01.1-1961, Safety Code for Woodworking Machinery.

7. The Company's employees shall not modify or exceed the manufacturer-intended use of any tool/equipment. This includes all company owned/issued and personally owned equipment used at the Company's workplace.

RADIAL SAWS

The upper hood shall completely enclose the upper portion of the blade down to a point that will include the end of the saw arbor. The upper hood shall be constructed in such a manner and of such material that it will protect the operator from flying splinters, broken saw teeth, etc., and will deflect sawdust away from the operator. The sides of the lower exposed portion of the blade shall be guarded to the full diameter of the blade by a device that will automatically adjust itself to the thickness of the stock and remain in contact with stock being cut to give maximum protection possible for the operation being performed.

HAND-FED CROSSCUT TABLE SAWS

Each circular crosscut table saw should be guarded by a hood that meets all safety requirements.

HAND-FED RIPSAWS

Each circular hand-fed ripsaw shall be guarded by a hood that completely encloses the portion of the saw blade above the table and the portion of the saw blade above the material being cut. The hood and mounting shall be arranged so that the hood will automatically adjust itself to the thickness of and remain in contact with the material being cut. The hood shall not offer any considerable resistance to the insertion of material to saw or to the passage of the material being cut.

The hood shall be made of adequate strength to resist blows and strains incidental to reasonable operation, adjusting, and handling, and shall be so designed as to protect the operator from flying splinters and broken saw teeth. It shall be made of material soft enough so to not cause tooth breakage. The hood shall be so mounted as to insure its operation will be positive, reliable, and in true alignment with the saw, with mounting adequate in strength to resist any reasonable side thrust or other force tending to throw it out of line.

RIGGING

Each rigging device shall be inspected daily and after any incident that the competent person deems may have damaged the rigging device. Any rigging device found to be defective shall be removed from service immediately.

Employees working on a site where rigging is necessary shall adhere to the following protocol:

1. Know the proper use of chain falls, come-along winch, chokers, shackles, and clamps.

2. Know the rated capacity for chain falls, come-along winches, chokers, shackles, and clamps.

3. Never raise or lower a load over people.

4. Use tag lines to control hoisted loads.

5. Know the weight of the load and ensure the rated capacity of rigging equipment is not exceeded.

LASERS

Each laser in use by the Company shall be inspected by the competent person for defects and to make sure all the proper labels/placards are on the laser prior to each use. Any laser found to be defective shall be removed from service immediately.

Employees working with lasers, and/or around lasers, shall follow the protocol described below:

1. Employees must be trained and qualified to install, adjust, and operate lasers.

2. The proper eye protection must be worn when working around lasers with exposure to laser light greater than 0.005 watts (5 milliwatts).

3. Employees shall not be exposed to 0.010 watts (10 milliwatts) per square centimeter.

4. Areas in which lasers are in use shall have warning placards erected to alert other employees in the area of laser use.

5. Lasers must never be pointed directly at other people.

6. Lasers must be turned off or covered by shutters/caps when not in use or when leaving the work site for a period of time.

Any tool to be found damaged or defective shall be removed from service immediately. Employees do not have the authority to alter or repair damaged tools without the express written consent of Management of the Company.

Section 16: ***See Attachment 18 "Chemical List"***

Hazard Communication / GHS / Right-To-Understand

The Company will convey all known hazard information to the employees by means of labels on containers and safety data sheets (SDS) in accordance with the Globally Harmonized System (GHS).

Chemical manufacturers, importers, and distributors are required to label containers of hazardous chemicals. They will be labeled, tagged, or marked with the identity of the chemical and appropriate hazard warnings, along with the name and address of the manufacturer, importer, or other responsible party.

In the workplace, each container must be labeled, tagged, or marked with the identity of contained hazardous chemicals and the appropriate hazard warnings for employee protection. The hazard warning can be any message comprised of words, pictures, and/or symbols that provide at least general information regarding the hazards of the chemical(s) in the container and the targeted organs at risk. Labels must be written legibly and in English (and other languages if applicable) and prominently displayed.

At no time shall any employee of the Company use any chemical that is not properly labeled.

Exemptions to the requirement for in-plant individual container labels are as follows:

1. Employers can post signs or placards that convey the hazard information if there are a number of stationary containers within a work area that have similar contents and hazards.

2. Employers can substitute various types of standard operating procedures, process sheets, batch tickets, blend tickets, and similar written materials for container labels on stationary process equipment if they contain the same information and the written materials are readily accessible to employees in the work area.

3. Employers are not required to label portable containers into which hazardous chemicals are transferred from labeled containers and that are intended only for the immediate use by the employee making the transfer. As a best management practice, employees will not transfer any chemical to a smaller, daily-use container with food or beverage labeling affixed. The site competent person must approve transfer of chemicals from a labeled container to a non-labeled container.

SAFETY DATA SHEETS (SDS)

The SDS is a detailed information bulletin prepared by the manufacturer or importer of a chemical and describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures.

ELECTRONIC SAFETY DATA SHEETS

The Company will maintain a chemical inventory list of all hazardous chemicals known to be present in the workplace. Safety data sheets are available from the manufacturer electronically. Employees will have a list of all chemicals present in their environment available for immediate review. Should a copy of the SDS be needed, it may be accessed or requested via telephone, computer, or fax machine.

If the technology necessary to obtain an SDS is unavailable during an employee's work shift, a physical copy can be delivered by request from the office. If the absence of an SDS will cause hindrance on the employee's ability to complete their job, a physical copy of the SDS information will be maintained on site during the entire project. All new chemicals introduced to a workplace will be added to the chemical inventory list and notification will be sent to all employees before the chemical is used.

HAZARDOUS MATERIALS USED

See “Chemical List” on Page 168 for a list of all hazardous chemicals approved for use by employees at company work sites.

If products are to be used that contain hazardous chemicals for which no SDS has been received, the competent person must contact the business office and seek additional guidance before introducing the chemical into the work environment. The business office will contact the supplier, manufacturer, or importer to obtain the missing SDS. Employees will then be trained and provided all required PPE before being allowed to use the new product.

PROGRAM MONITORING PROCEDURES

The following recordkeeping system will be established and maintained concerning all aspects of the OSHA Hazard Communication standard:

- **Inventory:** A file copy of all chemical inventories must be maintained. Each time the list is revised, an old and new copy reflecting effective dates must be maintained in the file. These records must be available and reflect a thirty-year history.
- **Monitoring:** A complete history of industrial hygiene monitoring must be maintained and made available to employees upon request.
- **Training:** All employees will receive “Right-to-Understand” training on an annual basis. These training sessions will be documented and a permanent file maintained. Copies of all materials provided to employees during a training session must be maintained in a permanent file.
- **Availability:** Any SDS is available to employees by contacting the manufacturer (via the internet or other electronic means), contacting the office, or maintaining a hard copy when technology does not allow access during the employee’s work shift.
- **Hazardous Non-Routine Tasks:** Periodically, employees will be required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by his or her competent person about hazardous chemicals to which they may be exposed during such activity. This information will include:
  - » Specific chemical hazards
  - » Protective safety measures the employee can take
  - » Measures the company has taken to ensure employee safety

GUIDE TO READING A SAFETY DATA SHEET

The following is a list of the 16 specific sections on the SDS.

SECTION 1 / PRODUCT IDENTIFICATION

This section includes product identifier, manufacturer or distributor name and contact information (address, phone number, emergency phone number), recommended use, and restrictions on use.

SECTION 2 / HAZARD IDENTIFICATION

This section includes all hazards regarding the chemical and required label elements.

SECTION 3 / COMPOSITION INFORMATION ON INGREDIENTS

This section includes information on chemical ingredients and trade secret claims.

SECTION 4 / FIRST AID MEASURES

This section includes important symptoms/effects — both acute and delayed — and required treatment.

SECTION 5 / FIRE FIGHTING MEASURES

This section lists suitable extinguishing techniques/equipment and the chemical hazards introduced by fire.

SECTION 6 / ACCIDENTAL RELEASE MEASURES

This section lists emergency procedures, protective equipment, and proper methods of containment and cleanup.

SECTION 7 / HANDLING AND STORAGE

This section lists precautions for safe handling and storage, including incompatibilities.

SECTION 8 / EXPOSURE CONTROLS PERSONAL PROTECTION

This section lists OSHA's Permissible Exposure Limits (PELs), Threshold Limit Values (TLVs), appropriate engineering controls, and personal protective equipment (PPE).

SECTION 9 / PHYSICAL AND CHEMICAL PROPERTIES

This section lists the chemical's characteristics.

SECTION 10 / STABILITY AND REACTIVITY

This section lists chemical stability and possibility of hazardous reactions.

SECTION 11 / TOXICOLOGICAL INFORMATION

This section includes routes of exposure, related symptoms, acute and chronic effects, and numerical measurement of toxicity.

SECTION 12 ECOLOGICAL INFORMATION

SECTION 13 DISPOSAL CONSIDERATIONS

SECTION 14 TRANSPORT INFORMATION

SECTION 15 REGULATORY INFORMATION

SECTION 16 OTHER INFORMATION

This section includes the date of preparation and last revision.

**Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2).*

GHS PICTOGRAMS AND HAZARD CLASSES		
		
Oxidizers	Flammables, self reactives, pyrophorics, self-heating emits, flammable gas, organic peroxides	Explosives, self reactives, organic peroxides
		
Acute toxicity (severe)	Corrosives	Gases under pressure
		
Carcinogen, respiratory sensitizer, reproductive toxicity, target organ toxicity, mutagenicity, aspiration toxicity	Environmental toxicity	Irritant, dermal sensitizer, acute toxicity (harmful), narcotic effects, respiratory tract irritation

TRANSPORT "PICTOGRAMS"		
		
Flammable liquid, flammable gas, flammable aerosol	Flammable solid, self-reactive substances	Pyrophoric (spontaneously combustible) self-heating substances
		
Substances which, in contact with water, emit flammable gases (Dangerous When Wet)	Oxidizing gases oxidizing liquids oxidizing solids	Explosive Divisions 1.1, 1.2, 1.3

TRANSPORT "PICTOGRAMS"		
 ExplosiveDivision1.4	 ExplosiveDivision1.5	 ExplosiveDivision1.6
 Compressed gases	 Acute poxicity (poison): oral, dermal, inhalation	 Corrosive
 Marine pollutant	 Organic peroxides	

ACUTE ORAL TOXICITY		
 ***Danger*** Fatal if Swallowed	 ***Danger*** Toxic if Swallowed	 ***Warning*** Harmful if Swallowed

LABELING/SECONDARY LABELING

Portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred form labeled containers and are intended only for the immediate use of the employee making the transfer. Immediate use means "use within the same shift."

All labels on incoming containers must not be defaced in any way. Observation or other detection of missing or defaced labels must be immediately reported to the Management so appropriate labels can be reapplied immediately.

Below is an example of the ANSI Z400.1 / ANSI Z129.1 Precautionary Labeling Standard (Voluntary):

Auto-flame (Contains Acetylene)
WARNING! HARMFUL IF SWALLOWED,
FLAMMABLE LIQUID AND VAPOR

Do not taste or swallow. Do not take internally. Wash thoroughly after handling. Keep away from heat, sparks, and flame. Keep container closed. Use only with adequate ventilation. FIRST AID: If swallowed, do NOT induce vomiting unless directed to do so by medical personnel. Never give anything by mouth to an unconscious person. In case of Fire, use water fog, dry chemical, CO2, or alcohol foam. Water may be ineffective. Flash Point = 120°F. Residue vapor may explode or ignite on ignition; do not cut, drill, grind, or weld on or near the container.
See Safety Data Sheet (SDS) for further details regarding the safe use of this product.

TRAINING PROGRAM

The Company has established a training and information program for employees who are exposed to hazardous chemicals in their work area at the time of initial assignment and whenever a new hazard is introduced into their work area.

At a minimum, the discussion topics must include the following:

1. The hazard communication standard and its requirements.

2. The components of the hazard communication program in the employees' workplaces.

3. Operations in work areas where hazardous chemicals are present.

4. The location in which the Company will keep the written hazard evaluation procedures, communications program, and the chemical list.

The employee training plan consists of the following elements:

1. Detailed instructions on implementing hazard communication program in speicified workplace, reading and interpreting information on labels and the SDS, and obtaining and using the available hazard information.

2. The hazards of the chemicals in the work area. (Hazards may be discussed by individual chemical or by hazard category, such as flammability.)

3. Measures employees can take to protect themselves from the hazards, such as washing stations when handling Portland cement.

4. Specific procedures put into effect by the employer to provide protection such as engineering controls, work practices, and the use of personal protective equipment (PPE).

5. Methods and observations — such as visual appearance or smell — that can be used to detect the presence of exposed hazardous chemicals.

RETRAINING

Additional employee training concerning workplace hazards will be required under the following circumstances:

1. New chemicals are introduced into the workplace.

2. Process or equipment changes are made which could cause new or increased employee exposure.

3. Procedures and work practices are introduced or changed which could cause changes in the employees' exposure.

4. Employees are transferred from one work area to another where different hazards are present.

5. Employees are routinely exposed to hazardous materials, in which case employees must be retrained annually.

6. New information regarding a product becomes available and facilitates an improvement in employee safety.

The authorized agent conducting the training will produce a written record documenting the type of training provided, the date the training was completed, and signatures of the employees trained. This record of training will be maintained by the Company.

All exposure incidents must be reported to the office immediately.

Section 17:

Heavy Equipment

MATERIALS HANDLING — EARTH-MOVING EQUIPMENT

In accordance with 29CFR 1926 Subparts O and W, these rules apply to scrapers, loaders, crawler or wheel tractors, bulldozers, off-highway trucks, graders, industrial tractors, and similar equipment.

HEAVY EQUIPMENT OPERATION

Only trained and authorized personnel shall operate any heavy equipment. Before operating or moving such equipment, the operator shall walk around the equipment and familiarize him or herself with any obstacles or hazards. When working in an area around pedestrians, the operator shall make eye contact and direct communication with a designated spotter to confirm no one is in the way of the movement. The use of mobile communication devices is prohibited while operating heavy equipment. **No phone conversation, texting, use of email, or use of earbuds is allowed while operating heavy equipment.**

Seat belts shall be provided on all equipment covered by this section. Employees shall wear seat belts any time the equipment is in operation. Seat belts shall meet the requirements of the Society of Automotive Engineers, J386-1969, *Seat Belts for Construction Equipment*.

Equipment manufactured prior to July 14, 2019 shall be equipped with rollover protective structures that meet the minimum performance standards as outlined in the Society of Automotive Engineers Recommended Practices SAEJ320a, 394, 395, 396, 397 or comply with the consensus standard in the International Standards Organization 3471:2008.

Equipment manufactured on or after July 14, 2019 shall meet the test and performance requirements of the International Organization for Standardization (ISO) standard ISO 3471:2008

Roll-over protective structures shall have the manufacturer's or fabricator's name and address, ROPS model number (if any), and the machine, make, model, or series number that the structure is designed to fit.

Employees shall not move construction equipment or vehicles upon any access roadway or grade unless the access roadway or grade is constructed and maintained to safely accommodate the movement of the equipment and vehicles involved.

Employees shall inspect equipment at the beginning of each shift or prior to operation. Equipment that is defective shall not be used and reported to the competent person.

Modification of machines in any way is strictly prohibited unless express written permission has been granted by the manufacturer and approved by the Company.

All bidirectional machines, such as rollers, compactors, front-end loaders, bulldozers, and similar equipment, shall be equipped with a horn distinguishable from the surrounding noise level, which shall be operated as needed when the machine is moving in either direction. The horn shall be maintained in an operative condition.

No employer shall permit earthmoving or compacting equipment which has an obstructed view to the rear to be used in reverse gear unless the equipment has in operation a reverse signal alarm distinguishable from the surrounding noise level or an employee signals that it is safe to do so.

Steering or spinner knobs shall not be attached to the steering wheel unless the steering mechanism is of a type that prevents road reactions from causing the steering handwheel to spin. The steering knob shall be mounted

within the periphery of the wheel.

Section 18:

Hot Work Permit Procedure

See Attachment 8 "Hot Work Permit" and Attachment 7 "Fire Prevention Checklist"

PURPOSE

The purpose of hot work permit procedure is to eliminate or control potential ignition sources resulting from welding, flame cutting, soldering or similar activities that may produce, flames or sparks.

DEFINITIONS

How work is any activity that produces sparks or flame, such as welding, brazing, flame or plasma-cutting, hot riveting, grinding, chipping, and soldering.

A **hot work permit** is the employer's written authorization to perform operations capable of providing a source of ignition, for example, riveting, welding, cutting, burning, and heating processes.

A **qualified individual** is a personnel who has specific training, knowledge, or experience or is deemed competent to carry out and oversee welding operations.

POLICY

This policy fixes responsibility for the supervision and enforcement of a hot work permit system comprised of work site methods, equipment inspections, worker training, and the issuance and use of personal protective equipment. The following standards are incorporated by reference into this policy: The National Fire Protection Association (NFPA) Standard for Fire Prevention during Welding, Cutting, and Other Hot Work (NFPA 51B, 1999, Appendix A), the Occupational Safety and Health Administration (OSHA) Standard for Welding, Cutting and Brazing, Subpart Q (29 CFR 1910.251 inter alias), the OSHA standard for the handling, storage, and use of compressed gases, contained in Subpart H, Hazardous Materials, 29 CFR 1910.101 inter alias, and the American National Standards Institute, Inc. (ANSI) Standard Z87.1-1989.

1.1 Permit System Enforcement and Supervision

1.1.1 The competent person shall be responsible for designating a qualified individual(s) with the authority to issue a hot work permit (HWP).

1.1.2 The name(s) of the individual(s) authorized under Section 1.1.1 will be filed with the competent person.

1.1.3 Authorized individuals will be responsible for inspecting work sites where hot work activities are anticipated prior to issuing a permit. No hot work will be conducted until a permit is issued.

1.1.4 An HWP will expire at the end of the shift during which it was issued.

1.1.5 Authorized individuals will be responsible to ascertain that no hot work takes place half an hour before shift change and to thoroughly inspect, during this period, the area where hot work was conducted. In a multi-story building, this area shall extend one floor above and below.

1.1.6 Whenever circumstances permit, all hot work will be conducted within a designated area at the maintenance shop or at the site where hot work is normally done.

1.1.7 No HWP will be issued at a site where fire protection system impairment is known to exist while the system is impaired.

1.1.8 Flammable or combustible materials will not be allowed within 50 feet of a hot work site.

1.1.9 Where the provisions of Section 1.1.8 cannot be met, a metal guard, flame-proof curtain or cover will be used.

1.1.10 No HWP will be issued or hot work allowed in, on, or near any vessel or container of flammable or combustible liquids or gases.

1.1.11 No HWP will be issued or hot work allowed in, on, or near any vessel or container where flammable or combustible liquid or gas residue may be present.

1.1.12 Where not known, the determination of whether a flammable or combustible substance or residue is present shall be made by the competent person, authorized agent, or designated individual of the Company. The authorized individual shall be responsible for enforcing Sections 1.1.10 and 1.1.11 until clearance is issued by the competent person, authorized agent, or designated individual of the Company.

1.1.13 No HWP will be issued for work to be conducted in areas where there is accumulation of ignitable debris, materials, furnishings, etc., or where other safety or fire hazards are present.

1.1.14 Prior to issuing an HWP, the authorized individual shall ascertain that a fire extinguisher of the appropriate type and size is readily available and accessible and that a fire-watch attendant (a second person) will be present during the hot work activity to respond promptly should an incident occur.

1.1.15 A fire watch will be posted during hot work and remain in place for at least 30 minutes after work is completed. Any employee, designated by the competent person, who has successfully completed hot work safety and fire extinguisher training can serve as a fire watch.

1.1.16 No HWP will be issued until all wall and floor openings within 50 feet have been covered or protected as per Section 1.1.9.

1.2 Equipment Inspection

The authorized individual(s), as defined under Section 1.1.1, will be responsible for ensuring the following:

1.2.1 Cylinders will be properly secured at all times.

1.2.2 Cylinders, valves, hoses, regulators, connections, and torches will be inspected periodically and before each use for leaks, defects or damage.

1.2.3 Electrical arc welding equipment will be grounded in a manner where the grounding connection can be observed by the operator and the attendant.

1.3 Education and Training

1.3.1 Departments where workers' duties or job description include hot work will ascertain that these individuals have the necessary training and skill to perform these tasks.

1.3.2 Annual training sessions will be arranged and coordinated by the competent person.

1.4 Safety Department Responsibilities

The safety department is responsible for performing the following duties:

1.4.1 Maintain the list of individuals authorized to issue an HWP under Section 1.1.1.

1.4.2 Determine, or arrange for determination, the presence of flammable or combustible substance or residue under Section 1.1.12.

1.4.3 Coordinate annual training sessions under Section 1.3.2.

1.4.4 Conduct an audit and evaluation of the procedures contained in this policy annually.

Section 19:

Ladder Safety

PURPOSE

In accordance with 29 CFR 1926 Subpart X, the Company will not issue ladders that are deemed unsafe or fail to meet OSHA requirements. Additionally, employees shall not bring or use personal ladders that fail to meet the same OSHA requirements. Personal protective equipment shall be used at all times.

