**BCI GENERAL CONTRACTORS, INC.**

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

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SAFETY POLICY

BCI General Contractors, Inc is firmly committed to maintaining a safe and healthy working environment. To achieve this, we have implemented this comprehensive Injury and Illness Prevention Program ("IIPP"), designed to prevent workplace injuries, accidents and illnesses. A complete copy of the Program is maintained in the office and is always available for review.

The success of any safety program depends on the safety consciousness and cooperation of everyone in the organization.

BCI General Contractors, Inc has appointed Mike Buller as the Safety Director. He can be reached at 408.690.2626. Employees at all levels are expected to assist the safety director in the prevention of work-related accidents and injuries. It is the duty of each employee to adhere to all safety rules and to report any potential safety hazards to his or her supervisor immediately.

Any job-related injury, no matter how slight, must be reported immediately to the supervisor on the site. Workers' Compensation insurance is provided according to the state law for occupational injuries or diseases. The cost of this insurance is borne entirely by BCI General Contractors, Inc. Specific information regarding Workers' Compensation can be obtained from the Safety Director.

Good housekeeping is an integral part of any effective safety program. Keeping all work areas neat and clean reduces the chances of accidents and injuries. Good organization also increases the ability of employees to perform their jobs efficiently. Each employee is responsible for keeping the facilities neat and orderly. Housekeeping will be reviewed regularly.

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EMPLOYEE NAME Date

RESPONSIBILITY FOR SAFETY

All employees at BCI General Contractors, Inc are responsible for working safely and maintaining a safe and healthful work environment. Their responsibilities are shared as follows:

**1. SAFETY DIRECTOR**

The Safety Director, Mike Buller, is responsible for the overall implementation and maintenance of the Injury and Illness Prevention Program (IIPP). The Safety Director's duties include, but are not limited to the following:

1. Ensure that supervisors are trained in work-place safety and are familiar with the safety and health hazards to which employees, under their immediate direction or control may be exposed, as well as applicable laws, regulations and BCI General Contractors, Inc safety rules and policies;
2. Inspect, recognize, and evaluate work hazards on a continuing basis;
3. Develop methods for abating work hazards;
4. Ensure that work hazards are abated in a timely and effective manner;
5. Trace the cause of accidents, mishaps and incidents;
6. Conduct periodic risk assessments.
7. Conduct Accident/Illness Investigations;
8. The Safety Director may assign some or all of these tasks to other individuals within the company.

**2. SUPERVISORS**

All supervisors are responsible for the safety and health of the employees under their direction or control, and for the safety and health of patrons who enter their departments or work areas. To fulfill this duty, each supervisor must:

1. Become familiar with all applicable safety and health laws and regulations, and with BCI General Contractors, Inc rules and policies.
2. Ensure that all employees, while under his or her supervision, are properly trained in general safe practices, as well as in specific instructions with respect to hazards of each job.
3. Ensure that all employees, while under his or her supervision, perform their work in a safe and healthful manner that is consistent with BCI General Contractors, Inc rules and policies;
4. Take all reasonable steps necessary to avoid unsafe working conditions, accidents, injuries and illnesses;
5. Regularly inspect his or her department for work-place hazards and submit a timely and complete safety inspection report of any unsafe work-place condition or hazard, to the Safety Director;
6. Ensure that unsafe and unhealthy working conditions are corrected promptly;
7. Immediately report all work-place accidents, injuries or illnesses or "near misses" to the Safety Director.

**3. EMPLOYEES**

All employees are required to conduct themselves in a manner that is consistent with BCI General Contractors, Inc safety rules and policies. To fulfill this duty, each employee must:

1. Read and Complete all Safety Training weekly – It is delivered through your SCCI safety application.
2. Comply with all safety rules, policies and procedures;
3. Immediately report to the supervisor any job-related accidents, injuries or illnesses involving the employee, or to which the employee is a witness, to his or her supervisor;
4. Immediately report all unsafe conditions or hazards to his or her supervisor or to the Safety Director. Employees may report such conditions or hazards anonymously, without fear of reprisal.