DO NOT USE A LADDER ON COMPANY JOBSITES UNTIL PROPERLY TRAINED. CONTACT THE COMPETENT PERSON WITH ANY QUESTIONS.

GENERAL REQUIREMENTS

All employees shall be trained in the proper safety procedures and requirements when working on or around ladders. If any employee has a question regarding proper procedures, he or she should contact management before proceeding with the task in question.

A ladder or stairway must be provided at all work points of access where there is a break in elevation of 19 inches or more and no ramp, runway, or personnel hoist is provided.

Where there is only one point of access between levels, this point must be kept clear to permit free passage by workers. If free passage becomes restricted, a clear second point of access must be provided and used.

LADDER REQUIREMENTS

- Ladder rungs, cleats, and steps must be parallel, level, and uniformly spaced when the ladder is positioned for use.
- Rungs, cleats, and steps of portable and fixed ladders must not be spaced less than 10 inches apart or more than 14 inches apart, measured along the ladder's side rails.
- Ladders must not be tied or fastened together to create longer sections unless they are specifically designed for such use.
- Ladders shall not be used for any purpose other for that which they are intended. (E.g. A-frame or step ladders shall not be leaned against the wall and used.)
- To prevent slipping, rungs shall be knurled, dimpled, or coated with a slip-resistant surface.
- Wood ladders shall not be coated with any opaque covering, with the exception of identification or warning labels, which may be placed only on one face of a rail.
- When portable ladders are used for access to an upper landing surface, the side rails must extend at least three feet (usually three rungs) above the landing surface. The ladder must be secured and the extension must not deflect under a load that would cause the ladder to slip off its support.
- Ladders shall be maintained free of oil, grease, and other slipping hazards.
- Ladders shall not be loaded beyond the maximum intended load for which they were built.

- Non-self-supporting ladders must be used at an angle where the horizontal distance from the top support to the foot of the ladder is approximately one quarter of the working length of the ladder.

- Ladders shall be used only on stable and level surfaces unless secured to prevent accidental movement.

- Ladders placed in areas such as passageways, doorways, or driveways, where they can be displaced by workplace activities or traffic, shall be secured to prevent accidental movement, or a barricade shall be used to keep traffic or activities away from the ladder.

- The area around the top and bottom of the ladder shall be kept clear at all times.

- Ladders shall not be moved, shifted, or extended while in use.

- Ladders shall have non-conductive side rails if they are used where the worker or ladder could contact exposed energized electrical equipment.

- Ladders shall be inspected daily by a competent person for visible defects on a periodic basis and after any incident that could affect their safe use.

- The worker shall face the ladder when ascending or descending.

- Each worker shall use at least one hand to grasp the ladder when moving up or down the ladder and maintain three points of contact.

- A worker on a ladder shall not carry any object or load that could cause the worker to lose balance and fall.

- Portable ladders with structural defects, such as broken or missing rungs, cleats, or steps, broken or split rails, corroded components, or other faulty or defective components must immediately be marked defective, tagged with “Do Not Use” or similar language, and withdrawn from service until repaired.

- Fixed ladders shall be provided with cages, wells, ladder safety devices, or self-retracting lifelines where the length of the climb is less than 24 feet but the length of the ladder is greater than 24 feet above lower levels.

JOB-MADE LADDERS

All job-made or shop-made ladders shall conform to the standards set forth in 29CFR 1926.1053. Wood job-made ladders with spliced side rails shall be used at an angle such that the horizontal distance is one eighth the working length of the ladder.

The requirements, as set forth in the standard, are as follows:

- Each self-supporting and non-self-supporting ladder shall be capable of supporting at least four times the maximum intended load, as measured in a downward vertical direction.

- Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced when the ladder is in position for use.

- Rungs, cleats, and steps of portable ladders and fixed ladders shall be spaced not less than 10 inches apart nor more than 14 inches apart, as measured between center lines of the rungs, cleats, or steps. Rungs shall be cleated as an additional safety measure to add additional support to rungs.

- Wood used in construction of job-made ladders shall be free of knots, checks, and splits.

- Wood job-made ladders shall be used at an angle such that the horizontal distance from the top support to the

foot of the ladder is one eighth the working length of the ladder.

- Single rail ladders shall not be used.
- The minimum clear distance between side rails for all portable ladders shall be 11½ inches.
- The rungs of individual rung/step ladders shall be shaped such that employees' feet cannot slide off the end of the rungs.
- Ladders shall not be tied or fastened together to provide longer sections unless they are specifically designed for such use.
- Wood ladders shall not be coated with any opaque covering, except for identification or warning labels which may be placed on one face only of a side rail.

Section 20:

Materials Handling, Storage, Use, and Disposal

Requirements of this section shall conform to 29CFR 1926, Subpart H.

LOAD LIMITS

In accordance with 29CFR 1926.250(a)(2), maximum safe load limits of floors within buildings and structures, in pounds per square foot, shall be conspicuously posted in all storage areas, except for floor or slab on grade. Maximum safe loads shall not be exceeded.

Materials stored inside buildings under construction shall not be placed within 6 feet of any hoistway or inside floor openings, nor within 10 feet of an exterior wall which does not extend above the top of the material stored.

Aisles and passageways shall be kept clear to provide for the free and safe movement of material-handling equipment or employees. Areas shall be in good repair.

Materials shall not be stored on scaffolds or runways except for those needed for immediate operation.

Bricks shall not be stacked more than 7 feet in height. When a loose brick stack reaches a height of 4 feet, it shall be tapered back 2 inches for every foot in height.

Masonry blocks shall not be stacked higher than 6 feet.

HOUSEKEEPING

In accordance with 29CFR 1926.250(c), storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage. Vegetation control shall be exercised when necessary.

Used lumber shall have all nails withdrawn before stacking.

Section 21:

Personal Protective Equipment

PURPOSE

In accordance with 29 CFR 1926.28, this section is designed to aid in the evaluation and determination of proper personal protective equipment (PPE) when working onsite. Workplace conditions can vary dramatically throughout the course of a project and PPE requirements must be adapted to meet those challenges.

Failure to comply with the various PPE requirements may result in immediate termination of work activities, ejection from the work site, or termination of employment. It will, at the least, result in a formal reprimand per the Company disciplinary policy contained in this book. Under no circumstances shall work continue without the use of proper PPE required for the job.

The Company will provide each employee with required personal protective equipment based on the hazards associated with the job and replacement equipment at reasonable intervals per the requirements under 29 CFR. Employees who intentionally damage, misplace, or lose equipment will be provided the required equipment to perform their jobs safely at the employee's expense.

The following requirements and guidelines, as with all provisions in this section, apply to all company employees, vendors, suppliers, and visitors:

1. When a hazard cannot adequately be controlled by means of engineering controls or administrative procedures, the use of PPE is required.

2. Personal protective equipment is considered a necessary defense against personal injury and shall be worn when required by workplace policy or the Company's management.

3. All company employees, vendors, and visitors are subject to the provisions of this section.

4. Employees must wear appropriate footwear for the work environment that meets or exceeds guidelines established in ASTM International Standards F-2412 and F-2413.

Types of available PPE include, but are not limited to, the following:

- Eye and face protection (safety glasses, goggles, face protection)
- Head protection (hard hats) — ANSI Z89.1-2014
- Foot protection (hard-sole shoes or boots)
- Clothing appropriate to the type of work being performed (long pants, sleeved shirts in high-visibility colors)
- Hand protection (Gloves)
- Hearing protection (ear plugs, muffs)
- Respiratory protection appropriate to the type of work being performed

EYE PROTECTION

Eye and face protection must meet the minimum requirements specified in ANSI/ISEA Z87.1- 2015. As per the

Company's policy, all employees will wear safety glasses for the complete duration of the following operations:

- Placing concrete
- Welding, burning, or cutting with torches
- Using abrasive wheels, portable grinders, saws, or files
- Chipping concrete, stone or metal
- Working with any materials subject to scaling, flaking or chipping
- Soldering, handling, or working with molten metal or hot compounds
- Handling or working with hazardous liquids, powders, or substances
- Drilling or working under dusty conditions
- Hammering or driving into material
- Waterproofing
- Working on energized switchboards
- Using explosive powder-actuated fastening or nailing tools
- Using compressed gas-actuated fastening or nailing tools
- Working with compressed air or other gases
- Working with dust generating operations, such as trenching operations
- Working in the immediate vicinity of any operation listed above

The following protocol will be used when required by the manufacturer of the tool:

1. Visitors shall abide by the same requirements for protective eyewear as site employees.

2. The use of contact lenses is prohibited in working environments where there is a potential for exposure to hazardous dust substances, flying dust, or light flashes. Contaminated contact lenses cannot be decontaminated and will expose the wearer continuously to the hazardous contaminant. This prohibition applies to all situations, including full-face respirators, nonprescription safety glasses, goggles, and face shields.

3. Face shields are available in a wide variety of types to protect the face and neck from flying particles. Face shields may also be used to provide anti-glare protection. While face shields are not to be used as primary eye protection, they will provide additional protection when used over basic eye protection.

HAND PROTECTION (LEATHER GLOVES)

1. Hand protection must be worn any time the nature of work presents the potential for hand injury. Hand protection is intended to protect the hands from incidental contact and must not be relied upon as primary means of

protection.

2. Wearing the appropriate gloves is an important part of protecting against hand hazards. Hand protection must be worn for all demolition, manual material handling, and any work performed with or around metal studs. Hand protection should be worn when working with hot machinery, tar, knives, and certain hand tools (e.g., screw guns).

3. Prior to handling chemicals, a review of the current SDS shall be conducted to educate employees on the proper type of hand protection to be used (e.g., rubber, nitryl, Kevlar, etc.)

4. Care and maintenance should include, but not be limited to, the following:

   - Inspect gloves before each use for holes, tears, changes in texture such as softening or hardening of the material, wear and tear, or any other defect that may affect performance.

   - If any damage is found during the inspection, remove the glove from service. Do not work with materials that require gloves until a new glove is available to complete the task safely.

FOOT PROTECTION

In accordance with 29 CFR 1910 and 1926, employer's hazard assessment will determine necessity for protective footwear. Footwear worn by employees must meet the current consensus standards published by ASTM, as incorporated by reference in the CFR. Furthermore, the Company requires protective footwear worn on site be constructed fully of leather. Under no circumstances will an employee be allowed on site wearing footwear constructed of canvas, sandals, thongs, flip-flops, or shoes with soft rubber soles. When a visitor not engaged in work arrives at the site, the competent person will assess the potential for injury and duration of the visit before granting access, contacting management if unsure. The preferred response is to reschedule the visit on the condition that the visitor wear proper footwear and correct PPE.

When working on steep or pitched inclines, refer to the material manufacturer's requirements for proper footwear to reduce slipping hazards and increase traction.

Each employee shall inspect his/her footwear prior to entering the worksite each day for signs of wear, tearing, or damage that will prevent the foot from being properly protected. Excessively worn and damaged footwear not capable of providing the required protection must be replaced at the employee's expense. The site competent person is responsible for evaluating and determining the need for replacement of footwear worn on the Company's work sites.

HEAD PROTECTION

ANSI/ISEA Z89.1-2014 requires particular information to be permanently printed inside each hard hat, including the date of manufacture. The longest amount of time a hat should be in service is four to five years from the date of manufacture, according to the manufacturer's guidelines. If the hat is not visibly damaged, the expiration date can be calculated by checking the date of manufacture. The Company recommends employees use a permanent marker to record the date they begin to use their hard hat. This date will likely differ from the date of manufacturer and may prove beneficial for inspection purposes.

Type One (I) hard hats are traditionally designed for top-only protection, while Type Two (II) hard hats are designed for lateral impact. Both types are tested for impact attenuation and penetration resistance. Type II helmet performance requirements include criteria for impact energy attenuation from impacts from the front, back, and sides, as well as the top; off-center penetration resistance; and chin strap retention.

There are three classifications of hard hats:

- **Class G (General):** Class G hard hats are proof-tested at 2,200 volts;
- **Class E (Electrical):** Class E hard hats are proof-tested at 20,000 volts;
- **Class C (Conductive):** This class provides no electrical insulation.

Company employees and subcontractors shall wear a hard hat at all times when there is the potential to be struck by falling objects. In some cases, a worksite policy may dictate 100% hard hat use at all times by all employees on the worksite. Employees should consult the competent person if they have questions regarding this policy.

CLOTHING

The competent person will decide the appropriate attire for yard and workplace operations. Clothing will be of a safe design for the task being performed. The Company requires long pants (no shorts or cut-offs) and a shirt with sleeves (t-shirt) to enter a Company-controlled jobsite.

SAFETY VESTS

High visibility safety vests or clothing shall be worn when required in the workplace. For daytime work, employees may be required to wear a company approved shirt, vest, or jacket of high visibility material and is orange, lime, yellow, yellow-green, or a fluorescent version of these colors at all workplaces. At nighttime, similar outside garments shall be retroreflective. The retroreflective material shall be orange, yellow, white, silver, yellow-green, or a fluorescent version of these colors and shall be visible at a minimum distance of 1,000 feet. The retroreflective clothing shall be designed to clearly identify the wearer as a person and shall be worn on all workplaces. The competent person will determine the ANSI-approved class of vest required when working in the area of vehicle traffic. (Class 2 vehicle speed is below 50 MPH; Class 3 vehicle speed is above 50 MPH.)

Whenever a Company-approved shirt, vest, jacket, or other high visibility clothing becomes faded and is unsuitable as high-visibility clothing, the employee shall replace the faded clothing with proper attire that meets the above stated requirements.

HEARING PROTECTION

In accordance with 29 CFR 1926.101, hearing protection will be used when operating tools and equipment as per the manufacturer's requirements or in the vicinity of the operation of tools or equipment requiring hearing protection. The Company will provide the hearing protection devices required for operation of Company-approved tools. Plain cotton balls are not an acceptable protective device. Employees will use approved hearing protection to include double protection (plugs and muffs) when use of ear plugs is not sufficient protection.

Employees will be provided with training on a recurring basis and shall be updated to maintain consistency with changes in the PPE and work processes. The Company has implemented a hearing conservation program for employees exposed to sound levels 85dbA or greater. The Company has never had a test exceed safe acceptable levels. However, monitoring procedures will be completed by Premier Risk Management when required. The Company has established that noise exposure is (and remains) at a safe level. Testing is completed as required by Premier Risk Management. No employee has exceeded these levels and Premier Risk Management will continue to monitor as required and in accordance with federal and state standards. As with all PPE, hearing protection, when required, is provided at no cost.

LIFE VESTS

A Coast Guard-approved life vest will be worn whenever working over or near water in unsecured areas.

Section 22: ***See Attachment 12 "Powered Industrial Truck Daily Checklist"***

Powered Industrial Trucks

Employees, subcontractors, venders, and any other person who operates a powered industrial truck on Company property and/or Company work environment will have completed training and instruction as described in Subpart N and possess a valid operator's authorization from their current employer. This authorization must be on their person when they are operating a powered industrial truck.

Employees of the Company do not have the authorization to change, modify, or in any way alter a powered industrial truck. Employees shall take a powered industrial truck that fails inspection out of service and report the deficiencies to management immediately.

PURPOSE

In accordance with the powered industrial truck standard found in 29 CFR 1910.178, the Company hereby designates the procedures in this plan to be followed in order to provide a safe working environment at the work site and ensure the safe operation of the following equipment:

- Powered industrial trucks
- Powered pallet jacks
- Stackers
- Other material-handling equipment

All employees must successfully complete a training course before operating any type of equipment. Employee must then be recertified every three years.

SUPERVISORY RESPONSIBILITIES

The Company's supervisor or his designated representative is responsible for administering this program and complying with all federal, state and local regulations on powered industrial truck safety. The designee will maintain training records and provide initial certification and subsequent re-certification for powered industrial truck training. In addition, the designee will assess the driving skills of all employees authorized to operate material-handling equipment at our facility and workplaces.

Each supervisor will be responsible for ensuring only trained employees are allowed to operate material-handling equipment (powered industrial trucks).

MAINTENANCE, FUELING AND REPAIR

1. All powered industrial trucks and material-handling equipment must be kept clean and free of excess dirt, oil, and grease.

2. Do not operate powered industrial truck or material-handling equipment in need of repair until repairs are completed. The equipment must be labeled or tagged: OUT OF SERVICE; DO NOT USE.

3. After repairs are completed, powered industrial trucks and material-handling equipment must be tested to assure safe operation.

4. Powered industrial trucks and material-handling equipment power must be turned off when refueling.

5. No fuel tanks will be filled while the engine is running.

6. Oil and fuel spilled on the ground during filling will be cleaned up immediately.

7. Equipment will be provided to safely flush spilled fuel and battery acid in accordance with the SDS.

8. Eyewash and hand washing equipment will be maintained in all fueling areas in accordance with the SDS.

9. The following items are PROHIBITED within 50 feet of all fueling areas:

    - Eating
    - Smoking
    - Open flames
    - Sparks

OPERATOR SAFETY AND TRAINING

1. Only trained operators are authorized to operate powered industrial trucks and material-handling equipment. Operators are only authorized to operate the type of equipment on which they have been trained.

2. Powered industrial truck and material-handling equipment operators must:

    - Use seatbelt at all times.
    - Comply with all federal, state, local, and company rules and regulation for operating equipment.
    - Inspect equipment at the beginning of each new shift. The “Powered Industrial Truck Daily Checklist” (found on Page 150) must be completed.
    - Perform a daily walk around the warehouse to identify and document any new and existing hazards.
    - Immediately report any maintenance problems or malfunctions to their competent person.

3. All powered industrial trucks and material-handling equipment checklists can be obtained from the competent person. (Contact the business office for additional copies.)

4. Unauthorized personnel are not permitted to ride on a powered industrial truck or other material-handling equipment. A passenger seat, installed by the manufacturer, must be provided in order for someone other than the operator to ride on the equipment.

5. In hazardous locations, only specially approved powered industrial trucks and material-handling equipment will be used.

6. An overhead guard must be used to protect the operator from falling objects unless operating conditions do not permit doing so.

7. When powered industrial trucks and material-handling equipment are left unattended, special precautions must be taken. The following scenarios clarify which situations qualify as “unattended” and what must be done in each case:

- If the operator is 25 feet (or more) away or does not have a clear view of the powered industrial truck or material-handling equipment, this equipment is considered unattended and the following precautionary actions are required:
  - » Put the equipment in neutral
  - » Set the emergency brake
  - » Turn the power off
  - » Block the wheels (if equipment is parked on an incline)
  - » Lower forks to the ground level
- If the equipment is within 25 feet and in clear view of the operator, but the operator leaves the seat of the powered industrial truck or material-handling equipment, this equipment is still considered unattended and the following precautionary actions are required:
  - » Put the equipment in neutral
  - » Set the emergency brake
  - » Lower forks to the ground level

8. Employee training will consist of on-the-job and classroom training using either company-owned or leased equipment, followed by a written examination. Employees will receive additional training as equipment and conditions change.

9. Operators will be selected based on their knowledge of the equipment, skill in handling the equipment, and their ability to recognize hazards.

GENERAL RULES OF EQUIPMENT OPERATION

1. No employee will be lifted by the powered industrial truck or other material-handling equipment unless a properly constructed safety platform meeting manufacturer's specification for the intended use is firmly secured to the lifting carriage or forks. The operator should remain at the controls at all times while an employee is being lifted.

2. Powered industrial trucks or material-handling equipment will be operated at a reasonable and prudent speed at all times that shall allow for safe stopping.

3. When more than one powered industrial truck or piece of material-handling equipment is being operated, at least three truck lengths will be maintained between pieces of equipment.

4. Powered industrial trucks and other material-handling equipment will be kept under control at all times.

5. The operator will keep a clear view of the path of travel. At corners or when vision is obscured, the operator will slow down and sound the horn.

6. Only stable and safely arranged loads within the powered industrial truck's or material-handling equipment's rated capacity will be handled.

7. If a load obstructs or blocks the operator's view, the powered industrial truck or material-handling equipment will be driven in reverse.

8. Loaded powered industrial trucks and material-handling equipment will be driven with the load upgrade when traveling on an ascending or descending surface of more than a 10% grade.

9. When powered industrial truck or material-handling equipment is used to remove materials from truck trailers, employees must do the following:
    - Set the brakes on the trailer.
    - Place wheel chocks under the wheels.
10. Dock boards or bridges will be properly secured before powered industrial trucks and material-handling equipment are driven over them.
11. Seatbelts will be used at all times while operating a powered industrial truck.

Section 23:

Respiratory Protection

See "Specified Exposure Control Methods" in Attachment 13 "Respiratory Protection Program"

In accordance with OSHA's construction silica regulation, respirable crystalline silica (RCS), the Company has developed and implemented a respiratory protection program designed to protect employees from identifiable exposures in the work environment. The Company has adopted safe work practices for the use of respirators that include, but are not limited to, respirator selection, training, use, storage, cleaning, and physician evaluation. This program also serves to help the company and its employees comply with Occupational Safety and Health Administration (OSHA) respiratory protection requirements found in 29 CFR 1910.134.

ASSIGNMENT OF RESPONSIBILITY

Employer:

The Company will provide respirators to employees when work-related tasks may expose them to chemicals, dusts, mists, or other hazards not abated through engineering controls. JHAs (Job Hazard Analysis), SDSs (safety data sheets), and product labels will be reviewed to identify potential exposures. Supervisors will then select appropriate respirators suitable for employees' work-related exposures. Any expense associated with training, medical evaluations, and respiratory protection equipment will be the responsibility of the Company.

Program Administration:

The Company will assign a program administrator to assist in the implementation of the Company's respiratory protection plan. Duties of the program administrator include the following:

- Identifying work processes that require the use of respirators
- Routine evaluation of potential exposures
- Selecting Company-provided respirators
- Monitoring employee behaviors to ensure compliance with Company directives
- Scheduling training
- Ensuring proper storage and maintenance of respiratory protection equipment
- Scheduling and/or conducting qualitative fit testing
- Administering the medical surveillance program
- Retention and maintenance of all documentation required by the program
- Routine review of the Company written program, as needed

Supervisors:

Supervisors are responsible for ensuring that the respiratory protection program is implemented in their particular areas. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the employees under their charge. Duties of the supervisor include the following:

- Ensuring employees under their supervision (including new hires) receive appropriate training, fit testing, and annual medical evaluation prior to entering a work environment requiring use of a respirator
- Ensuring the availability of appropriate respirators and/or accessories
- Awareness and/or enforcement of proper respiratory protection use
- Ensuring respirators are properly cleaned, maintained, and stored in accordance with manufacturer's instructions
- Ensuring respirators fit well and do not cause discomfort
- Continually monitoring work areas to identify new respiratory hazards
- Reporting engineering, respirator, or behavioral concerns to the program administrator

Employees:

Each employee is responsible for the proper use of Company-provided respirators. Responsibilities include the following:

- Care for and maintain respirators in accordance with manufacturer's instructions
- Inform supervisors immediately if their respirator no longer fits well and/or they are experiencing complications with its proper use.
- Inform their supervisor of any respiratory hazards that they feel are not adequately addressed
- Use the respiratory protection in accordance with the manufacturer's instructions and the training provided

APPLICABILITY

This program applies to all employees who are required to wear respirators. Additionally, any employee who voluntarily wears a respirator when not required is subject to the same compliance provisions as those employees who are issued respirators by the Company.

Employees who voluntarily wear dust and/or nuisance masks are not subject to the provisions of this plan but must obtain permission from the supervisor for voluntary use of their mask. Written authorization must be placed in the employees file and should be evaluated annually.

PROGRAM

Hazard Assessment and Respirator Selection

Program administrators will review SDS information, manufactures' labels, and industry-specific data and consult (when necessary) third-party service providers to determine potential exposures in the work environment. Respirators will be selected based on identifiable exposures in accordance with the manufacturer's directives and the OSHA Respiratory Protection Standard 29 CFR 1910.134. Exposure evaluation will be completed to identify work processes and/or work areas where employees may be exposed to airborne contaminants. The exposure evaluation will include the following:

- Identification of all known chemicals used in the work environment
- Review of work processes to determine potential exposures. The review (JHA) can be completed by the program

administrator and/or their designated and qualified representative

- Routine review of identified exposures for continuous improvement opportunities relative to product selection, training deficiencies and or engineering improvement.

The proper type of respirator for identified exposures will be selected in accordance with the manufacturer's instructions. A list of employees and Company-provided respirators will be maintained by the program administrator. This list will include the employee's name, their assigned work area, model and type of respirator, type of filter media, and date of issue.

Program Maintenance

The program administrator will routinely evaluate the respiratory protection program to identify opportunities for improvement. When notified (by employees) of potential deficiencies, the program administrator and/or their designated and qualified representative will evaluate reported exposures and address all issues immediately. The program administrator will then communicate any necessary changes to the respiratory protection plan to all employees who may be directly and/or indirectly impacted by changes to the plan.

Training

The program administrator and/or their designated qualified representative will provide training for all employees who will be required to wear respirator. This training will be provided prior to allowing employees to work in affected areas.

The training course will cover the following topics:

- Location and content of the Company's respiratory protection program
- Familiarization of 29 CFR 1910.134
- Identity of potential exposures in the work environment
- Selection of the appropriate respirator and its design limitations
- Medical evaluation process, fit testing, and seal check
- Storage, maintenance, and cleaning procedures for respirator
- Personal accountability for proper use of Company supplied respirator

Employees will be retrained annually or as determined necessary by the program administrator. Employees must demonstrate training comprehension through hands-on exercises and a written test. Training documentation demonstrating compliance with Company directives will be maintained by the program administrator.

NIOSH Certification

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. Also, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while the respirator is in use.

Voluntary Respirator Use

The program administrator shall authorize voluntary use of respiratory protective equipment as requested by all

other workers on a case-by-case basis, depending on specific workplace conditions and the results of medical evaluations. The program administrator will provide all employees who voluntarily choose to wear the above respirators with a copy of CFR 1910 Appendix D.

Employees who elect to voluntarily use a respirator must comply with the same provisions as those employees who are issued respirators by the Company.

Medical Evaluation

Employees who are required to and/or voluntarily wear respirators must pass a medical exam provided by the Company before being permitted to wear a respirator in the work environment. Employees are not permitted to wear respirators until a physician has determined they are medically able to do so. Any employee refusing medical evaluation will not be allowed to wear a respirator. Medical evaluation procedures are as follows:

- All employees must complete the medical evaluation questionnaire for a licensed medical physician to review. The program administrator will make the questionnaire available to all employees requiring medical evaluations. When requested, and to the extent feasible, the Company will assist employees in completing the questionnaire.

- The Company will utilize a PDF fillable form digitally deliverable to the evaluating physician for review. In accordance with DOL directives, the time needed for employees to complete the medical questionnaire is compensable. Information provided shall be protected in accordance with the Health Insurance Portability and Accountability Act.

- Follow-up medical exams will be provided to employees as deemed necessary by the evaluating physician. Employees are allowed to consult with the physician about their medical evaluation, if they so request.

- The program administrator shall provide the evaluating physician with a copy of this program and a list of known exposures in the work environment. The physician will need to know the following:
  - » assigned work environment
  - » selected respirator model and type
  - » anticipated time employee may be required to wear the respirator
  - » anticipated physical work load (light, moderate or heavy)
  - » identifiable temperature and humidity extremes
  - » any additional protective clothing required

After an employee has received clearance to wear a respirator, additional medical evaluations will be provided under the following circumstances:

- The employee reports signs and/or symptoms related to their ability to use the respirator, such as shortness of breath, dizziness, chest pains, or wheezing

- The evaluating physician or supervisor informs the program administrator that the employee needs to be reevaluated

- Information found during the implementation of this program, including observations made during the fit testing and program evaluation, indicates a need for reevaluation

- A change occurs in workplace conditions potentially resulting in an increased physiological burden on the employee

The program administrator will maintain a list of all Company employees who are included in medical surveillance.

All examinations and questionnaires will remain confidential and only those Company managers with a "need-to-know" will be provided limited information directly associated with employee safety. The program administrator will retain the physician's written recommendations regarding each employee's medical authorization to wear a respirator.

Fit Testing

Employees who will be provided a respirator and/or elect to voluntarily wear a respirator will be fit tested prior to entering the work environment and annually thereafter for the duration of their employment. Employees will be fit tested with the make, model, and size of the respirator they will actually wear.

General Respirator Use Procedures

Employees will use their respirators only in accordance with the manufacturer's use instructions and the training provided by the Company.

All employees will complete a user seal check prior to each use. Employees will complete these seal checks in accordance with the manufacturer's instructions. Seal check tests include the following procedures:

Positive pressure test: This test is performed by closing off the exhalation valve manually and exhaling into the respirator. If pressure can be built up inside the respirator without air leaking between the seal and the face of the wearer, a proper seal has been obtained.

Negative pressure test: This test is performed by closing of the inlet openings of the respirator cartridge with the palm of the hand. Some respirators may require the removal of the filter assembly; consult the manufacturer's instructions. Inhale gently to produce a vacuum within the respirator. Hold the breath for a minimum of ten seconds; if the vacuum remains, the respirator is properly fit.

Employees are not permitted to wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, or missing dentures that would prevent a proper seal. Employees are not permitted to wear headphones, jewelry, or other items that may interfere with the seal between the face and the face piece. Consult the manufacturer's instruction for use.

Before and after each use of a respirator, employees are required to inspect the respirator for general condition, including, but not limited to, face piece, headbands, valves, filter holders, and filters. Conditions impacting the proper function of the respirator must be reported to the supervisor or program administrator immediately. Consult the manufacturer's instruction for use.

Cartridge Change Schedules

Respirator cartridges will be replaced in accordance with the manufacturer's use instructions. The program administrator or supervisor may elect more frequent changes if they deem conditions warrant additional maintenance.

Cleaning

A respiratory cleaning station will be established and respirators will be cleaned in accordance with the manufacturer's use instructions. Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary, not to exceed the manufacturer's use instructions.

The program administrator will ensure an adequate supply of appropriate cleaning and disinfection materials are available for employee use. Employees will notify the supervisor or program administrator when cleaning supplies are low so they can be replenished.

Disposable Respirators

Disposable respirators will be used in accordance with the manufacturer's instructions and discarded when they reach their use limitations. Disposable respirators will not be shared by employees.

Maintenance

Respirators will be maintained in accordance with manufacturer's instructions at all times to ensure they function properly and protect employees adequately. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of atmosphere-supplying respirators will be conducted by the manufacturer. All respirators shall be inspected routinely before and after each use.

Storage

After inspection, cleaning, and necessary repairs, respirators shall be stored appropriately to protect against dust, sunlight, heat, extreme cold, excessive moisture, and damaging chemicals.

Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations. Each employee will clean and inspect their own respirator in accordance with the manufacturer's recommendations. Respirators will be packed or stored with the face piece and exhalation valves will rest in a "near normal" position.

The program administrator will maintain an adequate supply of respirators and respirator components in their original manufacturer's packaging and make them available to employees as needed.

Respirator Malfunctions and Defects

Respirators identified as defective or having defective parts shall be taken out of service immediately. If, during an inspection, an employee discovers a defect in a respirator, they are to report the defect to the supervisor and/or program administrator immediately. Defective respirators will be removed from service immediately.

When a respirator is taken out of service, the respirator will be tagged "out of service" and the employee will be given a replacement of similar make, model, and size. All tagged-out respirators will be secured from incidental use under the direct control of the supervisor and/or program administrator.

Program Evaluation

The program administrator and/or their qualified designated representative will complete periodic evaluations of the work environment to ensure the provisions of this program are being implemented. These evaluations will include regular consultations with employees who use respirators, site inspections, air monitoring (as required), and a review of all documentation.

Identified deficiencies will be documented and reviewed with the program administrator. Action plans to address all deficiencies will be implemented and include responsible party and anticipated date of completion.

Documentation and Recordkeeping

All employees will have access to the Company's respiratory protection program and participate in the medical evaluation, training, and fit testing procedures before being introduced into the work environment.

Documentation of medical clearance, training and fit testing will be maintained by the program administrator. These records will be audited routinely and updated to maintain compliance with Company directives.

Silica Exposure Control

In accordance with OSHA's construction respirable cristilline silica regulation, the Company has developed the following silica exposure control plan. Based on objective data from industry-wide surveys, the Company is not aware of any actionable exposures, relative to our work processes, above the action level of 25 µg/m3 (micrograms of silica per cubic meter of air) over an averaged eight-hour shift.

The Company is committed to the protection of employees from exposures in work environments that could exceed the prescribed PEL of 50 µg/m3 averaged over an eight-hour work shift. The intent of this addendum to the Company's respiratory protection plan is to raise awareness of potential respirable cristilline silica exposures in the work environment and provide engineering solutions along with PPE requirements for those tasks where employees could be exposed.

Description of Tasks

Following are examples of specific tasks where employees could experience exposure to silica, quartz, or sand (not necessarily RCS). These tasks were identified based on information found in the manufacturer's safety data sheets (SDSs) for products being used or installed, as well as company and industry sampling of commonly encountered building products.

- Cutting of sheetrock / drywall products
- Sanding of joint compound
- Mixing compound / hot mud
- Chalk line layout / "snapping lines"
- Drilling or screwing into concrete, masonry, or mortar for installation, fasteners, etc.
- Clean-up and disposal

The Company will routinely review work process and revise the list of specific tasks to properly describe work processes that may involve silica and could result in potential exposure to RCS. These reviews will use information from recognized industry professionals, objective data from industry-wide surveys, verifiable municipal information, and applicable third-party research publications to determine additional sources of RCS exposure that were not initially identified.

Prior to the start of any project, the Company will complete a JHA to identify all work processes with the potential to create airborne silica exposures. The JHA will include identifiable exposures to airborne silica produced by sources not under the direct control of the Company. All identifiable exposures will be assigned an engineering control and/or PPE to abate the exposure or maintain the exposure level below the 50 µg/m3 averaged over an eight-hour work shift.

Limiting Employee Exposures to RCS

The Company will not expose workers to harmful levels of RCS, including categories of tasks described in Table 1 of 29 CFR §1926.1153(c)(1). When employees are using hand-held power tools as described in 29 CFR §1926.1153(c)(1)(ii) and (c)(1)(xi), respectively, employees will follow the engineering and work practice control methods or wear the required respiratory protection described in each provision as applicable unless such controls are not feasible.

Methods of Compliance

The Company will use engineering and work practice controls to maintain RCS below the 50 µg/m3 averaged over an eight hour work shift. Where the Company can demonstrate that engineering controls are not feasible, and work practice controls are not sufficient to reduce worker exposure at or below the PEL, they will still be used to reduce worker exposure to the lowest feasible level, supplemented with the use of respiratory protection in accordance with the Company's respiratory protection plan.

Housekeeping Measures

Compressed air will not be used to clean employee clothing, equipment, or work area if the process will result in airborne RCS. The supervisor will determine if no other method is feasible for these processes and make sure those employees who could be exposed are utilizing respirators during these work processes. Compressed air for these purposes must be limited to 30 PSI.

The use of leaf blowers, dry sweeping, or brushing produces airborne RCS and will be avoided. The use of sweeping compounds and/or HEPA-filtered vacuums will be utilized to safely clean work areas.

Leaf or debris blowers may be required to clean surfaces if wet sweeping or HEPA-filtered vacuuming is not feasible. The supervisor will determine feasibility based on one or more of the following criteria:

- Slip, trip, or fall hazards are created by wet surfaces
- Slip, trip, or fall hazards are created by equipment power cords or hoses
- Permanent damage to property would result from such action
- Water intrusion may damage other building elements

In instances where wet sweeping or HEPA-filtered vacuuming is determined to be infeasible, employees will wear disposable particulate respirators (filtering face pieces or dust masks) with a minimum assigned protection factor of 10 (APF 10) to reduce or eliminate potential exposure to RCS. The filtering face piece must be worn during the cleaning operation and for such time thereafter until the dust cloud dissipates.

Procedures to Restrict Access to RCS Work Areas

In work environments where other employees and or the general public could be exposed to RCS, employees will take the following steps to limit exposure:

- In work environments with multiple trades, the work area will be flagged with warning lines and high-visibility signage will be posted stating, "Do Not Enter; POTENTIAL RCS EXPOSURE".
- Only those employees needed to complete the assigned task will be permitted in that specific area.

Designation of Supervisors

The Company will designate an RCS plan administrator who is identified in the Company-referenced "Personnel and Agent Contacts" section of this book. Additionally, the Company will designate supervisors who have knowledge of the hazards related to potential RCS exposures and the control methods that will be used to control those exposures.

Supervisors will routinely inspect work environments to ensure proper implementation of the Company's RCS exposure control plan. The supervisor will note deficiencies and take prompt corrective action to abate any

identifiable exposures. All employees have the authority to stop work if they identify an unsafe condition including potential exposure to airborne RCS.

If the supervisor identifies potential exposures to RCS resulting from a work process not under their direct control, they will immediately notify Company managers to determine the necessity of action to protect exposed employees.

Description of Company RCS Worker Training and Information

Potential exposure to RCS will be included in the Company's GHS / Haz Com training in accordance with 29 CFR §1910.1200. Newly hired employees will not be exposed to RCA before completing all required Company training. Training will include the following subjects:

- Specific health hazards associated with RCS
- Work-related tasks that could result in RCS exposure
- Company-specific engineering, abatement procedures and/or PPE
- Identity of RCA administrator
- Information on the voluntary medical surveillance program

Description of Medical Surveillance for RCS Exposures

The Company will make medical surveillance available at no cost to any employee who wears a respirator for 30 days or more per year. Medical exams will be conducted by a physician or other licensed health care professional (PLHCP) in accordance with 29 CFR §1926.1153(b).

A baseline medical examination will be made available to employees within 30 days after an initial assignment unless the employee has a verifiable examination within the past three years. Examinations will include the following:

- A medical work history with emphasis on past, present, and anticipated exposures to RCS, dust, and other agents affecting the respiratory system; any history of respiratory system dysfunction, including signs and symptoms of respiratory disease; history of tuberculosis; and smoking status and history
- A physical examination with special emphasis on the respiratory system
- A chest X-ray (a single posteroanterior radiographic projection or radiograph of the chest at full inspiration either recorded on film [no less than 14 x 17 inches and no more than 16 x 17 inches] or digital radiography systems), interpreted and classified according to the International Labor Office (ILO) International Classification of Radiographs of Pneumoconioses by a NIOSH-certified B Reader
- A pulmonary function test to include forced vital capacity (FVC) and forced expiratory volume in one second (FEV1) and FEV1/FVC ratio, administered by a spirometry technician with a current certificate from a NIOSH-approved spirometry course
- Testing for latent tuberculosis infection
- Any other tests deemed appropriate by the PLHCP4

Examinations will be made available, at no cost, for employees who request them. Examinations can be requested every three years or as recommended by treating physicians and/or the PLHCP for affected employees. If there is a medical determination that the employee needs to see a specialist, the Company will make provisions for

compliance with the medical professional's recommendations.

Documentation and Recordkeeping

All employees will have access to the Company's respiratory protection plan and silica control and exposure plan. Employees will participate in the medical evaluation, training, and fit testing procedures before being introduced into the work environment.

Documentation of medical clearance, training, and fit testing will be maintained by the program administrator. These records will be routinely audited and updated to maintain compliance with Company directives.

If the Company determines air testing is needed, a qualified third party will be retained to complete these tests. Records of these evaluations will be maintained for a period of 30 years from the date of the record's initial creation. The initial record will include:

- Date of the measurement for each RCS sample taken
- Work process being analyzed
- Sampling and analytical methods used
- Duration and results of the samples taken
- Identity of the laboratory that completed the analysis
- Description of any PPE worn by employees who were monitored
- Name, position and social security number of employees who participated in sampling

TOXIC AND HAZARDOUS SUBSTANCES, SUBPART G

In accordance with 29 CFR Subpart Z, this section is designed to aid in the evaluation and determination of toxic and hazardous substances onsite. Workplace conditions can vary dramatically throughout the course of a project. Employees must adapt to workplace conditions in order to meet the challenges they present.

Failure to comply with the hazardous substance requirements may result in immediate termination of work activities, ejection from the work site, or termination of employment. It will, at least, result in a formal reprimand per the Company disciplinary policy contained in this book. Under no circumstances shall work continue without appropriate precautions for the situation.

Subcontractors shall develop a site-specific safety plan which at least meets the minimum requirements for testing, air-monitoring, medical evaluation and monitoring, PPE, demolition and removal, and housekeeping procedures.

Subcontractors dealing with hazardous or toxic substances shall at least meet the minimum requirements for medical evaluation, atmospheric testing, engineering controls, and appropriate PPE, as required in 29CFR 1926, Subpart Z.

Asbestos

When asbestos monitoring is required, a Competent Person shall perform monitoring to accurately determine the airborne concentrations of asbestos to which employees may be exposed.

Employees are required to use protective clothing — such as whole-body clothing, head coverings, gloves, and foot coverings — any time they are exposed to asbestos exceeding the time-weighted average of 1.0 fiber per cubic

centimeter of air, as averaged over a sampling period of 30 minutes, as determined by the method prescribed in Appendix A to this section.

If employees are required to wear supplied-air respirators operated in pressure-demand mode, daily monitoring may be suspended.

The Company, or any of its subcontractors, shall institute a medical monitoring program that complies with 29CFR 1926.1101.

The physician on record shall conduct a physical examination of the pulmonary and gastrointestinal systems, including a standard film or digital posterior-anterior chest x-ray at his or her discretion.

The medical questionnaire in Appendix D to 1926.1101 shall be administered to all employees who are exposed to asbestos above the permissible exposure limit.

On multi-employer worksites, the employer performing work requiring the establishment of a regulated area to abate asbestos shall inform other employers onsite of the nature of the employer's work with asbestos, the existence of and requirements pertaining to regulated areas, and the measures taken to ensure that employees of such other employers are not exposed to asbestos.

Section 24:

Safe Work Practices

A. GENERAL SAFETY

1. Employees must always be alert for unsafe work methods or unsafe conditions. *Any such condition must be reported to the competent person immediately.*

2. Employees must report all incidents, regardless of severity, to the competent person immediately.

3. All Company work environments are “safety-sensitive”. No one, regardless of position, is authorized to enter a Company work environment if they are impaired to the slightest degree. The use of controlled and/or illegal substances is prohibited by the Company substance prohibition policy. An employee taking prescribed medication altering their capacity to work safely must notify the business office immediately.