COMMUNICATION WITH EMPLOYEES

We, at BCI General Contractors, Inc, believe that communicating with employees concerning work-place hazards and the methods used to control them, will help create the safest possible work environment. Our system for communicating with employees on safety and health issues includes:

**1. THE INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)**

A copy of this program will be available in the office, so that all employees can review it. Each employee with receive a copy of this program upon hire.

**2. SAFETY MEETINGS/SAFETY SHEETS**

Safety meeting sheets are sent out via our SCCI application each week to each employee. Employees are to review training online and sign on your electronic device. The meetings will cover issues such as:

1. New hazards that have been introduced or discovered in the workplace.
2. Causes of any recent accidents or injuries and the methods adopted by BCI General Contractors, Inc to prevent similar incidents in the future.
3. Any health or safety issue deemed by the supervisor to deserve reinforcement.
4. Required training for employees as deemed by CAL-OSHA.

**3. POSTING**

BCI General Contractors, Inc. will post all mandatory safety and health posters in a conspicuous place, where all employees can read them.

**4. ANONYMOUS COMMUNICATION**

BCI General Contractors, Inc has a system of anonymous notification whereby employees who wish to inform BCI General Contractors, Inc of work place hazards may do so anonymously, without fear of reprisal, by sending a written notification to the Safety Director or filling out the Reporting of Hazards Form and placing it in the Safety Suggestion Box. The Safety Suggestion Box’s location: 73 Bonaventura Drive.

 HAZARD EVALUATION AND CONTROL

The hazard evaluation and control program will include the following:

1. **PERIODIC SCHEDULED INSPECTIONS**
2. BCI General Contractors, Inc will conduct safety and health inspections on the job site whenever deemed necessary. These inspections will be recorded on our safety application.
3. These periodic scheduled inspections will be performed by the Safety Director and/or any employee to whom they delegate the responsibility for performing such inspections.
4. The purpose of these periodic inspections is to ensure that all identified hazards are corrected or controlled and to identify, correct and control any new hazards that have arisen in the workplace.
5. **UNSCHEDULED INSPECTIONS**
6. In addition to scheduled inspections and ongoing review, the Safety Director will arrange for unscheduled, surprise inspections.
7. **ONGOING WORK-PLACE INSPECTION**
8. Every supervisor and employee must engage in daily, ongoing, safety and health monitoring and inspection of the work areas he/she comes in contact with. These inspections will be recorded on our SCCI safety application. Any potential safety or health concerns should be reported to an immediate supervisor or to the Safety Director.
9. **REVIEW OF CAL-OSHA REGULATIONS**
10. The Safety Director will review and be familiar with the provisions of the CAL-OSHA safety orders relevant to BCI General Contractors, Inc
11. **NEWLY DISCOVERED SAFETY AND HEALTH CONCERNS**
12. BCI General Contractors, Inc will respond to new workplace safety and health concerns as soon as they are discovered. The Safety Director will arrange for an inspection/investigation of any new substance, process, procedure, or equipment introduced into the workplace, or when made aware of a new or previously unrecognized hazard.
13. The Safety Director will set a target date for correction of any hazards that cannot be abated immediately. Potentially affected employees will be notified of any newly identified hazard in a timely manner.
14. All Safety hazards found by the Safety Director or the Supervisor over a job site are to be recorded in a Safety Diary/Journal and reviewed daily for issues for correction.
15. **EMPLOYEE REPORTING OF HAZARDS**
16. Employees are required to immediately report to the supervisor or to the Safety Director any unsafe condition or hazard that they discover in the workplace. There will be no discrimination or disciplinary action against any employee who reports unsafe working conditions or work-place hazards. On the contrary, employees are encouraged and required to do so.
17. Employees who wish to remain anonymous may report unsafe conditions or hazards by reporting without identifying themselves.
18. The employee, who reported the hazard, if known, will be informed of the action that was taken to correct the hazard or the reasons why the condition was determined not to be hazardous.
19. **HAZARDS WHICH MAY CAUSE IMMINENT HARM.**
20. It is BCI General Contractors, Inc intent to immediately abate hazards which give rise to a risk of imminent harm. When such a hazard cannot be abated immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure, except those necessary to correct the hazardous condition. All employees involved in correcting hazardous conditions will be provided with necessary safeguards and personal protective equipment.
21. It is vital to follow the hazard from beginning to end, to insure its correction in a timely and adequate manner.