4. Horseplay, practical jokes, and sparring will not be tolerated.

5. Employees must comply with warning systems, signs, and tags.

6. Employees must never block emergency response equipment, such as fire extinguishers and first aid kits. Parking vehicles, staging equipment, and storing materials are prohibited in emergency access lanes.

7. Smoking in the work environment is not authorized. Employees may only smoke in designated areas no less than 25 feet from any structure.

8. Employees who are authorized to operate Company-owned equipment will be trained and provide written authorization.

9. The competent person will designate PPE requirements for the work environment. All employees are required to wear (at a minimum) long pants, shirt, hard hat, safety glasses, gloves, and high-visibility clothing.

B. HOUSEKEEPING

Good housekeeping is not just common sense; it is expected. 29 CFR 1926.25 (a) requires debris be removed during the course of our work. The company restates this as “clean up the mess as you work.” This can be defined in specific terms below:

1. All employees are required to keep their work environments clean and in order at all times.

2. Material and equipment must not be placed in aisles or stairways or in front of exits, emergency showers, or electrical control panels.

3. Tools, equipment, and chemicals will be stored in designated locations when not in use.

4. All materials stored in the work environment will be kept in designated areas. Materials will be stacked and stored in a manner to maintain a safe work environment free of preventable hazards.

5. Employees are required to place all debris in trash containers.

6. Spills are required to be cleaned up immediately. If the spill requires special handling procedures, employees must notify the competent person immediately.

C. SLIPS AND FALLS

1. All employees are required to wear appropriate shoes in the work environment. Shoes must meet the requirements of ASTM 2412-18a and ADD ASTM 2413-18.

2. Work environments inherently have unique walking conditions. Employees must not run, walk at an accelerated pace, or put themselves in any awkward position. Control of body movements must be maintained at all times.

3. If a situation requires the use of extension cords, hoses, cables, or any other equipment that poses a tripping hazard, this equipment must stay clear of pedestrian areas whenever possible. Signs or other means must be used to warn employees when tripping hazard is present.

4. When ladders are utilized in the work environment, they must have all manufacturer use and warning labels present. Employees are required to follow established safe work practices provided by the manufacturer. Any employee who has not been trained to safely use a ladder is not permitted to use one.

5. When damp conditions exist, employees must make every effort to dry the floor before continuing work activities. Work must never be done in an unsafe condition.

D. MATERIAL HANDLING

All employees will encounter the necessity to engage proper material-handling techniques in the work environment. Using the following proper techniques and/or special equipment will expedite the process and prevent injuries:

1. Work must be planned carefully and efficiently to avoid the need to move anything more than is necessary.

2. Employees must not lift materials beyond their own physical capacity and training. In this situation, assistance must be sought, or proper equipment utilized, to move the material. Remember: only trained and authorized employees can operate Company equipment.

3. Gloves must always be utilized when handling materials with recognizable hazards, including, but not limited to, surfaces that are rough, sharp, hot, cold, and potentially harmful by contact.

4. When moving a load, employees must ensure they have visibility of where they are going. Obstructions and tripping hazards on their path must be observed vigilantly. When carrying long objects like pipe or lumber, the leading end must be kept just above head-height.

5. When lifting objects from the floor, employees must kneel on one knee, roll or tip the object onto the other knee, then pull the load next to the stomach and stand up. To set a load down, the reverse procedure must be followed.

E. FIRE PREVENTION SAFETY

One of the most common and serious emergencies anyone faces is fire. Regardless of how a fire starts, it can destroy an entire work environment and endanger the lives of employees. Therefore, it is imperative to know how to handle all emergencies involving fire.

Firefighting equipment and emergency exits must be kept clear and ready for immediate use. Do not block them with equipment or material. All personnel should be familiar with the location of fire-fighting equipment.

F. FIRST AID AND MEDICAL SERVICES

The Company has well-defined incident protocols which all employees are required to use and follow. The protocols are included in this plan and training is completed routinely to communicate the Company's expectations. Compliance with these directives is a requirement of employment with the Company. Some basic guidelines would include the following:

1. All incidents and/or injuries must be reported immediately to the competent person. In accordance with Arizona Revised Statute 23-908, failure to "forthwith" report an injury can result in denial of workers compensation benefits. "Forthwith" is defined as "immediately."

2. Any employee who utilizes first aid supplies from a Company-supplied first aid kit must immediately notify the competent person or another member of management of the nature of any injury or illness.

3. Employees are required to utilize the Company workers compensation medical network for all work-related injuries and/or illnesses. A list of network physicians' locations, telephone numbers, and addresses is included in the Company incident protocols.

G. EMERGENCY EVACUATION PROCEDURES

In the event of an emergency requiring the evacuation of the work environment, employees are required to follow the directives of the competent person and leave the area in an orderly fashion reporting to the designated safe assembly area. DO NOT LEAVE the designated safe assembly area until instructed to do so. If an evacuation is ordered, the protocol below must be followed:

1. Work must immediately stop. All tools and equipment must be turned off and the work environment evacuated by the nearest egress point.

2. The competent person will have employees meet at a safe assembly location to conduct head count and report the evacuation to the business office.

H. PERSONAL PROTECTIVE EQUIPMENT AND PERSONAL HYGIENE

1. The competent person will decide what PPE is required for the work environment above and beyond the basic mandatory PPE worn daily by all employees.

2. Any employee engaged in welding will wear all protective gear required by the manufacturer, ANSI, ASTM, and/or the SDS sheet.

3. If skin comes into contact with a chemical, it must be immediately rinsed and the incident reported to the competent person.

4. Where soap and water are not available in the work environment, suitable means for cleaning hands will be provided (such as antibacterial wipes or gels).

5. All employees are required to wash their hands before smoking, eating, or contacting sensitive body areas (such as eyes) to prevent contamination.

6. All employees are required to wear appropriate shoes in the work environment. Shoes must meet the requirements of ASTM F2412-18a and ASTM F2413-18. Open-toed shoes or tennis shoes are not authorized for Company work environments.

7. When required, respiratory protection equipment will be provided and selected by the competent person. Employees who are authorized to wear respirators in the work environment must be medically cleared by a physician, trained and fit-tested prior to utilizing a respirator.

8. The competent person will select hearing protection for the work environment. Employees who work in areas where noise levels exceed permissable exposure limits will be required to wear hearing protection. In general applications, if communication requires a raised voice, hearing protection must be utilized.

I. ELECTRICAL SAFETY

Extension cord sets used in Company work environments will be of three-wire type and be designed for extra-hard usage. Cords marked type S, ST, SO, or STO are considered hard service cords and cords marked SJ, SJO, SJT or SJTO are considered junior hard service cords. Light duty extension cords are not authorized for use.

The following electrical safety protocol must be obeyed at all times:

1. Only qualified, trained and authorized employees of the Company may work on electrical equipment.

2. In accordance with Title 29 CFR 1926 Subpart K, the Company's policy is simple: we do not work on energized circuits. With this in mind, we do understand that there are certain work processes where qualified electricians will need to work on equipment that is energized. These situations are very rare and we will follow established company protocols to determine the necessity of these requests. NFPA 70E protocols will be used for this process. If a request to complete energized work is submitted for approval, the property, and/or equipment owner must make the written request in accordance with NFPA 70E. They must detail the life safety and/or testing procedure that requires the equipment and/or circuit to remain energized. The Company's energized work permit process requires six specific levels of approval before the work process can begin. Signatures that are required include, but are not limited to, client representative requesting work, facility's manger/owner, project manager, GC safety manager, GC project superintendent and the director of field operations.

3. All portable and stationary power tools will be properly grounded during use and shall be equipped with a three-pronged plug or be double-insulated. GFCI is the primary protection system for all the Company.

4. Extension cords cannot be used as an alternative to permanent wiring. Prior to use, extension cords will be inspected for damage. Cords with damaged ends, frays or cuts in the exterior sheathing, evidence of crush or over-stretching, or excessive twisting will be removed from work site.

J. HAND AND POWER TOOLS

All tools brought into the work environment must have the approval of the competent person. Employees will use all tools for their intended purpose and in accordance with the manufacturer's safe use instructions. Tools will not be modified and safety systems designed by the manufacturer must be attached and used.

The protocol listed below must be followed when using hand and power tools:

1. All cutting tools must be kept in good working order and sharp. They must be stored in the correct scabbard, not in pockets. All cutting tools must be stored in accordance with the manufacturer's safe use instructions.

2. The heads of striking tools must be kept dressed without mushroom or other deformities.

3. All hand tools will be inspected prior to use and removed from service if deemed unsafe.

4. Employees will not use handheld files without a proper handle attached.

5. Cords for all electric power tools will be of a three-prong design or double-insulted. Cords will be checked at the start of each shift for defect and safe operation. Tools found in need of repair will be removed from service until repaired at a qualified facility.

6. Employees must verify the location of all water, electrical, gas lines, and other utilities prior to drilling or cutting into any wall or surface.

7. Circular saws will not be used unless all safety guards are in serviceable and working condition. Safety devices will not be modified or bypassed.

8. Powder-actuated tools will not be used on any surface when there are employees on the other side. All employees in the area must be aware of any powder-actuated tools in use and utilize protection against potential injury from flying fasteners or debris. Employees authorized to use power-actuated fasteners must possess a valid operator license.

9. When tools are not in use, they will be properly stored to prevent unauthorized use and damage. Employees are not authorized to use tools if they are not familiar with or have not received training to operate them.

10. Employees are not authorized to raise or lower tools using the power cord assemblies.

K. HAZARD COMMUNICATION PROGRAM

The Company will maintain a chemical inventory list of all hazardous chemicals known to be present in the workplace. Safety data sheets from the manufacturer are available online. Employees will have a list of all chemicals present in their environment available for immediate review. Should a copy of the applicable SDS be needed, the information will be accessible via telephone, computer, and/or fax machine.

Listed below is the mandatory protocol for hazard communication:

1. Employees can seek SDS information from the competent person in their work environment. The information is available to them as needed, without barriers.

2. All employees will be trained prior to entering the work environment and/or being tasked with non-routine processes or introduced to new products. Employees are not authorized to utilize any product they are not trained to use.

3. Employees must follow the manufacturer's safe use instructions found on the product label and/or the SDS.

4. All products used by the Company must be stored in accordance with the manufacturer's instructions.

5. Employees who are using corrosive products must be aware of the closest emergency shower and eye wash station.

6. Employees are required to use the PPE identified by the manufacturer for safe use. The Company will provide all required PPE at no cost to the employee.

7. Employees will consult the competent person, manufacturer's label, and/or the SDS for proper disposal instructions. The Company makes every effort to recycle all product containers.

L. HEAT ILLNESS PREVENTION

The Company will work with subcontractors to ensure an adequate supply of potable water is available on each work site. Subcontractors are responsible to make potable water available to their employees. If the Company

or any of its designated representatives discover a deficiency in the amount or quality of water available to a subcontractor's employees, steps will be taken to abate the situation and the subcontractor will be responsible for all costs related to the correction of the deficiency. Subcontractors found in violation of this policy will not be allowed to continue their work until corrective action is successfully implemented and verified by the Company and/or its designated representatives.

Competent Person Duties:

1. Determine the number of Company employees and/or subcontractors working in the assigned work area.

2. Determine the number of water stations required and locate the water station(s) as close as possible to the work area. A water station will include a sanitary container (filled with water and sealed), disposable water cups, and a trash receptacle. Bottled water may be substituted for water stations.

3. Ensure water stations are positioned as close as practicable to where employees are working.

4. Monitor water stations as often as necessary to ensure an adequate supply of water is available to employees.

The Company will make sure adequate shade is available to all employees in the work environment. Subcontractors are responsible for providing adequate break areas for employees to rest in a shaded space, compliant with the following criteria:

1. The shade will be located as close to the work area(s) as practicable and not create an unsafe condition to the work process and/or emergency responders.

2. Access to shade areas shall be unobstructed and not set up next to portable toilet facilities.

3. Shade must block all direct sunlight and not cast a shadow.

When available on site, the Company trailer shall be used for all preventative cool-down rest and recovery periods.

Prior to the building structure being completed, the following shade options are acceptable:

- E-Z UP structures
- Existing trees on the project site
- Existing building (inside)
- Project management office

After the building structure is completed, the following shade options will be deemed acceptable:

- The floors below the work area (e.g., if deck is being built)
- E-Z UP structures for workers working outside completed building
- Project management office

The shade provisions listed above will be available on site at all times and the competent person will ensure the availability of shade when temperatures are forecast to reach 95 degrees Fahrenheit or higher.

The Company will routinely monitor the weather and alert subcontractors when temperatures are forecast to exceed 95 degrees Fahrenheit. Subcontractors, crew foremen, and superintendents will monitor temperatures to determine if work schedules should be modified and will communicate their request in writing to the Company's competent person.

The Company will implement the following site-specific hot weather / high heat procedures when temperatures equal or exceed 100 degrees Fahrenheit.

Verbal communications will be maintained at all times. If radios are available, they can be used for remote work to contact a supervisor for assistance. Cell phones can be used as long as reception is available.

When temperatures equal or exceed 100 degrees Fahrenheit, subcontractors will carry out the following actions:

1. Advise their crews of the high heat hazard
2. Advise crews of where to get water and find shade
3. Remind all workers to drink plenty of water throughout the work shift
4. Remind employees to take a cool-down rest when necessary

When temperatures are equal to or exceed 100 degrees Fahrenheit, all competent persons for all subcontractors will monitor workers for alertness and signs or symptoms of heat illness. Each competent person will be responsible for supervising his/her crew not to exceed 20 employees.

Competent persons will be authorized to call for emergency medical services when necessary.

Acclimatization: Any new employee assigned to a high heat area shall be closely observed by a competent person and/or properly trained employee for the first 14 days of that employee's employment.

All employees shall be closely observed by the appropriate competent person during a heat wave.

Heat wave: Any day in which the predicted high temperature for the day will be at least 100 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

Emergency response procedure: All Company employees and subcontractors will participate in an effective and documented employee orientation, which includes emergency response procedures for immediate notification of any injury, including heat illness.

Effective communication shall be maintained at all times to contact emergency medical services when necessary, including the following protocol:

1. Subcontractors must report to the Company's competent person and/or designated representative when there is an emergency situation in their work area.

2. Subcontractors will use office phones, cell phones, radios, or other acceptable means to make contact with the Company's competent person.

All Company employees shall be trained to recognize the signs and symptoms of heat illness. All supervisors (project managers, superintendents, and general foreman) shall be trained on first aid/CPR and how to recognize the signs and symptoms of heat illness.

For any employee showing signs and symptoms of heat illness, a heat symptom report must be completed by project supervisor. Any employee and/or subcontractor employee showing signs and symptoms of heat illness shall be escorted to a shaded or air-conditioned area. Employee shall be monitored and not left alone or sent home without being provided on-site first aid or emergency medical services.

All new Company employees will participate in the new hire orientation prior to starting work. The orientation will include heat injury illness training. This training will include the following:

1. Site-specific heat illness prevention plan for employees
2. Site-specific emergency response plan
3. OSHA "Protect Yourself from Heat" handout

All Company competent persons shall be trained in the following:

1. Site-Specific Heat Illness Prevention Plan.
2. How to Identify Signs/Symptoms of Heat Illness (OSHA Handout)
3. Site-Specific Emergency Response Plan

Section 25:

Scaffolding

PURPOSE

It is the mission of the Company to provide a safe and healthful work environment for all workers in the workplace and comply with all requirements and/or intent of federal and state rules and regulations.

Employees and Subcontractors on Company work sites will allow only trained and qualified individuals to engage in work activities associated with scaffold. They will be trained on the hazards of the work site prior to commencing work. If an employee has any questions, they must — *before beginning any work* — obtain clarification from a member of management, including, but not limited to, a supervisor, foreman, superintendent, or their competent person.

In accordance with the General Duty Clause Sec. 5. (a) The Company is responsible to provide each employee a safe and healthy place to work that is free of “recognizable” hazards. Additionally, (b) each employee shall comply with occupational safety and health standards, all rules, regulations, and orders pursuant to the Act which are applicable to his/hers own actions and conduct.

At no time will any employee alter, modify, or in any way change an established scaffold system unless under the direct supervision of a qualified and authorized competent person.

APPLICABILITY

Scaffolding has a variety of applications. It is used in new construction, alteration, routine maintenance, renovation, painting, repairing, and removal activities. Scaffolding provides employees safe access to work locations, level and stable working platforms, and temporary storage for tools and materials for performing immediate tasks. Scaffolding incidents mainly involve personnel falls and falling materials caused by equipment failure or unsafe acts committed by individuals. Additionally, scaffolding overloading is a frequent singlular cause of major scaffold failure.

POLICY

Scaffolds shall be erected, moved, dismantled, or altered only under the supervision of a competent person and have guardrails and, when required, toebards installed. When scaffolding hazards cannot be eliminated, engineering practices, administrative practices, safe work practices, personal protective equipment (PPE), and additional training regarding scaffolds will be implemented. These measures will be implemented to minimize those hazards and to ensure the safety of employees and the public.

RESPONSIBILITIES

It is the responsibility of each employee and subcontractor, to ensure implementation of safe work practices when working on scaffolds. It is also the responsibility of each employee and subcontractor to immediately report any unsafe act or condition to his or her supervisor.

DEFINITIONS

Brace: A tie that holds one scaffold member in a fixed position with respect to another member. Brace also means a rigid type of connection holding a scaffold to a building or structure.

Coupler: A device for locking together the component tubes of a tube and coupler scaffold.

Harness: A design of straps which is secured about the employee in a manner to distribute the arresting forces over at least the thighs, shoulders, and pelvis, with provisions for attaching a lanyard, lifeline, or deceleration device.

Hoist: A mechanical device to raise or lower a suspended scaffold. It can be mechanically powered or manually operated.

Maximum intended load: The total load of all employees, equipment, tools, materials, wind, and other loads reasonably anticipated to be applied to a scaffold or scaffold component at any one time.

Mechanically powered hoist: A hoist which is powered by non-human, mechanical energy.

Outriggers: The structural member of a supported scaffold used to increase the base width of a scaffold in order to provide greater stability for the scaffold.

Platform: The horizontal working surface of a scaffold.

Scaffold: Any temporary elevated or suspended platform and its supporting structure used for supporting employees, materials, or both, except this term does not include crane or derrick-suspended personnel platforms.

TRAINING

All affected employees will be trained on the particular types of scaffolds which they are to use. Training should focus on proper erection, handling, use, inspection, and care of the scaffolds. Training must also include the installation of fall protection, guardrails, and the proper use and care of fall arrest equipment. This training will be accomplished prior to any employee entering the work site. Retraining will be done when job conditions change. Periodic refresher training shall be done at the discretion of the Company and/or subcontractor's competent person.

The Company will designate a "competent person(s)" able to demonstrate their knowledge of the rules as defined in 29 CFR 1926 Subpart L and will have the ability to recognize hazards and the authority to take corrective action. The competent person for the Company and any subcontractor will be on site when their employees are utilizing the scaffold unit.

SAFE SCAFFOLD ERECTION

The Company does not assemble, erect, modify, move, nor dismantle scaffold on any work site. These activities are performed by subcontractors and/or other qualified entities. Scaffold systems that are in use on Company work sites will be maintained in accordance with 29 CFR Part 1926 Subpart L and inspected routinely prior to employees engaging in work activities. Copies of inspection reports and all corrective actions will be maintained on location and made available for review upon request.

BASIC SAFETY REQUIREMENTS FOR SCAFFOLDS

- The footing or anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.
- Guardrails and toeboards shall be installed on all open sides and ends of platforms more than 10 feet above the ground or floor. Debris webbing will be installed on all working levels of the scaffold.
- Guardrails will be installed with the top rail not less than 36 inches or more than approximately 42 inches high. Mid-rails will be installed half the distance between the working platform and the top rail.
- Scaffolds and their components must be capable of supporting without failure at least 4 times the maximum intended load.
- Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, couplers, etc.,

damaged or weakened from any cause must be repaired or replaced immediately and not be used until repairs have been completed.

- All planking must be Scaffold Grades, or equivalent, as recognized by approved grading rules for the species of wood used. Platforms will not deflect more than 1/60th of the span when loaded.
- All planking or platforms must be overlapped (minimum 12 inches) or secured from movement.
- An access ladder or equivalent safe access must be provided.
- Scaffold plank must extend over their end supports not less than 6 inches or more than 18 inches.
- The poles, legs, or uprights of scaffolds must be plumb and securely and rigidly braced to prevent swaying and displacement.
- Overhead protection must be provided for employees on a scaffold exposed to overhead hazards.
- Slippery conditions on scaffolds shall be eliminated immediately after they occur.
- Scaffolds shall not be used during high wind and storms.
- Loose materials, debris, and/or tools shall not be accumulated to cause a hazard.
- Scaffold components shall not be mixed or forced to fit which may reduce design strength.
- Scaffolds and components shall be inspected at the erection location. Scaffolds shall be inspected before each work shift, after changing weather conditions, or after prolonged work interruptions.
- Tube and coupler scaffolds shall be tied to and securely braced against the building at intervals not to exceed 30 feet horizontally and 26 feet vertically.

SPECIAL CONSIDERATIONS

Work on or from scaffolds is prohibited during storms or high winds unless a competent person has determined that it is safe for employees to be on the scaffold and those employees are protected by a personal fall arrest system or wind screens. Wind screens shall not be used unless the scaffold is secured against the anticipated wind forces imposed.

Scaffolds shall not be erected, used, dismantled, altered, or moved such that they or any conductive material handled on them might come closer to exposed and energized power lines than the figures in the guide below:

INSULATED LINES		
VOLTAGE	**MINIMUM DISTANCE**	**ALTERNATIVES**
Less than 300 volts	3 feet	
300 volts to 50 kv	10 feet	
More than 50 kv	10 feet plus 0.4 inches for each 1 kv over 50 kv	2 times the length of the line insulator, but never less than 10 feet

UNINSULATED LINES		
VOLTAGE	**MINIMUM DISTANCE**	**ALTERNATIVES**
Less than 50 kv	10 feet	
More than 50 kv	10 feet plus 0.4 inches for each 1 kv over 50 kv	2 times the length of the line insulator, but never less than 10 feet

Exception: Scaffolds and materials may be closer to power lines than specified above where such clearance is necessary for performance of work and only after the utility company, or electrical system operator, has been notified of the need to work closer and the utility company, or electrical system operator, has de-energized the lines,

relocated the lines, or installed protective coverings to prevent accidental contact with the lines.

MOBILE SCAFFOLDS

Mobile scaffolds, including scissor lifts, are still considered scaffolds and therefore must meet the minimum requirements outlined in 29 CFR PART 1926 Subpart L.

Mobile scaffolds will be braced in accordance with the manufacturer's directives. They should incorporate a cross, horizontal or diagonal brace, or a combination thereof, to prevent racking or collapse of the scaffold and to secure vertical members together laterally so as to automatically square and align the vertical members. Scaffolds shall be plumb, level, and squared. All brace connections shall be secured.

Scaffold casters and wheels shall be locked with positive wheel and/or swivel locks to prevent movement of the scaffold while the scaffold is used in a stationary manner. The use of wheel chocks would be appropriate.

Mobile scaffolds that incorporate a powered system for movement shall be designed for such use. "Designed for such use" is defined by the Company as "designed by a qualified person and authorized by the manufacturer."

Employees will not ride on scaffolds unless the following conditions are met:

The surface on which the scaffold is being moved is within three degrees of level and free of recognizable hazards, like debris, pits, holes, or other obstructions. Mobile scaffolds will not be utilized within six feet of any edge six feet or more above a lower level without additional protection installed on the working surface that will prevent the scaffold unit from rolling over the edge.

The height-to-base width ratio of the scaffold will not exceed two to one and the scaffold must be designed and constructed to meet or exceed nationally recognized stability test requirements such as those listed ANSI/SIA A92.5 and A92.6. The propulsion force will not produce a speed in excess of one foot per second.

Employees will stay off any part of the scaffold which extends outward beyond the wheels, casters, or other supports.

AUTHORIZATION FOR USE

All subcontractors authorized to use a scaffold system on a work site will have completed the "Scaffold Use Agreement". A sample of the form is included in this plan on Page 164 of this plan and additional copies can be obtained from the business office.

Section 26:

Stairways

PURPOSE

In accordance with 29 CFR 1926 Subpart X, the Company will not permit the use of stairways that are deemed unsafe or fail to meet OSHA requirements. Personal protective equipment shall be used at all times.

GENERAL REQUIREMENTS

All employees shall be trained in the proper safety procedures and requirements when working on or around stairways. If any employee has a question regarding proper procedures, he or she should contact management before proceeding with the task in question.

A stairway or ladder must be provided at all work points of access where there is a break in elevation of 19 inches or more and no ramp, runway, or personnel hoist is provided.

Where there is only one point of access between levels, this point must be kept clear to permit free passage by workers. If free passage becomes restricted, a clear second point of access must be provided and used.

STAIRWAY REQUIREMENTS

The following requirements apply to all stairways used during the process of construction as indicated below:

- Stairways that will not be a permanent part of the structure on which construction work is performed must have landings at least 30 inches deep and 22 inches wide at every 12 feet of vertical rise.
- Stairways shall be installed between 30 and 50 degrees from the horizontal.
- Riser height and tread depth shall be of uniform measurement.
- Where doors or gates open directly onto a stairway, a platform must be provided that extends at least 20 inches beyond the swing of the door.
- Metal pan landings and metal pan treads must be secured in place before filling.
- Metal pan landings must be filled with wood or metal to an even height with the lip until they are filled with concrete.
- Temporary treads must be made of wood or other solid material and installed the full width and depth of the stair.
- All stairway parts shall be free of dangerous projections, such as protruding nails, and kept clean and free of loose debris.

STAIR RAILS AND HAND RAILS

- Stairways having four or more risers, or rising more than 30 inches in height, must have at least one handrail. A stair rail must be installed along each unprotected side or edge.
- Midrails must be located midway between the top of the stair rail system and the stairway steps.
- Handrails must be capable of withstanding 200 pounds of weight in any outward or downward direction.

- The height of stair rails shall not be less than 36 inches from the upper surface of the stair rail system to the surface of the tread, in line with the face of the riser at the forward edge of the tread.

- Landings must be provided with standard guardrail systems.

Section 27:

Welding and Cutting

This plan is adopted in accordance with 29 CFR 1926 Subpart J.

TRANSPORTING, MOVING, AND STORING COMPRESSED GAS CYLINDERS

1. Valve protection caps shall be in place and secured with a chain or wire rope.

2. When cylinders are hoisted, they shall be secured on a cradle, sling board, or pallet. They will not be hoisted or transported by means of magnets or choker slings.

3. Cylinders shall be moved by tilting and rolling them on their bottom edges; they will not be intentionally dropped, struck, or permitted to strike each other violently.

4. When powered vehicles transport cylinders, they shall be secured in a vertical position.

5. Valve protection caps shall not be used for lifting cylinders from one vertical position to another. Bars shall not be used under valves or valve protection caps to pry cylinders loose when frozen. Warm, not boiling, water shall be used to thaw cylinders loose.

6. Unless cylinders are firmly secured on a special carrier intended for this purpose, regulators shall be removed and valve protection caps put in place before cylinders are moved.

7. A suitable cylinder truck, chain, or other steadying device will be used to keep cylinders from being knocked over while in use.

8. When work is finished, when cylinders are empty, or when cylinders are moved at any time, the cylinder valve shall be closed.

9. Compressed gas cylinders shall be secured in an upright position at all times except, if necessary, for short periods of time while cylinders are actually being hoisted or carried.

    › Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease) a minimum distance of 20 feet (6.1 m) or by a noncombustible barrier at least 5 feet (1.5 m) high, maintaining a fire-resistance rating of at least one-half hour.

    › Inside buildings, cylinders shall be stored in a well-protected, well-ventilated, dry location, at least 20 feet (6.1 m) from highly combustible materials such as oil or excelsior. Cylinders should be stored in definitely assigned places away from elevators, stairs, or gangways. Assigned storage places shall be located where cylinders will not be knocked over or damaged by passing or falling objects or subject to tampering by unauthorized persons. Cylinders shall not be kept in unventilated enclosures, such as lockers and cupboards.

    › The in-plant handling, storage, and utilization of all compressed gases in cylinders, portable tanks, rail tank cars, or motor vehicle cargo tanks shall be in accordance with Compressed Gas Association Pamphlet P-1-1965.

PLACING CYLINDERS

1. Cylinders shall be kept far enough away from the actual welding or cutting operation so that sparks, hot slag,

or flame will not reach them. When this is impractical, fire resistant shields shall be provided.

2. Cylinders shall be placed where they cannot become part of an electrical circuit. Electrodes shall not be struck against a cylinder to strike an arc.

3. Fuel gas cylinders shall be placed with valve end up whenever they are in use. They shall not be placed in a location where they would be subject to open flame, hot metal, or other sources of artificial heat.

4. Cylinders containing oxygen, acetylene, or other fuel gas shall not be taken into confined spaces.

TREATMENT OF CYLINDERS

1. Cylinders, whether full or empty, shall not be used as rollers or supports.

2. No person other than the gas supplier shall attempt to mix gases in a cylinder. No one except the owner of the cylinder or person authorized by him shall refill a cylinder. No one shall use a cylinder's contents for purposes other than those intended by the supplier. All cylinders used shall meet the Department of Transportation requirements published in 49 CFR Part 178, Subpart C, and specification for cylinders.

3. No damaged or defective cylinder shall be used.

4. Use of fuel gas. The employer shall thoroughly instruct employees in the safe use of fuel gas as follows:

   › Before a regulator to a cylinder valve is connected, the valve shall be opened slightly and closed immediately. (This action is generally termed "cracking" and is intended to clear the valve of dust or dirt that might otherwise enter the regulator.) The person cracking the valve shall stand to one side of the outlet, not in front of it. The valve of a fuel gas cylinder shall not be cracked where the gas would reach welding work, sparks, flame, or other possible sources of ignition.

   › The cylinder valve shall always be opened slowly to prevent damage to the regulator.

   › For quick closing, valves on fuel gas cylinders shall not be opened more than one and a half turns. When a special wrench is required, it shall be left in position on the stem of the valve while the cylinder is in use so that the fuel gas flow can be shut off quickly in case of an emergency. In the case of manifold or coupled cylinders, at least one such wrench shall always be available for immediate use. Nothing shall be placed on top of a fuel gas cylinder, when in use, which may damage the safety device or interfere with the quick closing of the valve.

   › Fuel gas shall not be used from cylinders through torches or other devices that are equipped with shutoff valves without reducing the pressure through a suitable regulator attached to the cylinder valve or manifold.

   › Before a regulator is removed from a cylinder valve, the cylinder valve shall always be closed and the gas released from the regulator.

5. If, when the valve on a fuel gas cylinder is opened, there is found to be a leak around the valve stem, the valve shall be closed and the gland nut tightened. If this action does not stop the leak, the use of the cylinder shall be discontinued, and it shall be properly tagged and removed from the work area. In the event that fuel gas should leak from the cylinder valve rather than from the valve stem, and the gas cannot be shut off, the cylinder shall be properly tagged and removed from the work area. If a regulator attached to a cylinder valve will effectively stop a leak through the valve seat, the cylinder need not be removed from the work area.

6. If a leak should develop at a fuse plug or other safety device, the cylinder shall be removed from the work area.

FUEL GAS AND OXYGEN MANIFOLDS

1. Fuel gas and oxygen manifolds shall bear the name of the substance they contain in letters at least one inch high, which shall be either painted on the manifold or on a sign permanently attached to it.

2. Fuel gas and oxygen manifolds shall be placed in safe, well ventilated, and accessible locations. They shall not be located within enclosed spaces.

3. Manifold hose connections, including both ends of the supply hose that lead to the manifold, shall be such that the hose cannot be interchanged between fuel gas and oxygen manifolds and supply header connections. Adapters shall not be used to permit the interchange of hose. Hose connections shall be kept free of grease and oil.

4. When not in use, manifold and header hose connections shall be capped.

5. Nothing shall be placed on top of a manifold, when in use, which will damage the manifold or interfere with the quick closing of the valves.

HOSE

1. Fuel gas hose and oxygen hose shall be easily distinguishable from each other. The contrast may be made by different colors or by surface characteristics readily distinguishable by the sense of touch. Oxygen and fuel gas hoses shall not be interchangeable. A single hose having more than one gas passage shall not be used.

2. When parallel sections of oxygen and fuel gas hose are taped together, not more than 4 inches out of 12 inches shall be covered by tape.

3. All hose in use carrying acetylene, oxygen, natural or manufactured fuel gas, or any gas or substance which may ignite, enter into combustion, or cause any harm to employees shall be inspected at the beginning of each working shift. Defective hose shall be removed from service.

4. Hose that has been subject to flashback or shows evidence of severe wear or damage shall be tested to twice the normal pressure to which it is subject but in no case less than 300 psi. Defective hose, or hose in doubtful condition, shall not be used.

5. Hose couplings shall be of the type that cannot be unlocked or disconnected by means of a straight pull without rotary motion.

6. Boxes used for the storage of gas hose shall be ventilated.

7. Hoses, cables, and other equipment shall be kept clear of passageways, ladders, and stairs.

TORCHES

1. Clogged torch tip openings shall be cleaned with suitable cleaning wires, drills, or other devices designed for such purpose.

2. Torches in use shall be inspected at the beginning of each working shift for leaking shutoff valves, hose couplings and tip connections. Defective torches shall not be used.

3. Friction lighters shall light torches or other approved devices and not by matches or from hot work.

4. Oxygen and fuel gas pressure regulators, including their related gauges, shall be in proper working order while in use.

5. Oxygen cylinders and fittings shall be kept away from oil or grease. Cylinders, cylinder caps and valves, couplings, regulators, hose, and apparatus shall be kept free from oil or greasy substances and shall not be handled with oily hands or gloves. Oxygen shall not be directed at oily surfaces, greasy clothes, or within a fuel oil or other storage tank or vessel.

6. For additional details not covered in this subpart, applicable technical portions of American National Standards Institute, Z49.1-1967, Safety in Welding and Cutting, shall apply.

MANUAL ELECTRODE HOLDERS

1. Only manual electrode holders which are specifically designed for arc welding and cutting and are of a capacity capable of safely handling the maximum rated current required by the electrodes shall be used.

2. Any current-carrying parts passing through the portion of the holder gripped by the arc welder or cutter's hand and the outer surfaces of the holder's jaws shall be fully insulated against the maximum voltage, encountered to ground.

WELDING CABLES AND CONNECTORS

1. All arc welding and cutting cables shall be of the completely insulated, flexible type, capable of handling the maximum current requirements of the work in progress, taking into account the duty cycle under which the arc welder or cutter is working.

2. Only cable free from repair or splices for a minimum distance of 10 feet from the cable end to which the electrode holder is connected shall be used, except cables with standard insulated connectors or with splices whose insulating quality is equal to that of the cable are permitted.

3. When it becomes necessary to connect or splice lengths of one cable to another, substantially insulated connectors of a capacity at least equivalent to that of the cable shall be used. If connections are affected by means of cable lugs, they shall be securely fastened together to give good electrical contact and the exposed metal parts of the lugs shall be completely insulated.

4. Cables in need of repair shall not be used. When a cable becomes worn to the extent of exposing bare conductors, the portion thus exposed shall be protected by means of rubber and friction tape or other equivalent insulation.

GROUND RETURNS AND MACHINE GROUNDING

1. A ground return cable shall have a safe current-carrying capacity equal to or exceeding the specified maximum output capacity of the arc welding or cutting unit which it services. When a single ground return cable services more than one unit, its safe current-carrying capacity shall equal or exceed the total specified maximum output capacities of all the units which it services.

2. Pipelines containing gases or flammable liquids, or conduits containing electrical circuits, shall not be used as a ground return. For welding on natural gas pipelines, the technical portions of regulations issued by the Department of Transportation, Office of Pipeline Safety, 49 CFR Part 192, Minimum Federal Safety Standards for Gas Pipelines, shall apply.

3. When a structure or pipeline is employed as a ground return circuit, it shall be determined that the required electrical contact exists at all joints. The generation of an arc, sparks, or heat at any point shall cause rejection of the structures as a ground circuit.

4. When a structure or pipeline is continuously employed as a ground return circuit, all joints shall be bonded, and periodic inspections shall be conducted to ensure that no condition of electrolysis or fire hazard exists by virtue of such use.

5. The frames of all arc welding and cutting machines shall be grounded either through a third wire in the cable containing the circuit conductor or through a separate wire which is grounded at the source of the current. Grounding circuits, other than by means of the structure, shall be checked to ensure the circuit between the ground and the grounded power conductor has resistance low enough to permit sufficient current flow to cause the fuse or circuit breaker to interrupt the current.

6. All ground connections shall be inspected to ensure they are mechanically strong and electrically adequate for the required current.

7. Operating instructions — employers shall instruct employees in the safe means of arc welding and cutting as follows:

   › When electrode holders are to be left unattended, the electrodes shall be removed and the holders shall be so placed or protected that they cannot make electrical contact with employees or conducting objects.

   › Hot electrode holders shall not be dipped in water; to do so may expose the arc welder or cutter to electric shock.

   › When the arc welder or cutter has occasion to leave his work or to stop work for any appreciable length of time, or when the arc welding or cutting machine is to be moved, the power supply switch to the equipment shall be opened (placed in the OFF position).

   › Any faulty or defective equipment shall be reported to the competent person.

SHIELDING

1. Whenever practicable, all arc welding and cutting operations shall be shielded by noncombustible or flameproof screens which will protect employees and other persons working in the vicinity from the direct rays of the arc.

2. When practical, objects to be welded, cut, or heated shall be moved to a designated safe location or, if the objects cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place or otherwise protected.

3. If the object to be welded, cut, or heated cannot be moved and if all the fire hazards cannot be removed, positive means shall be taken to confine the heat, sparks, and slag and to protect the immovable fire hazards from them.

4. No welding, cutting, or heating shall be done where the application of flammable paints, the presence of other flammable compounds, or heavy dust concentrations create a hazard.

5. Suitable fire extinguishing equipment shall be immediately available in the work area and shall be maintained in a state of readiness for instant use.

6. When the welding, cutting, or heating operation is such that normal fire prevention precautions are not sufficient, additional personnel shall be assigned to guard against fire while the actual welding, cutting, or heating operation is being performed and for a sufficient period of time after completion of the work to ensure

no possibility of fire exists. Such personnel shall be instructed as to the specific anticipated fire hazards and how the firefighting equipment provided is to be used.

7. When welding, cutting, or heating is performed on walls, floors, and ceilings, since direct penetration of sparks or heat transfer may introduce a fire hazard to an adjacent area, the same precautions shall be taken on the opposite side as are taken on the side on which the welding is being performed.

8. To minimize the risk of fire in enclosed spaces as a result of gas escaping through leaking or improperly closed torch valves, the gas supply to the torch shall be positively shut off at some point outside the enclosed space whenever the torch is not to be used or whenever the torch is left unattended for a substantial period of time, such as during the lunch period.

9. Overnight and at the change of shifts, the torch and hose shall be removed from the confined space. Open-end fuel gas and oxygen hoses shall be immediately removed from enclosed spaces when they are disconnected from the torch or other gas-consuming device.

10. Except when the contents are being removed or transferred, drums, pails, and other containers that contain or have contained flammable liquids shall be kept closed. Empty containers shall be removed to a safe area apart from hot work operations or open flames.

11. Drums, containers, or hollow structures which have contained toxic or flammable substances shall, before welding, cutting, or heating is undertaken on them, either be filled with water or thoroughly cleaned of such substances, ventilated, and tested. For welding, cutting, and heating on steel pipelines containing natural gas, the pertinent portions of regulations issued by the Department of Transportation, Office of Pipeline Safety, 49 CFR Part 192, Minimum Federal Safety Standards for Gas Pipelines, shall apply.

12. Before heat is applied to a drum, container, or hollow structure, a vent or opening shall be provided for the release of any built-up pressure during the application of heat.

MECHANICAL VENTILATION

For purposes of this section, mechanical ventilation shall meet the following requirements:

1. Mechanical ventilation shall consist of either general mechanical ventilation systems or local exhaust systems.

2. General mechanical ventilation shall be of sufficient capacity and so arranged as to produce the number of air changes necessary to maintain welding fumes and smoke within safe limits.

3. Local exhaust ventilation shall consist of freely movable hoods placed by the welder or burner as close as practicable to the work. This system shall be of sufficient capacity and so arranged as to remove fumes and smoke at the source and keep the concentration of them in the breathing zone within safe limits.

4. Contaminated air exhausted from a working space shall be discharged into the open air or otherwise clear of the source of intake air.

5. All replacement air shall be clean and respirable.

6. Oxygen shall not be used for ventilation purposes, comfort cooling, blowing dust from clothing, or for cleaning the work area.

WELDING, CUTTING, AND HEATING IN CONFINED SPACES

General mechanical or local exhaust ventilation will be provided whenever welding, cutting, or heating is performed

in a confined space. When sufficient ventilation cannot be obtained without blocking the means of access, airline respirators shall protect employees in the confined space. An employee on the outside of such a confined space shall be assigned to maintain communication with those working within it and to aid them in an emergency.

Where a welder must enter a confined space through a manhole or other small opening, means shall be provided for quickly removing him in case of emergency. When safety belts and lifelines are used for this purpose, they shall be so attached to the welder's body that his body cannot be jammed in a small exit opening. An attendant with a pre-planned rescue procedure shall be stationed outside to observe the welder at all times and be capable of putting rescue operations into effect.

WELDING, CUTTING, OR HEATING OF METALS OF TOXIC SIGNIFICANCE

Welding, cutting, or heating in any enclosed spaces involving the following metals shall be performed with either general mechanical or local exhaust ventilation.