JOB SITE INSPECTION

inspección del Area de Trabajo

 BCI General Contractors, Inc

**JOB SITE** \ lugar del trabajo \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE** \ fecha \_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY \ por \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HAZARDS DISCOVERED** (by #) \ peligros descubiertos (por #); ex.: 1-98, 2-98, etc)

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**SIGNATURE** \ firma \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE** \ fecha \_\_\_\_\_\_\_\_\_\_\_\_\_

REPORTING OF HAZARDS

reporte de Peligros

 BCI General Contractors, Inc

**UNSAFE CONDITION or UNSAFE ACT** \ condición o acción insegura

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**DATE DISCOVERED** \ fecha en que se descubrió: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LOCATION** \ lugar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REPORTED TO**: \ se reportó a: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE \ fecha\_\_\_\_\_\_\_\_\_

**HOW CAN THIS BE CORRECTED?** \ ¿Cómo puede corregirse?

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THIS FORM CAN BE PUT IN THE SUGGESTION BOX OR GIVEN TO THE SAFETY DIRECTOR.

**NO NAME IS NEEDED.**

Esta forma puede usarse para ponerse en la caja de sugerencias - **No necesita poner su nombre**.

TRAINING

BCI General Contractors, Inc is committed to instructing employees in safe and healthful work practices. To accomplish this, we will provide training to employees on general safety and on any specific safety procedures for each employee's job.

**TRAINING OF EMPLOYEES**

All employees will be trained on General and Specific Safety Rules and work Practices

1. Upon hiring and every year thereafter;
2. Whenever an employee is given a new job assignment for which training has not previously been provided;
3. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the work place;
4. Whenever BCI General Contractors, Inc is made aware of a new or previously unrecognized hazard;
5. Whenever BCI General Contractors, Inc, Safety Director, any supervisor or any individual employee believes that additional training is necessary.

**TRAINING OF SUPERVISORS**

Supervisors will be provided with any appropriate training and instruction regarding safety and health hazards to which employees under their immediate direction and control may be exposed. To train the supervisors, the Safety Director will:

1. Conduct sessions for all supervisors informing them or any new substances, processes, procedures or equipment that have been introduced into the work place.
2. Distribute written safety and health communications to supervisors whenever the Safety Director believes that it is necessary to inform them of particular hazards or concerns.
3. Update BCI General Contractors, Inc safety rules, procedures and policies on a regular basis, and distribute the updates to all supervisors.
4. Take all other actions necessary to keep BCI General Contractors, Inc supervisors informed about hazards that may affect their employees

SAFETY TRAINING LOG

Récord de Entrenamiento en Seguridad

BCI General Contractors, Inc

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CERTIFY THAT THE FOLLOWING EMPLOYEES HAVE RECEIVED SAFETY TRAINING ON THE TOPICS LISTED BELOW.**

**Certifico que los siguientes empleados han recibido entrenamiento en seguridad en los temas indicados a continuacion.**

|  |  |
| --- | --- |
| **NAME - nombre** | **NAME - nombre** |
| **1.** | **11.** |
| **2.** | **12.** |
| **3.** | **13.** |
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| **5.** | **15.** |
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**TOPICS temas\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**TRAINING METHOD \ método de entrenamiento**

**[ ] VIDEO [ ] LECTURE \ plática [ ] GROUP DISCUSSION \ discusión en grupo**

**SIGNATURE \ firma \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \ fecha \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

ACCIDENT INVESTIGATION

It is the responsibility of each Supervisor/foreman to investigate all work related accidents and illnesses, as soon as possible.