1. Zinc-bearing base or filler metals or metals coated with zinc-bearing materials

2. Lead base metals

3. Cadmium-bearing filler materials

4. Chromium-bearing metals or metals coated with chromium-bearing materials

Employees will be protected by air-supplied respirators when welding, cutting, or heating in any enclosed space involving:

1. Metals containing lead, other than as an impurity, or metals coated with lead-bearing materials

2. Cadmium-bearing or cadmium-coated base metals

3. Metals coated with mercury-bearing metals

4. Beryllium-containing base or filler metals. Because of its high toxicity, work involving beryllium shall be done with both local exhaust ventilation and air-supplied respirators.

Employees performing such operations in the open air shall be protected by filter-type respirators except when such operations involve beryllium-containing base or filler metals which airline respirators will protect.

Any person with a probable exposure to the same atmosphere as the welders or burners shall be protected in the same manner as the welder or burner.

INERT-GAS/METAL-ARC WELDING

Since the inert-gas metal-arc welding process involves the production of ultra-violet radiation 5 to 30 times as intense as those produced during shielded metal-arc welding, the decomposition of chlorinated solvents by ultraviolet rays, and the liberation of toxic fumes and gases, employees shall not be permitted to engage in or be exposed to the process until the following special precautions have been taken:

1. The use of chlorinated solvents shall be kept at least 200 feet, unless shielded, from the exposed arc, and surfaces prepared with chlorinated solvents shall be thoroughly dry before welding is permitted on such

surfaces.

2. Filter lenses shall protect employees in the area not protected from the arc by screening. When two or more welders are exposed to each other's arc, filter lens goggles of a suitable type shall be worn under welding helmets. Hand shields to protect the welder against flashes and radiant energy shall be used when either the helmet is lifted or the shield is removed.

3. Welders and other employees who are exposed to radiation shall be suitably protected so that the skin is covered completely to prevent burns and other damage by ultraviolet rays. Welding helmets and hand shields shall be free of leaks/openings and highly reflective surfaces.

GENERAL WELDING, CUTTING, AND HEATING

General welding, cutting, and heating not involving special conditions or materials may normally be done without mechanical ventilation or respiratory protective equipment. In the event of unusual physical or atmospheric conditions resulting in the unsafe accumulation of contaminants, suitable mechanical ventilation or respiratory protective equipment shall be provided.

The following protocol is implemented for general welding, cutting, and heating:

1. Employees performing any type of welding, cutting, or heating shall be protected by suitable eye protective equipment.

2. Before welding, cutting, or heating is commenced on any surface covered by a preservative coating whose flammability is not known, a test shall be made by a competent person to determine its flammability. Preservative coatings shall be considered to be highly flammable when scrapings burn with extreme rapidity.

3. Precautions shall be taken to prevent ignition of highly flammable hardened preservative coatings. When coatings are determined to be highly flammable, they shall be stripped from the area to be heated to prevent ignition.

PROTECTION AGAINST TOXIC PRESERVATIVE COATINGS

1. In enclosed spaces, all surfaces covered with toxic preservatives shall be stripped of all toxic coatings for a distance of at least four inches from the area of heat application, or air-supplied respirators shall protect the employees.

2. The preservative coatings shall be removed a sufficient distance from the area to be heated to ensure the temperature of the unstripped metal will not be appreciably raised. Artificial cooling of the metal surrounding the heating area may be used to limit the size of the area to be cleaned.

ATTACHMENTS

Confined Space Checklist

SITE INFORMATION

Project: _____ Project number: _____ Date: _____

Attendant: _____ Supervisor: _____

PRE-ENTRY CHECKLIST

		YES	***NO***
1.	Has the surrounding area been surveyed and found free of hazardous vapors from tanks, piping or sewers?		
2.	Is the work area, in your opinion, likely to remain free of any dangerous air contaminants?		
3.	Have all personnel in the designated work are been briefed on proper work procedure and the location of communication, and who to contact in an emergency?		
4.	Have you been trained to properly operate the gas monitoring equipment?		
5.	Do all areas of work and machinery have some type of lock out/tag out installed in the proper place?		
6.	Has the atmosphere of the confined space area been tested prior to entry?		
7.	Did the atmosphere levels fall within the acceptable levels?		
8.	Will testing be done continuously while the space is occupied?		
9.	Is all safety equipment to be used in good condition and in proper working condition?		

NOTICE: If any of the above questions are answered “NO”, do not enter! Contact your immediate supervisor.

Confined Space Entry Permit

PART A: PROJECT INFORMATION

Project	Space name/ID	Purpose of entry
Controlling contractor	Entry contractor	Entry number

PART B: ENTRY INFORMATION AND PERSONNEL

Authorized entry date	Authorized entry times	Permit expires
Entry attendant	Entry supervisor	Competent person
Entrant	Entrant	Entrant
Entrant	Entrant	Entrant

PART C: ENTRY TYPE

All spaces are unique and must be properly evaluated prior to each entry. Use forms and checklist in Part E of this Permit to document hazards, controls, elimination, PPE and atmospheric conditions. All entrants are to be aware of conditions and hazards and are to be given the opportunity to review any controls or atmospheric testing prior to entry.

Temporary reclassification to non-permit space Requires signature by competent person verifying elimination/control of all hazards	Signature of competent person certifying reclassification	Date and time
Modified entry procedure for controllable atmospheric hazard only Requires signature by competent person, continuous monitoring and mech ventilation	Signature of competent person certifying reclassification	Date and time
Permit entry Requires identification of attendant, rescue method, adherence to all permit procedures	Signature of competent person certifying reclassification	Date and time
Additional instructions If **YES**, list in Part E. ***Additional permits required?*** If **YES**, attach.	Signature of competent person certifying reclassification	Date and time

Rescue Procedure

Communication Procedure

Confined Space Entry Permit (continued)

PART D: ENTRY COMPLETE AND PERMIT CANCELLED

Must be completed and signed by entry supervisor for permit-entry or competent person for reclassified space or modified entry procedure

Name	Signature	Date and time

Unexpected conditions or circumstances to be reported. Describe in Part F Confined Space Entry Permit (below)

PART E: HAZARDS AND CONTROLS

All confined spaces must be examined by a competent person and designated as a permit-required or non-permit space. Once a space has been designated by anyone (owner, general contractor or any sub-contractor) as a permit-required space, a competent person must evaluate the space and determine the means of entry to be followed. If questions 1-6 are all answered YES, the competent person may determine that the space can be temporarily reclassified as a non-permit space. If Questions 3–9 are all answered YES, the competent person may determine that the modified entry procedures applicable to spaces with only controllable atmospheric hazard potential can be used. If any of the questions 3-9 are answered NO, a space specific procedure must be developed and all permit-required confined space entry procedures must be followed. Use the confined space permit to document all permit entries, reclassifications, and modified entries.

Pre-Entry Checklist — Use as a guide to determining entry.	YES	NO
1. Has the surrounding area been surveyed and found free of hazardous vapors from tanks, piping,sewers or equipment exhaust?		
2. Is the inside and outside air safe for breathing and mechanical ventilation will not be needed?		
3. Have all hazards (except atmospheric), including those previously identified for the space been eliminated or controlled?		
4. Has any hazardous energy been controlled through a proper lock out procedure?		
5. Verified that work to be done inside the space will not create additional hazards?		
6. All entrants have been briefed on the potential hazards and been given the opportunity to verify hazard controls and atmospheric testing?		
7. If Questions 1 and/or 2 were answered NO - Has the atmosphere of the confined space area been tested and found safe for breathing prior to entry?		
8. If Questions 1 and/or 2 were answered NO – will continuous atmospheric monitoring be conducted while the space is occupied?		
9. If Questions 1 and/or 2 were answered NO – will continuous mechanical ventilation be provided while the space is occupied?		

Atmospheric Testing Results	Time	Time	Time	Time	non-IDLH values
Oxygen level (O2)					Min 19.5% Max 23.5%
Flammability (LEL)					<10%
Hydrogen sulfide (H2S)					<1 ppm
Carbon monoxide (CO)					<5ppm
Other (specify)					
Other (specify)					

Confined Space Entry Permit (continued)

Hazard	Controls Required for Acceptable Entry	PPE Required for Acceptable Entry

PART F - ENTRY SUMMARY AND REVIEW

Name	Signature	Date and time

Entry Description/Summary

What Went Well

Items for Improvement

REVIEWED BY

Name	Signature	Date and time

Confined Space Entry Review Sheet

Entry Date: _____ Job Number: _____

Job Description:

What went well?

What needs improvement?

Corrective Action Form

Work environment: _____ Date: _____

Competent person: _____ Employee: _____

Describe reason for corrective action:

Describe corrective action taken:

Describe future actions for violations of company policies and procedures:

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE
COMPETENT PERSON NAME	COMPETENT PERSON SIGNATURE	DATE

Excavation Checklist

To be completed by a competent person.

Site location: _____

Date: _____ Time: _____ Competent person: _____

Soil type (See attached form): _____

Soil classification: _____ Excavation depth: _____ Excavation width: _____

Type of protective system used: _____

1. GENERAL INSPECTION OF WORKPLACE	YES	NO	N/A
A. Excavations, adjacent areas, and protective systems inspected by a competent person daily before the start of work.			
B. Competent person has the authority to remove employees from the excavation immediately.			
C. Surface encumbrances removed or supported.			
D. Employees protected from loose rock or soil that could pose a hazard by falling or rolling into the excavation.			
E. Hard hats worn by all employees.			
F. Spoils, materials, and equipment set back at least two feet from the edge of the excavation.			
G. Barriers provided at all remotely located excavations, wells, pits, shafts, etc.			
H. Walkways and bridges over excavations four feet or more in depth are equipped with standard guard-rails and toe boards.			
I. Warning vests or other highly visible clothing provided and worn by all employees exposed to public vehicular traffic.			
J. Employees required to stand away from vehicles being loaded or unloaded.			
K. Warning system established and utilized when mobile equipment is operating near the edge of the excavation.			
L. Employees prohibited from going under suspended loads.			
M. Employees prohibited from working on the faces of slopes or benched excavations above other employees.			

2. UTILITIES	YES	NO	N/A
A. Utility companies contacted and/or utilities located.			
B. Exact location of utilities marked.			
C. Underground installations protected, supported, or removed when excavation is open.			

3. MEANS OF ACCESS AND EGRESS	YES	NO	N/A
A. Lateral travel to means of egress no greater than 25 feet in excavations four feet or more in depth.			
B. Ladders used in excavations secured and extended three feet above the edge of the trench.			
C. Structural ramps used by employees designed by a competent person.			
D. Structural ramps used for equipment designed by a registered professional engineer (RPE).			
E. Ramps constructed of materials of uniform thickness, cleated together on the bottom, equipped with no-slip surface.			
F. Employees protected from cave-ins when entering or exiting the excavation.			

4. WET CONDITIONS	YES	NO	N/A
A. Precautions taken to protect employees from the accumulation of water.			
B. Water removal equipment monitored by a competent person.			
C. Surface water or runoff diverted or controlled to prevent accumulation in the excavation.			
D. Inspections made after every rainstorm or other hazard-increasing occurrence.			

5. HAZARDOUS ATMOSPHERE	YES	NO	N/A
A. Atmosphere within the excavation tested where there is a reasonable possibility of an oxygen deficiency, combustible or other harmful contaminant exposing employees to a hazard.			
B. Adequate precautions taken to protect employees from exposure to an atmosphere containing less than 19.5% oxygen and/or to other hazardous atmospheres.			
C. Ventilation provided to prevent employee exposure to an atmosphere containing flammable gas in excess of 10% of the lower explosive limit of the gas.			
D. Testing conducted often to ensure that the atmosphere remains safe.			
E. Emergency equipment, such as breathing apparatus, safety harness and lifeline, and/or basket stretcher readily available where hazardous atmospheres could or do exist.			
F. Employees trained to use personal protective and other rescue equipment.			
G. Safety harness and lifeline used and individually attended when entering bell bottom or other deep confined excavations.			

6. SUPPORT SYSTEMS	YES	NO	N/A
A. Materials and/or equipment for support systems selected based on soil analysis, trench depth, and expected loads.			
B. Materials and equipment used for protective systems inspected and in good condition.			
C. Materials and equipment not in good condition have been removed from service.			
D. Damaged materials and equipment used for protective systems inspected by a registered professional engineer (RPE) after repairs and before being placed back into service.			
E. Protective systems installed without exposing employees to the hazards of cave-ins, collapses, or threat of being struck by materials or equipment.			
F. Members of support system securely fastened to prevent failure.			
G. Support systems provided ensure stability of adjacent structures, buildings, roadways, sidewalks, walls, etc.			
H. Excavations below the level of the base or footing supported, approved by an RPE.			
I. Removal of support systems progresses from the bottom and members are released slowly as to note any indication of possible failure.			
J. Back filling progresses with removal of support system.			
K. Excavation of material to a level no greater than two feet below the bottom of the support system and only if the system is designed to support the loads calculated for the full depth.			
L. Shield system placed to prevent lateral movement.			
M. Employees are prohibited from remaining in shield system during vertical movement.			

Excavation Daily Inspection

Date: _____ Signature: _____

Weather: _____ Project: _____

Was the call system contacted? YES NO

Protective system(s): Trench shield (box) Wood shoring Sloping Other(s) _____

Purpose(s) of trenching: Drainage Water Sewer Gas Other(s) _____

Were visual soil tests made? YES NO

If YES, what type? _____

Were manual soil tests made? YES NO

If YES, what type? _____

Type of soil: Stable rock Type A Type B Type C

Were there surface encumbrances? YES NO

If YES, what type? _____

Water conditions: Wet Dry Submerged

Is the atmosphere hazardous in any way? YES NO
If YES, follow confined space entry procedures policy, complete Confined Space Entry permit, and monitor for toxic gas(es).

Is trenching or excavation exposed to public vehicular traffic (exhaust emission)? YES NO
If YES, follow confined space entry procedures policy, complete Confined Space Entry permit, and monitor for toxic gas(es).

Measurements of trench: Depth: _____ Length: _____ Width: _____

Is ladder within 25 feet of all workers? YES NO

Is excavated material stored two or more feet from edge of excavation? YES NO

Are employees exposed to public vehicular traffic? YES NO

Are other utilities (water, sewer, gas, or other structures) protected? YES NO

Are sewer or natural gas lines exposed? YES NO
If YES, follow confined space entry procedures policy, complete Confined Space Entry permit, and monitor for toxic gas(es).

Are periodic inspections performed? YES NO

Did employees receive training in excavating? YES NO

Fire Prevention Checklist

Monthly inspections on following items:	YES	NO
1. Ready access to any and all buildings.		
2. Ready egress from any and all buildings.		
3. Ready access to all fire fighting equipment.		
4. All fire fighting equipment conspicuously located.		
5. Temporary or permanent water supply when combustibles on site.		
6. Keep any stored material at least 36" from access and egress doors.		
7. Exit signs at all exit locations.		
8. Flammable material kept in fire resistant cabinet.		
9. Flammable material stored at least 50' from any ignition source.		

Miscellaneous Fire Prevention Requirements include:	YES	NO
1. Monthly inspections logged on all fire extinguishers.		
2. Annual servicing for fire extinguishers (when applicable)		
3. Proper fire extinguishers in appropriate areas.		
4. Fire extinguishers for every 3000 square feet of building.		
5. Travel distance to any fire extinguisher no more than 100'.		
6. Fire extinguishers for every floor of a building.		
7. One fire extinguisher adjacent to stairwells for every floor.		

Emergency evacuation plan must include:	YES	NO
1. Designated meeting area.		
2. Evacuation route and procedures.		
3. Procedure for accounting for all personnel.		
4. The means of alerting employees to an emergency.		
5. The means for an employee to report an emergency.		

Hot Work Permit

Date issued: _____ Issued by: _____

Location of hot work: _____

Type of hot work: Welding Cutting Grinding Other: _____

Permit expiration date/time: _____ Job description: _____

SAFETY REQUIREMENTS

The person issuing this permit has required the following safety precautions and indicated by his initials that the following circled items have been established prior to issuing this permit.

Precaution	Initials of Issuing Authority
No flammables/combustibles within 50 feet	
Fully charged extinguisher at work area	
Fire watch(es) briefed and stationed	
Adequate ventilation established	
Welding curtains or shields	
Respirators used	
Hot work personal protective equipment	
Warning signs posted	
Welding/cutting equipment inspected	
Certified welder	
Surrounding equipment is locked out/tagged out	
No flammable/combustible gasses in area	
Confined space entry permit issued	
Access to work area controlled	

Task Started / Fire Watch Posted				Task Completed			
Date:		Time:		Date:		Time:	

Fire Watch / Permit Ended *Must be 30 minutes past completed task*			
Date:		Time:	

Return completed permit to: _____

Incident Protocols

Work-Related Injuries

1. Attend to the needs of the injured worker. Call 911 for any severe or life-threatening injury.
2. Notify the business office with the basic information. If the injury occurs outside of normal office hours, leave a voice message in the general delivery mailbox and follow up with the business office to verify that the message was received.
3. Identify and secure or eliminate the hazard.
4. Gather written statements from witnesses.
5. Complete the Incident Report and the Supplemental Report.
6. Turn in completed detailed reports to the business office, central mail slot “Incident Reports”, within 24 hours.

All injuries regardless of severity must be reported to the business office immediately.
ALL INJURED *employees are required to participate in the company’s mandatory post-incident substance testing program.*
DO NOT *discuss specific details related to any on the job injury with anyone other than an authorized representative of the Company.*

Automobile Collisions

1. Notify emergency services (call 911) and attend to injured parties.
2. Notify the business office with the basic information. If the collision occurs outside of normal office hours, leave a voice message in the general delivery mailbox and follow up with the business office to verify that the message was received.
3. Note the location of all vehicles involved (take photographs if possible).
4. If your vehicle is operable, remove it to a safe area away from the path of moving traffic.
5. Gather written statements from witnesses or obtain names, addresses and telephone numbers of witnesses.
6. Complete the Incident Report and Supplemental Report.
7. Turn in completed detailed reports to the business office, central mail slot “Incident Reports”, within 24 hours.

ALL EMPLOYEES *are required to participate in the company’s mandatory post-incident substance testing program.* **NEVER** *admit fault.*
DO NOT *discuss details of the incident with anyone other than a uniformed police officer and an authorized representative of the Company.*

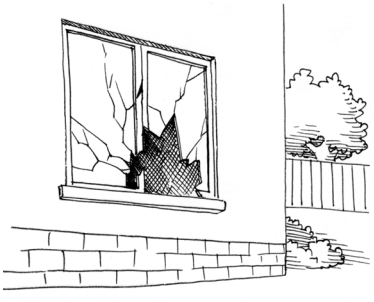
Regulatory Inspections

1. Escort the regulatory inspector to a job trailer or other area away from the active workplace.
2. Verify the credentials of the regulatory inspector and determine the purpose and focus of the inspection.
3. Notify a member of management of the inspector’s presence and purpose. If one is not immediately available, continue to contact them until they have been notified, a voice mail message is not acceptable notification.
4. Advise the regulatory inspector that your company’s representative is en route and request that they wait for their arrival.
5. Unless otherwise directed stay with the regulatory inspector until an authorized representative from the Company arrives at the workplace.
6. If the regulatory official starts the inspection prior to an authorized representative’s arrival, accompany the inspector through the entire process. Document and photograph any deficiencies identified by the inspector
7. Forward any pertinent documents received from the inspector to a member of the business office within 24 hours.

NEVER deny access to or argue with a regulatory inspector. Answer all questions directly, but do not volunteer information that is not requested.
NEVER allow a regulatory inspector to walk your workplace unescorted. Ensure that the regulatory inspector wears the required Personal Protective Equipment while on your workplace.

Third Party Liability

1. Any person that is not directly associated with your work environment who alleges physical damage, bodily injury, or other forms of loss should be referred to the business office. If they deliver documentation or volunteer information related to their claim, forward it IMMEDIATELY to the business office.
2. Notify the business office with the basic information. If the alleged incident occurs outside of normal office hours, leave a voice message in the general delivery mailbox and follow up with the business office to verify that the message was received.
3. Complete the Incident Report and Supplemental Report.
4. Turn in completed detailed reports to the business office, central mail slot “Incident Reports”, within 24 hours.



NEVER *accept liability under any circumstance.*
DO NOT *discuss details of the incident with anyone other than a uniformed police officer and an authorized representative of the Company.*

Equipment Damage

1. Notify the business office with the basic information. If the incident occurs outside of normal office hours, leave a voice message in the general delivery mailbox and follow up with the business office to verify that the message was received.
2. Note the location of damaged equipment (take photographs if possible).
3. Gather written statements from witnesses or obtain names, addresses and telephone numbers of witnesses.
4. Complete the Incident Report and Supplemental Report.
5. Turn in completed detailed reports to the business office, central mail slot “Incident Reports”, within 24 hours.

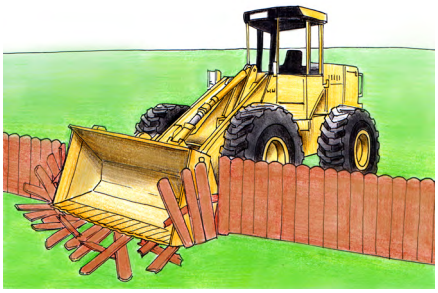
All employees involved in damaging equipment are required to participate in the company’s mandatory post-incident substance testing program. Do not discuss details of the incident with anyone other than an authorized representative of the Company.

Utility Damage

1. Contact the utility company and request that a representative inspect the damage.
2. Secure the location and follow up with the utility company until the representative responds.
3. Notify the business office with the basic information. If the incident occurs outside of normal office hours, leave a voice message in the general delivery mailbox and follow up with the business office to verify that the message was received.
4. Take pictures of the damaged utility and location of all Blue Stake markers.
5. Gather written statements from witnesses or obtain names, addresses and telephone numbers of witnesses.
6. Complete the Incident Report and Supplemental Report.
7. Turn in completed detailed reports to the business office, central mail slot “Incident Reports”, within 24 hours.
8. Have owner’s representative sign the responsibility form. Include the name and number of the utility representative.

ALL EMPLOYEES *are required to participate in the company’s mandatory post-incident substance testing program.* **NEVER** *accept responsibility for damaged utilities.*
DOCUMENT *all conversations and log telephone calls including names and telephone numbers with those related to the incident. When a formal response is necessary the business office will make it.*

Property Damage



1. If the incident involves an unattended vehicle or fixed object, take reasonable steps to locate and notify the owner. If the owner cannot be found, leave a notice on the vehicle or object, listing your name, the company’s name, address, telephone number and the name of a representative at the Company to contact.
2. Notify the business office with the basic information. If the incident occurs outside of normal office hours, leave a voice message in the general delivery mailbox and follow up with the business office to verify that the message was received.
3. Take pictures of the damage and any equipment that may have been involved in the incident.
4. Complete the Incident Report and Supplemental Report.
5. Turn in completed detailed reports to the business office, central mail slot “Incident Reports”, within 24 hours.

NEVER *accept responsibility for Property Damage.* **DO NOT** *attempt to make settlement.*
DO NOT *discuss details of the incident with anyone other than an authorized representative of the Company.* **ALL EMPLOYEES** *involved in incident are required to participate in the company’s mandatory post-incident substance testing program.*

Theft

1. Notify the police department and request a police report.
2. Notify the business office with the basic information. If you discover the theft outside of normal office hours, leave a voice message in the general delivery mailbox and follow up with the business office to verify that the message was received.
3. Gather written statements from witnesses, if any, including their names, addresses and telephone numbers.
4. Complete the Incident Report and Supplemental Report.
5. Turn in completed detailed reports to the business office, central mail slot “Incident Reports”, within 24 hours.

Vandalism

1. Notify the police department and request a police report.
2. Notify the business office with the basic information. If you discover the vandalism outside of normal office hours, leave a voice message in the general delivery mailbox and follow up with the business office to verify that the message was received.
3. Gather written statements from witnesses, if any, including their names, addresses and telephone numbers.
4. Complete the Incident Report and Supplemental Report.
5. Turn in completed detailed reports to the business office, central mail slot “Incident Reports”, within 24 hours.

EMERGENCY CONTACTS:	*Premier Risk Management* 623-243-7263 • 1-800-980-7475	*Ryan Mechanical Co.* 480-497-4526

Medical Clinic Network

CENTRAL PHOENIX

PRIMARY CARE

Arizona Industrial Medicine
Dr. Gregory Johnston
515 N 18th St
Phoenix, AZ 85006
602-470-0021

Monday–Friday 8AM–5PM

SECONDARY CARE

Banner - University Medical Center Phoenix Occupational Health Clinic
1300 N 12th St, Suite 520
Phoenix, AZ 85006
602-839-4456

Monday–Friday 6AM–10PM
Saturday–Sunday 8AM–4PM

HOSPITAL

Saint Joseph's Hospital
350 W Thomas Rd
Phoenix, AZ 85013
602-406-3000

HOSPITAL

John C. Lincoln Hospital
250 E Dunlap Ave
Phoenix, AZ 85020
602-943-2381

WEST VALLEY

PRIMARY CARE

Holland Center for Family Health
Dr. Joshua Holland
6760 W Thunderbird Rd, Ste E-100
Peoria, AZ 85381
602-978-8477

Monday–Thursday 7:30AM–3:30PM
Friday 7-11:30AM

PRIMARY CARE

MY DR NOW
Dr. Payam Zamani
2640 W Baseline Rd, Ste 111
Phoenix, AZ 85041
480-257-1122

Monday–Friday 8AM–8PM
Weekends/holidays 8AM–4PM

PRIMARY CARE

MY DR NOW
Dr. Payam Zamani
5045 W Baseline Rd, Ste A110
Laveen, AZ 85339
480-257-1122

Monday–Friday 8AM–8PM
Weekends/holidays 8AM–4PM

SECONDARY CARE

Banner Estrella Occupational Health Clinic
9305 W Thomas Rd, Ste 235
Phoenix, AZ 85037
623-327-4100

Monday–Friday 7AM–6PM

HOSPITAL

Banner Thunderbird Medical Center
5555 W Thunderbird Rd
Glendale, AZ 85306
602-865-5555

HOSPITAL

Banner Estrella Medical Center
9201 W Thomas Rd
Phoenix, AZ 85037
623-327-4000

HOSPITAL

Banner Del Webb Medical
14502 W Meeker Blvd
Sun City West, AZ 85375
623-524-4000

HOSPITAL

Abrazo West Campus
13677 W McDowell Rd
Goodyear, AZ 85395
623-882-1500

HOSPITAL

Abrazo Arrowhead Hospital
18701 N 67th Ave
Glendale, AZ 85308
623-561-1000

EAST VALLEY

PRIMARY CARE

MY DR NOW
Dr. Payam Zamani
287 E Hunt Hwy, Ste 105
San Tan Valley, AZ 85143
480-257-1122

Monday–Friday 8AM–8PM
Weekends/holidays 8AM–4PM

PRIMARY CARE

MY DR NOW
Dr. Payam Zamani
428 S Gilbert Rd, Ste 101
Gilbert, AZ 85296
480-257-1122

Monday–Friday 8AM–8PM
Weekends/holidays 8AM–4PM

PRIMARY CARE

MY DR NOW
Dr. Payam Zamani
3100 N Alma School Rd
Chandler, AZ 85224
480-257-1122

Monday–Friday 8AM–8PM
Weekends/holidays 8AM–4PM

PRIMARY CARE

MY DR NOW
Dr. Payam Zamani
1982 W Main St, Ste 101
Mesa, AZ 85201
480-257-1122

Monday–Friday 8AM–8PM
Weekends/holidays 8AM–4PM

PRIMARY CARE

MY DR NOW
Dr. Payam Zamani
1035 N Ellsworth Rd, Ste 108
Mesa, AZ 85207
480-257-1122

Monday–Friday 8AM–8PM
Weekends/holidays 8AM–4PM

SECONDARY CARE

Banner Desert Occupational Health Clinic
2225 W Southern Ave
Mesa, AZ 85202
480-412-3275

Monday–Friday 7AM–6PM

SECONDARY CARE

Banner Gateway Occupational Health Clinic
1920 N Higley Rd
Suite 108, Gilbert, AZ 85234
480-543-3300

Monday–Friday 7AM–6PM

HOSPITAL

Dignity Health Mercy Medical Center
3555 S Val Vista Dr
Gilbert, AZ 85297
480-728-8000

HOSPITAL

Banner Gateway Medical Center
1900 N Higley Rd
Gilbert, AZ 85234
480-543-2000

HOSPITAL

Tempe St. Luke's Hospital
1500 S Mill Ave
Tempe, AZ 85281
877-351-9355

HOSPITAL

Honor Health Scottsdale Medical Center
9003 E Shea Blvd
Scottsdale, AZ 85260
480-323-3000

NORTHERN ARIZONA

URGENT CARE

Northeast Professional Plaza
1515 E Cedar Ave, Ste A-3
Flagstaff, Arizona 86004
928-527-8505

Monday–Friday 8AM–6PM
Saturday 8AM–1PM

URGENT CARE

Prescott Next Care
2062 Willow Creek Rd
Prescott, AZ 86301
928-443-5103

Monday–Friday 8AM–9PM
Saturday–Sunday 9AM–4PM

HOSPITAL

Yavapai Regional Medical
1003 Willow Creek Rd
Prescott, Arizona 86301
928-445-270

SOUTHERN ARIZONA

HOSPITAL

Tucson Medical Center
5301 E Grant Rd
Tucson, AZ 85712
520-327-5461

Necessary Information

1. Your Name 2. Worksite location / Project Number 3. Location of incident 4. Type of Incident:

Injury	Collision	Third-party Liability	Equipment Damage
• Name of injured employee • Nature and severity of the injury (minor, severe, life threatening)	• Name of involved employee(s) and others. • If there are injuries, name(s) of those injured (both employees(s) and others) • Nature and severity of the injuries (minor, severe, life threatening) • Company vehicle or equipment involved.	• Name of individual making the claim • Nature of claim • Reasonable estimate of claim value	• Make and model of equipment and equipment identification number • Severity of damage
Utility Damage	**Property Damage**	**Theft**	**Vandalism**
Type and owner of utility • Nature of damage	• Name of individual(s) involved • Nature and severity of the incident • Reasonable estimate of the damages	• Items stolen and estimated value of the stolen items	• Items vandalized and estimated value of the vandalized items

Incident Report Form

Please complete this form and return to main office within 24 hours of the incident.

EMPLOYEE INFORMATION

EMPLOYEE COMPLETES THIS SECTION

Job location: _____ Employee ID: _____

Employee name (print): _____ Gender: Male Female

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Work Phone: _____

Department: _____ Title Code/Job Title: _____

Work Hours: _____ Hours Worked Per Week: _____

Employment Type: Full-Time Part-Time Career Limited Appointment Volunteer

INCIDENT INFORMATION

Date of Incident: _____ Time of Incident: _____ : _____ AM PM

Location of Incident: _____

Incident Address: _____ City: _____ State: _____ Zip: _____

Precautions taken:

Describe how the incident occurred.

Was incident reported? Yes No If "Yes", to whom? _____ Date Reported: _____

Was there a witness? Yes No Unknown

Witness #1 (Full Name): _____ Phone: _____

Witness #2 (Full Name): _____ Phone: _____

Witness Statement:

Employee signature: _____ Date: _____

A.R.S. 20-466.03 "For your protection, Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties."

SUPERVISOR SECTION

Supervisor Name: _____ Work Phone: _____ Work Email: _____

Employee name: _____ Police report: _____

Was prior approval of work given? Yes No

Was employee escorted? Yes No Unknown If “Yes”, Name of Escort: _____

Was there equipment involved? Yes No If “Yes”, what was the equipment? _____

What action will be taken to prevent recurrence? _____

Comments: _____

Type of work being performed:

Additional Comments:

Name: _____ Title: _____

Signature: _____ Date: _____

New Hire Safety Orientation Training

Name: _____ Position/Job title: _____ Date: _____

Supervisor name: _____ Phone: _____

New Hire previous safety training and certifications:

JOBSITE INFORMATION

Name of competent person: _____ Jobsite phone: _____

Correct or report all safety concerns.

LOCATION OF FACILITIES
Parking
Break Area
Rest Rooms/Wash Stations

TIME AND LOCATION OF SAFETY MEETINGS

_____

ASSIGNED SAFETY PARTNER

_____

INDIVIDUAL COMMITMENT

PRE-PLANNING

PERSONAL PROTECTIVE EQUIPMENT (PPE)
Hard Hat
Safety Vest/Safety Shirt
As Needed:
Gloves, Hearing Protection, Face Shields and Respiratory Protection

FALL PROTECTION
Required Equipment
Full Body Harness
Double Locking, Shock Absorbing Lanyard
Ladders/Scaffolds
Personnel Lifts
CAZ'S
Safety Monitor

HAZARDOUS COMMUNICATION
Location of chemical list and SDSs
Questions or concerns, contact your supervisor
Fire Procedures
Spill Procedures

ITEMS REQUIRING FURTHER TRAINING
Excavation and Trenching, Confined Space Entry, Forklift, Fall Protection, Hazardous Materials, Lock-out/Tag-out, Traffic Control, Hot Work, Aerial Lift

ELECTRICAL
Ground Fault Circuit Interrupter (GFC I) Required

CONFINED SPACE PROCEDURE
Do not enter any confined spaces without contacting your Supervisor

LIFTING
Proper Lifting Technique
Ask for assistance if item is too heavy or bulky to lift

HOUSEKEEPING
Clean up as you work throughout the day

EMERGENCY RESPONSE PLAN
First-Aid/Bloodborne Pathogen Kit
Report all incidents–no matter how minor
Small Injuries
Near Misses
Equipment and Property Damage
Major Injuries

SAFETY DISCIPLINE PROCEDURE
Verbal Warning
Written Reprimand
Suspension
Dismissal/Termination of Employment
Severity of Penalty Dependent Upon Severity of Safety Violation

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
Dispute Resolution Procedures

SUBSTANCE TESTING POLICY
Post Incident, Random and Reasonable Suspicion

I acknowledge that I have received the initial company safety orientation. I understand that it is my obligation to be an active participant in safety performance and that working safely will be my number one priority. I have been oriented with the company's rules, regulations and safe work practices as set forth. I will always seek assistance from the competent person if I need help, feel I am not qualified, or have not been properly trained before starting any task.

Employee Signature: _____

Powered Industrial Truck Daily Checklist

(FORKLIFT CHECKLIST DIARY)

Equipment # _____

For week of _____ — _____ , 2020

Okay *Bien* = 4 **Not Applicable** *No Applicable* = N/A **Not Okay** *No Bien* = X

Engine *Motor*	MON.	TUES.	WED.	THUR.	FRI.	SAT.	SUN.
Crankcase oil *Aceite del cárter de cigüeñal*							
Belts *Cinturones*							
Wires *Alambres*							
Brake Fluid *Flúido del freno*							
Hydraulic Fluid *Flúidohidráulico*							
Hydraulic Lines *Cuerdas hidráulicas*							
Fuel Line *Cuerda del combustible*							
Fuel Tank *Tanque del combustible*							
LPG tank straps *LPG correas del tanque*							
Body *Cuerpo*	**MON.**	**TUES.**	**WED.**	**THUR.**	**FRI.**	**SAT.**	**SUN.**
Overhead Cage *Sobre la cabeza Jaula*							
Tires, Wheels, Rims *Neumáticos, Ruedas, Margenes*							
Forks *Tenedores*							
Mast Chains *Cadenas del mástil*							
Fire Extinguisher *Apagaincendios*							
Operating Instructions *Operar Instrucciones*							
Lifting Capacity *Alzar Capacidad*							
Operational *Operacional*	**MON.**	**TUES.**	**WED.**	**THUR.**	**FRI.**	**SAT.**	**SUN.**
Seat *Asiento*							
Seat Belt *Cinturón del asiento*							
Adjusted Seat *Ajuste Asiento*							
Seat Safety Switch *Interruptor de la Seguridad del asiento*							
Parking Brake *Freno del aparcamiento*							
Service Brake *Freno del servicio*							
Steering *Dirigir*							
Horn *Cuerno*							
Gear Shift Lever *Palanca del Cambio del vestido*							
Transmission *Transmisión*							
Back-up Warning Device *Apoye Aparato de la Advertencia*							
Gauges, Temperature *Medidas, Temperatura*							
Gauges, Hour *Medidas, Hora*							
Gauges, Speed *Medidas, Rapidez*							
Gauges, Battery *Medidas, Batería*							
Lights, Head *Luces, Cabeza*							
Lights, Tail *Luces, Cola*							
Lights, Signal *Luces, Signo*							
Lights, Warning *Luces, Advertencia*							
Mast Lift Up/Down *Alzamiento del mástil Arriba/Abajo*							
Mast Tilt *Inclinación del mástil*							
Mast Side/Squeeze *Apretón de la Orilla del mástil*							

Signature of Inspector for Each Day *Firma de Inspector por Cada Día*

Monday *Lunes* _____	**Friday** *Viernes* _____
Tuesday *Martes* _____	**Saturday** *Sábado* _____
Wednesday *Miércoles* _____	**Sunday** *Domingo* _____
Thursday *Jueves* _____	

Specified Exposure Control Methods When Working With Materials Containing Crystalline Silica

EQUIPMENT / TASK	ENGINEERING AND WORK PRACTICE CONTROL METHODS	REQUIRED RESPIRATORY PROTECTION AND MINIMUM ASSIGNED PROTECTION FACTOR (APF)	
		≤ 4 HOURS / SHIFT	> 4 HOURS / SHIFT
(i) Stationary masonry saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
(ii) Handheld power saws (any blade diameter)	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • When used outdoors. • When used indoors or in an enclosed area.	 None APF 10	 APF 10 APF 10
(iii) Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less)	For tasks performed outdoors only: Use saw equipped with commercially available dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.	None	None
(iv) Walk-behind saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • When used outdoors. • When used indoors or in an enclosed area.	 None APF 10	 None APF 10
(v) Drivable saws	For tasks performed outdoors only: Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None

EQUIPMENT / TASK	ENGINEERING AND WORK PRACTICE CONTROL METHODS	REQUIRED RESPIRATORY PROTECTION AND MINIMUM ASSIGNED PROTECTION FACTOR (APF)	
		≤ 4 HOURS / SHIFT	> 4 HOURS / SHIFT
(vi) Rig-mounted core saws or drills	Use tool equipped with integrated water delivery system that supplies water to cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
(vii) Handheld and stand-mounted drills (including impact and rotary hammer drills)	Use drill equipped with commercially available shroud or cowling with dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes.	None	None
(viii) Dowel drilling rigs for concrete	For tasks performed outdoors only: Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes.	APF 10	APF 10
(ix) Vehicle-mounted drilling rigs for rock and concrete	Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector. OR Operate from within an enclosed cab and use water for dust suppression on drill bit.	None None	None None
(x) Jackhammers and handheld powered chipping tools	Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact. • When used outdoors. • When used indoors or in an enclosed area. OR Use tool equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. • When used outdoors. • When used indoors or in an enclosed area.	 None APF 10 None APF 10	 APF 10 APF 10 APF 10 APF 10

EQUIPMENT / TASK	ENGINEERING AND WORK PRACTICE CONTROL METHODS	REQUIRED RESPIRATORY PROTECTION AND MINIMUM ASSIGNED PROTECTION FACTOR (APF)	
		≤ 4 HOURS / SHIFT	> 4 HOURS / SHIFT
(xi) Handheld grinders for mortar removal (i.e., tuckpointing)	Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	APF 10	APF 25
(xii) Handheld grinders for uses other than mortar removal	For tasks performed outdoors only: Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. OR Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	None	None
	• When used outdoors.	None	None
	• When used indoors or in an enclosed area.	None	APF 10

EQUIPMENT / TASK	ENGINEERING AND WORK PRACTICE CONTROL METHODS	REQUIRED RESPIRATORY PROTECTION AND MINIMUM ASSIGNED PROTECTION FACTOR (APF)	
		≤ 4 HOURS / SHIFT	> 4 HOURS / SHIFT
(xiii) Walk-behind milling machines and floor grinders	Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. OR	None	None
	Use machine equipped with dust collection system recommended by the manufacturer. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.	None	None
(xiv) Small drivable milling machines (less than half-lane)	Use a machine equipped with supplemental water sprays designed to suppress dust. Water must be combined with a surfactant. Operate and maintain machine to minimize dust emissions.	None	None
(xv) Large drivable milling machines (half-lane and larger)	For cuts of any depth on asphalt only: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. Operate and maintain machine to minimize dust emissions.	None	None
	For cuts of four inches in depth or less on any substrate: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. Operate and maintain machine to minimize dust emissions. OR	None	None
	Use a machine equipped with supplemental water spray designed to suppress dust. Water must be combined with a surfactant. Operate and maintain machine to minimize dust emissions.	None	None

EQUIPMENT / TASK	ENGINEERING AND WORK PRACTICE CONTROL METHODS	REQUIRED RESPIRATORY PROTECTION AND MINIMUM ASSIGNED PROTECTION FACTOR (APF)	
		≤ 4 HOURS / SHIFT	> 4 HOURS / SHIFT
(xvi) Crushing machines	Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyers, sieves/sizing or vibrating components, and discharge points). Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions. Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote control station.	None	None
(xvii) Heavy equipment and utility vehicles used to abrade or fracture silica- containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	Operate equipment from within an enclosed cab. When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions.	None None	None None
(xviii) Heavy equipment and utility vehicles for tasks such as grading and excavating but not including: demolishing, abrading, or fracturing silica- containing materials	Apply water and/or dust suppressants as necessary to minimize dust emissions. OR When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.	None None	None None

Safety Inspection Form

INSPECTION INFORMATION

JOBSITE DESCRIPTION	*JOBSITE ADDRESS*	*INSPECTION DATE*

COMPETENT PERSON	*INSPECTION PERFORMED BY:*

INSPECTION POINTS

A.	GENERAL SAFETY AND HEALTH PROVISIONS	YES	NO	N/A
1.	Are access and egress points well defined and clear of recognizable hazards?			
2.	Where the public comes in close proximity to construction work, are those areas appropriately protected?			
3.	Is there a competent person on site for each trade when employees are engaged in work activities?			
4.	Is debris being cleared during the course of construction?			
5.	Is there drinking water, cups, and trash receptacle available? *(one quart per hour per employee)*			
6.	Are there suitable hand washing facilities available? *If not, is there hand sanitizer?*			
7.	Are there toilet facilities available for employees?			
8.	If working at night, are there appropriate work lights for all working areas?			
9.	Are there suitable trash receptacles for construction activities?			
10.	If there is a first aid kit on site, is it inspected and maintained in accordance with ANSI Z308.1-978?			
11.	Is there a blood-borne pathogen kit on location?			