**PROCEDURES FOR INVESTIGATING ACCIDENTS**

1. **GO** to the scene of the accident, secure the area to preserve any evidence; inspect the area.
2. **TALK** with the injured employee privately, as soon as reasonably possible. Stress facts, not personal responsibilities.
3. **TALK** to nearby workers. Do this privately, away from the injured employee and from any other worker. This will insure that the witness does not confuse what he\she saw with what he\she heard from the injured worker or from any other witnesses. Find out what they saw, never ask what they think.
4. **LISTEN** for clues in the conversations; unsolicited information often has merit.
5. **STUDY** possible causes - unsafe conditions or unsafe acts.
6. **WRITE** a report. Do not leave any space blank.
7. **FOLLOW UP** to make sure that conditions are corrected.
8. **ENCOURAGE** personnel to present their ideas on how to prevent accidents.

**QUESTIONS TO BE ANSWERED**

Answers to the following questions would guide the Supervisor/Foreman's action in preventing any reoccurrence.

1. **WHAT** was the employee doing just prior to being injured and at the time of the accident?
2. **WAS** the job being done safely?
3. **DID** the action or lack of action by some other employee contribute to the occurrence of the accident?
4. **HOW** is the same type of work done by other employees? Is there a **SAFER WAY** to do the job?
5. Is the **EQUIPMENT** used on the job in good condition?
6. Is **PROTECTIVE EQUIPMENT** required? If so, was it being property used?
7. How can this type of accident **BE PREVENTED** in the future?
8. **DID YOU INSPECT** the site of the accident?

 GENERAL SAFETY RULES

&

CODE OF SAFE PRACTICES

In order to prevent job related injuries, all employees must obey these safety rules:

1. **ACCIDENTS AND INCIDENTS** - All accidents and/or incidents must be reported to your supervisor immediately.
2. **HOUSEKEEPING -** Maintain good housekeeping at all times, keeping equipment, tools, materials and work areas clean and orderly.
3. **CLOTHING** - Wear appropriate clothing and shoes. When working around or near machinery, eliminate loose fitting or dangling garments or any article which has loose ends. Never wear jewelry when working with or near machinery.
4. **PERSONAL PROTECTIVE EQUIPMENT** - Wear personal protective equipment when required as directed by your training.
5. **WALK, NEVER RUN** - Within the plant or premises. Wet floors or fields are slippery; watch your steps.
6. **LIFTING AND CARRYING** - Learn to lift the right way, if you think you need help, ask for it.
7. **SAFETY SIGNS** - Have been posted throughout, to remind you of safe practices. Observe and obey instructions, they offer excellent advice.
8. **FIRE AND EMERGENCY PROCEDURES** - In case of fire or explosion, know what to do and where to go.
9. **HORSEPLAY** - is prohibited. Each year, many people are seriously injured, simply because someone wanted to laugh.
10. **SEEK ADVICE** - Do not hesitate to consult your Supervisor when in need of safe working instructions.
11. **DRUGS, ALCOHOLIC BEVERAGES AND GUNS** - Are strictly prohibited on the jobsite or on BCI’s premises, during, before or after work.
12. **DEFECTIVE EQUIPMENT** - Report any unsafe or broken tool or equipment to your supervisor immediately; and do not use it until it is repaired.
13. **LONG HAIR** must be tied back, covered or put up when working around machinery.