B.	EMPLOYEE RIGHT-TO-KNOW / HAZARDOUS COMMUNICATIONS	YES	NO	N/A
1.	Have employees been made aware of all hazardous materials on site?			
2.	Is there a current Chem-List and access to information available to all employees?			

C.	PERSONAL PROTECTIVE EQUIPMENT	YES	NO	N/A
1.	Are all employees wearing required PPE for the work environment? *(hardhats, safety glasses, vests)*			
2.	Are employees wearing appropriate clothing and shoes for the work environment? *ANSI/ISEA Z87.1-2015*			
3.	Are safety vests or other appropriate high reflective clothing worn while working along roadways or at night?			

C.	PERSONAL PROTECTIVE EQUIPMENT	YES	NO	N/A
4.	Is hearing protection being utilized where appropriate? (*Normal conversation rule.)*			
5.	Are respirators used when required?			
6.	Have employees been medically cleared to wear the respirator?			
7.	Are exposures to Silica being controlled appropriately?			

D.	HOUSEKEEPING / MATERIAL HANDLING, STORAGE, USE AND DISPOSAL	YES	NO	N/A
1.	Is material stored correctly and in designated areas on the jobsite?			
2.	Do powered industrial truck operators have a valid operator's license for the equipment they are operating, issued by the company they work for?			
3.	Are forklifts inspected daily before use and is that inspection ready for review?			
4.	Is the operator trained and do they have an authorization ID issued by their employer?			

E.	FIRE PROTECTION / PREVENTION	YES	NO	N/A
1.	Are fire extinguishers available for immediate use?			
2.	Is there one fire ext. rated at least 2A for each 100 feet of travel, for every 3000 square of floor space, at least one per floor and at every stairwell?			
3.	Are fire extinguishers periodically inspected and maintained in accordance with Maintenance and Use of Portable Fire Extinguishers, NFPA No. 10A-1970?			
4.	Is there a fire extinguisher rated no less than 10B within 50 feet where there is more than 5 gallons or 5 lbs. of flammable liquids or gas?			
5.	Are only approved metal self-closing containers with a spark screen and pressure release used for the storage of gasoline on a job site? (*Must be 5 gallons or less.)*			
6.	Is smoking only allowed in approved areas?			
7.	Are exits maintained on all floors for safe egress from the work-site in case of a fire?			

F.	ELECTRICAL / HAND AND POWER TOOLS	YES	NO	N/A
1.	Are extension cords of a hard use type number 12 or better? *NOTE: The National Electrical Code, ANSI/NFPA 70, in Article 400, Table 400-4, lists various types of flexible cords, some of which are noted as being designed for hard or extra-hard usage. Examples of these types of flexible cords include hard service cord (types S, ST, SO, STO) and junior hard service cord (types SJ, SJO, SJT, SJTO).*			
2.	Are temporary circuits protected by GFCI?			
3.	Is electrical equipment and tools marked to include manufacturer's name, trademark, or other descriptive marking by which the organization responsible for the product may be identified.			
4.	Do markings include voltage, current, wattage, or other ratings as necessary? *The marking shall be of sufficient durability to withstand the environment involved.*			

F.	ELECTRICAL / HAND AND POWER TOOLS	YES	NO	N/A
5.	Are cords protected from damage like pinch points, doorways, metal studs, and roadways?			
6.	Is the strain relief or insulation damaged?			
7.	Are all circuits de-energized prior to employees completing work?			
8.	Are employees working on live circuits? *If so, is there a NFPA 70E Hot Work Permit completed and available for review?*			

G.	LADDERS AND STAIRWAYS / SCAFFOLDING	YES	NO	N/A
1.	Are ladders used for the purpose they were designed?			
2.	Are spreader locks used with all step ladders?			
3.	Are all safety labels and warnings legible?			
4.	Are ladders in serviceable condition?			
5.	Are ladders used for access and egress secured to prevent displacement?			
6.	Is a ladder available where ever there is a break in elevation of 19 inches or more?			
7.	Are pans on stairways fill with concrete or other material prior to use?			
8.	Do stairways having more than four risers or rising more than 30 inches have at least one handrail?			
9.	Are ladders being loaded beyond their designed capacity?			
10.	Are employees who use ladders maintaining at least three points of contact when ascending or descending?			

H.	TRENCHING, EXCAVATIONS AND SHORING	YES	NO	N/A
1.	Before excavating, has Blue Stake identified underground utilities, is a report no more than 15 days old available for review?			
2.	Has the competent person inspected the excavation, air quality and shoring system before work begins?			
3.	Are appropriate shield and/or protection systems installed for employee protection after five feet or when conditions dictate?			
4.	Is tabulated data available on site for all shoring systems in use?			
5.	Are spoil piles a minimum of two feet away from excavation?			
6.	Are there ladders or other acceptable access and egress point every 25 feet for employees working in an excavation deeper than 4 feet?			
7.	Are there any engulfment hazards and has the competent person completed the appropriate confined space permit?			
8.	If the excavation is deeper than 20 feet, has a qualified engineer designed the shoring system?			

H.	TRENCHING, EXCAVATIONS AND SHORING	YES	NO	N/A
9.	Are exposed utilities supported in open excavations?			
10.	Are buildings, sidewalks, roadways or other adjacent facilities supported or braced to prevent failure?			

I.	HEAVY EQUIPMENT AND CRANES	YES	NO	N/A
1.	Are all crane operators “Certified” for cranes with a lift capacity of 2,001 lbs. or more? *(acceptable certification is one issued by an accredited crane operator certification and testing agency, an employer run audited crane operator program, a U.S. Military members still working for a branch of the military (civilian contractors to the military do not count), or a government entity.*			
2.	Was the area where the crane was set up selected by a controlling contractor or property owner/manager?			
3.	If the crane is erected in close proximity to an active runway, was the FAA notified and is the permit on site?			
4.	Is the crane positioned closer than 20 feet to any power line?			
5.	Has the crane been inspected by a qualified person prior to beginning work?			
6.	Are taglines used to position loads?			
7.	Is all rigging inspected and in serviceable condition?			
8.	Is all rigging within the loads limits of any expected lift operation?			
9.	Have all rigger and signalers been trained?			

J.	CONCRETE AND CONCRETE FORMS	YES	NO	N/A
1.	Are all employees engaged in concrete work using appropriate PPE?			
2.	Are respirators used when grinding cutting or drilling masonry where silica may be present?			
3.	Are there appropriate washing stations available for all employees to wash their hands?			
4.	Is there an emergency eye wash station available for all employees working with concrete?			
5.	Are all form pins straight and the striking surface in serviceable condition, mushroom heads?			
6.	Are rebar caps installed where impalement hazards exist?			
7.	Are mixers appropriately guarded?			
8.	Are metal finishing tools being used near power lines?			
9.	Are employees provided with rubber boots and gloves?			
10.	Are concrete trucks working in close proximity to open trenches?			

K.	FALL PROTECTION	YES	NO	N/A
1.	Has the competent person inspected all fall protection systems and anchor points prior to engaging employees in work activities?			
2.	Are all employees working at or above six feet from a lower surface protected from fall hazards by use of PFPS, guardrails, or safety nets?			
3.	Is there a site specific fall protection plan that includes rescue available on site for review?			
4.	Are top rails installed at 42 plus or minus 3 inches and will they hold 200 lbs. of force down and out?			
5.	Are mid rails installed at half way between the top rail and the working surface or at least 21 inches and capable of supporting 150 lbs. of force down and out?			
6.	Are retractable lines capable of restricting fall distances to 2' with a minimum tensile load of 3,000 lbs.?			
7.	Are retractable lines that do not restrict fall distances to 2' have a tensile load strength of 5,000 lbs.?			
8.	Are positioning devices rigged to prevent falls to 2' and are they anchored to support a minimum of 3,000 lbs. or twice the anticipated load?			
9.	Are warning lines installed no less than 6' from the edge of a roof or working surface?			
10.	Does the warning line have a minimum tensile strength of 500 lbs.?			
11.	Is the warning line installed so that the maximum height is 39" and the lowest height, including slag, is 34 inches?			
12.	Is the warning line flagged every 6' with high visibility material?			
13.	Are the warning line stanchions able to resist a 16 lb. tipping force?			
14.	If a safety monitor is used, is the competent person the safety monitor?			
15.	Can he communicate with all employees engaged in work activities with no barriers?			
16.	Are all employees working in plain sight of the safety monitor on the same working surface?			
17.	Is the safety monitor system being used on a low slope surface, 4:12 or less?			
18.	Are all holes on the walking working surface, greater than 2", covered with a material capable of supporting at least twice potential loads?			
19.	Are all covers clearly marked "HOLE" or "COVER"?			

L.	TRAFFIC CONTROL	YES	NO	N/A
1.	Was a written traffic control plan submitted and approved before work begins?			
2.	Are employees protected from traffic by barricades, signs, and other means of high visibility systems?			
3.	Are lane closures and control systems being maintained at all times during construction?			

M.	WELDING AND CUTTING	YES	NO	N/A
1.	Are valve protection caps installed on all gas cylinders in storage?			
2.	Are stored cylinders protected from tipping be chain or other suitable devise?			
3.	Are gauges and valves in serviceable condition?			
4.	Are fuel and gas hoses easily distinguishable by color or other characteristics?			
5.	If hoses are run together in parallel sections, is there more than 4” out of every 12” covered in tape?			
6.	Are torches being ignited by friction strikers?			
7.	Are different gasses in storage separated by 20’ or a five foot fire wall with a one-hour minimum rating?			
8.	Are arc welding cables completely insulated and a flexible type?			
9.	Arc cables cannot be repaired within 10’ feet of either end.			
10.	Are repaired or spliced cables connected as to retain the same characteristics designed by the manufacturer?			

N.	STEEL ERECTION	YES	NO	N/A
1.	Are all employees engaged in steel erection activities on a walking working surface protected from falls above 15’?			
2.	Is there an established controlled decking zone between 15’ and 30’ above a lower level?			
3.	Are all employees protected from falls above 2 stories or 30’?			
4.	Are the boundaries for the controlled decking zone greater than 90’ wide and 90’ deep?			

O.	DUST CONTROL	YES	NO	N/A
1.	Is there evidence of track-out from the job site?			
2.	Is there an area for tire cleaning established and maintained?			
3.	Is the gravel pad at the entrance to the job site at least 3” deep, 30’ wide and 50’ in length?			
4.	Is dust from the work site being controlled effectively?			

P.	EAP	YES	NO	N/A
1.	Have employers provided their employees the physical address of the work site?			
2.	Has an evacuation alarm and gathering p[lace been established for the work site?			
3.	Are competent persons for each trade aware of the closest medical treatment facility?			
4.	Does each competent person know how to report an unsafe condition?			

ACTIONABLE ITEMS

ITEM 1			
COMPANY	*RESPONSIBLE PARTY*	*PHONE NUMBER*	*ABATEMENT DATE*
NOTED DEFICIENCY			
CORRECTIVE ACTION			

ITEM 2			
COMPANY	*RESPONSIBLE PARTY*	*PHONE NUMBER*	*ABATEMENT DATE*
NOTED DEFICIENCY			
CORRECTIVE ACTION			

ITEM 3			
COMPANY	*RESPONSIBLE PARTY*	*PHONE NUMBER*	*ABATEMENT DATE*
NOTED DEFICIENCY			
CORRECTIVE ACTION			

ITEM 4			
COMPANY	*RESPONSIBLE PARTY*	*PHONE NUMBER*	*ABATEMENT DATE*
NOTED DEFICIENCY			
CORRECTIVE ACTION			

ACTIONABLE ITEMS (CONTINUED)

ITEM 5			
COMPANY	*RESPONSIBLE PARTY*	*PHONE NUMBER*	*ABATEMENT DATE*
NOTED DEFICIENCY			
CORRECTIVE ACTION			

ITEM 6			
COMPANY	*RESPONSIBLE PARTY*	*PHONE NUMBER*	*ABATEMENT DATE*
NOTED DEFICIENCY			
CORRECTIVE ACTION			

ITEM 7			
COMPANY	*RESPONSIBLE PARTY*	*PHONE NUMBER*	*ABATEMENT DATE*
NOTED DEFICIENCY			
CORRECTIVE ACTION			

ITEM 8			
COMPANY	*RESPONSIBLE PARTY*	*PHONE NUMBER*	*ABATEMENT DATE*
NOTED DEFICIENCY			
CORRECTIVE ACTION			

Scaffold Use Agreement

This agreement is made and entered into this _____ day of _____, by and between Ryan Mechanical Co., hereinafter referred to as "the Company", and _____, hereinafter referred to as "Licensee". Whereas The Company will make available certain scaffolding, which has been erected at the following project (name and address) _____, and whereas licensee wishes to use the above-described scaffolding in order to perform its work at the same construction site. Now, therefore in consideration of the mutual covenants and agreements contained herein, the parties hereto agree as follows:

1. **Use of scaffolding.** Licensee may use the above-described scaffolding for the following purposes: access and egress of the work site to include use of construction elevator. Removal of abated material to external trash receptacles east of court building.

2. **Acknowledgment of scaffolding condition.** Licensee hereby acknowledges that a Competent person of licensee's company has inspected said scaffolding and that it is in a safe and satisfactory condition for use by licensee's employees. Licensee hereby acknowledges that all employees who will use the scaffold have been trained in the safe use of scaffold and the recognition of potential hazards related to scaffold use.

3. **Inspection and repair.** Prior to each use of the scaffolding, the licensee's designated Competent person shall examine/inspect the scaffolding and takes all such action and makes minor modifications and repairs as shall be reasonably necessary in order to assure the scaffolding is in a usable and safe condition. This inspection is to be done daily utilizing the attached inspection form, a copy of which is to be provided to the Company after each inspection. "Usable and safe condition" shall include licensee assuring itself that the scaffolding is in compliance with all applicable laws and regulations including but not limited to, subpart "L" of the OSHA standard for construction (29 CFR 1926). If the scaffolding is determined to be unsafe or not usable, licensee and its employees shall refrain from using it until all such defects and deficiencies have been corrected. The user hereby waives any claims against the Company with respect to the condition of the scaffolding for any time that the licensee or its employees are using the scaffolding. The licensee is accepting the scaffolding "as is" and "where is". Notwithstanding the foregoing, licensee shall not make any permanent or material modifications to the structural components of the scaffolding without the express written approval of the Company.

4. **Indemnification.** Licensee hereby agrees to indemnify and hold harmless the Company from any and all claims of any nature made by third parties, including licensee's employees, arising out of the use of the scaffolding during those periods when licensee has the right to use said scaffolding. *PRIOR TO THE LICENSEE OR ITS EMPLOYEES ACTUALLY USING THE SCAFFOLDING, THE LICENSEE SHALL FURNISH TO THE COMPANY A CERTIFICATE OF INSURANCE ISSUED BY AN INSURANCE COMPANY AS FOLLOWS:* The insurance policy shall have a minimum coverage of $1,000,000 (for each Occurrence); the insurance policy shall be with a company or companies acceptable to the Company; the policy shall name The Company as an additional insured; and shall constitute the primary liability coverage in the event of a claim by the licensee or its employees. In addition licensee shall pay any sums expended by the Company, its agents or attorneys to investigate prosecute or defend any such claims, any judgment rendered against the Company and any sums paid in settlement of such claims.

5. **Use of scaffolding by others.** Licensee shall not allow any person/s other than its own employees to use the scaffolding without direct authorization from the Company. If licensee or its employees become aware of persons trespassing upon the scaffold, the licensee shall immediately notify the Company of the trespassing identifying the parties involved if possible.

6. **Governing Law.** This contract shall be interpreted in accordance with the laws of the State of Arizona.

IN WITNESS WHEREOF, we hereunto set our hands this _____ day of _____.

Ryan Mechanical Co.	**Licensee**
By: _____	By: _____
Position: _____	Position: _____

Task and Safety Planning Worksheet

Job Title: _____ Job Location: _____

Department/Group: _____ Job Code/Req#: _____

Foreman: _____ Contact Number: _____

HR Contact: _____ Date Posted: _____

Employee(s): _____ Posting Expires: _____

External posting URL: _____

Internal posting URL: _____

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____

Last updated by: _____ Date/Time: _____

Scope of work:

Specific location of task being performed:

PROCESSES/CONDITIONS	YES	NO
Have you walked the work area specified?		
Are there any barricading issues including above or below?		
Are you working around live systems or equipment?		
Have you identified all emergency equipment including fire extinguishers, eye wash stations or showers?		
Are you familiar with the evacuation routes and plans		
Have you contacted the appropriate personnel?		
Has the work plan been coordinated with the other trades in the area?		
Is the work area congested with other trades?		
Are enough personnel assigned to this task to complete it safely?		
Does this task require special permits or training?		
Have all tools/equipment been inspected prior to use?		
Does the task require discharging of gas or fluids? If yes then a discharging permit is required!		
Do you need to review the SDS to proceed		
Are there adequate materials/tools for this task?		
Is live system mitigation needed? ***(IF YES, see your safety person before you start.)***		
Have employees been trained in proper PPE usage?		

CHECKLIST ITEMS			
SIPP	Open flame	Full-body PPE	Hand or arm protection
Lock-out/tag-out	APCI permit	Interstitial/RMF checklist	Flush or discharge
Confined space	CUDL form	Barricades/signage	eFIT, IRN, fusion, E.R.
EEW permit	Respirator	Hearing protection	PPE training for employees
PVC gluing	Metatarsal guards	Eye or face protection	
Fall protection	All employees reviewed	LSS yellow card	

STEPS	HAZARDS	HAZARD ELIMINATION
1.		
2.		
3.		
4.		
5.		
6.		
7.		

SIGNATURES

I have read and understand this pre-task planning worksheet.

Foreman: _____ Safety rep: _____

Crew: _____ Crew: _____

Crew: _____ Crew: _____

Crew: _____ Crew: _____

Crew: _____ Crew: _____

Crew: _____ Crew: _____

Crew: _____ Crew: _____

Crew: _____ Crew: _____

Utility Damage Acknowledgment Form

The following information is documentation of a utility hit and/or damage to an existing utility that was not properly blue staked and located and/or said damage was of no fault of the Company. This letter also will serve as the documentation for lost/standby time involved and pertaining to the Company.

Location of utility damage: _____

Time of utility damage: _____

Total lost/standby time: _____

Repairman on site: _____

Locate company: _____

Reason for utility damage:

UTILITY REPRESENTATIVE NAME	SIGNATURE	DATE
RYAN MECHANICAL COMPETENT PERSON	SIGNATURE	DATE

Chemical List

PRODUCT NAME	CHEMICAL NAME	CAS #
1. ABS PIPE & FITTINGS	Acrylonitrile butaiene styrene (ABS)	Exempt
2. COPPER/CARBON STEEL PIPE & FITTINGS	Iron (Steel)	7439-89-6
3. CAST IRON PIPE & FITTINGS	Cast Iron	SC-000-041
4. CLOROX BLEACH	Sodium hypochlorite	7681-52-9
5. QUICKRETE	Cement, Silica	65997-15-1
6. MARKING PAINT	Acetone, spray paint	67-64-1
7. BRAZING ROD 15% SILVER	Copper,Phosphorus, Silver	7440-50-8
8. COPPERMATE FLUX	Ammonium Chloride, Zinc	12125-02-9
9. CPVC PIPE & FITTINGS	Chlorinated Polyvinyl Chloride	68648-82-8
10. SOLDER STANDARD	Tin Antimony Alloy	7440-31-5
11. FIRE EXTINGUISHER	Ammonium sulfate	7783-20-2
12. ACETLYENE/BUTA DIENE/PRPNE	Acetylene mixture	74-86-2
13. GASOLINE	Hydrcarbons,additives	86290-81-5
14. LUMBER CRAYON	Silicon dioxide, Titanium dioxide	14808-60-7
15. MAPP GAS	Propylene, Methyl acetylene	115-07-1
16. METACAULK FIRESTOP	Silicone base	Exempt
17. NITROGEN GAS	Nitrogen	7727-37-9
18. NON-SHRINK GROUT	Quartz, with portland cement	14808-60-7
19. PLUMBERS PUTTY	Clay	Exempt
20. OXYGEN GAS	Oxygen	7782-44-7
21. PVC PIPE & FITTINGS	Polyvinyl Chloride	Exempt
22. MOTOR OIL	Petroleum oils	64742-52-5
23. RECTORSEAL #5	Diacetone Alcohol	123-42-2
24. ROOF FLASHING SEALANT	Limestone, Methyl acetate	1317-65-3
25. TEFLON TAPE	Nylon with Teflon treatment	Exempt
26. WD-40	Aliphatic Hydrocarbon	64742-47-8
27. PURPLE PRIMER	Methyl ethyl ketone with Acetone	78-93-3
28. PVC CEMENT	Tetrahydrofuran (THF)	109-99-9
29. ABS CEMENT	Methyl ethyl ketone with Acetone	78-93-3