BACK SAFETY

How to Lift and Carry Safely

**HOW TO LIFT AND CARRY SAFELY**

Lifting and moving items from one place to another is a very simple operation. However, if this is done incorrectly, it may cause you an injury. You can wrench your back or pull a muscle, or crush or pinch your hands or feet. Learn how to lift properly and protect yourself.

1. Check the material for nails, splinters or rough strapping that might injure your hands.
2. Face the load. Put one foot alongside the object, and the other a little behind.
3. Bend at the knees. Let your legs do the work. Keep your back straight and the load close to your body.
4. Get a good, firm grip with the palms of your hands, and then lift by straightening your legs.
5. Avoid twisting as you turn with a load. Shift your feet instead.
6. Do not try to lift something above waist level in one motion. Set the load on a table or bench, then change your grip for lifting higher.
7. To put the object down, just follow the lifting procedure, but in reverse.
8. If it is too big or too heavy for you to handle alone, get help.
9. Watch out for tripping or slipping hazards in your path. Be sure you can see where you are going - use extra care on steps.
10. Take extra care on a platform, loading dock, or ramp because of the danger of falling off.
11. When carrying a load through a doorway, see that you have proper clearance, so you do not scrape or crush your hands.
12. Don't let a light load make your careless; a sudden move or twist can still cause you to pull a muscle.
13. Carry pipe, bar stock, rail, lumber, or any other long object on your shoulder. Keep the front end high, so you do not hit someone who's not watching where he is going, or who gets to a corner at the same time you do.
14. If two or more carry a load, decide ahead of time how to handle it. One person should act as leader and watch and coach the others.
15. If the object to be carried is a long one, each person should carry it on the same side: all on the left, or all on the right side of the body.
16. When you hand an object to another person, be sure he\she has a good grip on it before you let go.

MACHINERY AND EQUIPMENT

1. Only authorized people should work on any equipment, either to operate it or repair it.
2. Make sure everyone is clear before starting any machine.
3. Do not hitch rides on equipment.
4. If you do not know how to do a job or operate a piece of equipment, **DON'T DO IT**. Ask your foreman.
5. Do not ride with your legs hanging over the side or end of the equipment.
6. When riding in truck remain seated when it is moving.
7. Stay out from between equipment or trucks. If you must direct, do it from the side where you can be seen.
8. Turn off machine to oil, clean, or adjust.
9. Never use gasoline to clean equipment.
10. When using any equipment, machinery or pruning poles, stay at least TEN FEET away from electrical power lines.
11. Keep all guards in place when a machine is in operation.
12. Lock out electrical power before performing maintenance or service on any machinery.
13. Don't step on, or over, or crawl under moving belts.
14. Keep switch panel areas clear at all times.
15. Don't leave a repair job until all guards are replaced.
16. Don't wear loose or torn clothing or gloves near moving machinery.
17. Report any unsafe or broken tools immediately

LOCKOUT TAG OUT

**LOCK IT AND POCKET THE KEY**

A lock placed on a machine will prevent the power source from being activated accidentally.

**SAFE WAY TO LOCK OUT:**

1. Always use your own lock. If you don't have one, ask.
2. When working with others on the same machine, use your own lock. Don't depend on their locks for your safety
3. Lock out all energy sources - this includes hydraulic, pneumatic and electrical energy as well as unattended vehicles.
4. Test the machine to be sure the lockout is effective.
5. Wait until a relief worker locks out before you unlock at the end of your shift.
6. Never pull fuses instead of locking out. The circuit may not be dead and there is no way of knowing if somebody will come and replace the fuse.
7. Never loan anyone your key or lock combination.
8. Never let anyone remove your lock.
9. Never disregard lockout procedures when they are called for. You could endanger the lives of your coworkers in addition to risking your own life.
10. Lock and tag the circuit box switch if repairs on the machine are being made.

 Heat Illness Prevention Program

California Employers with any outdoor places of employment must comply with the Heat Illness Prevention Standard T8 CCR 3395. These procedures have been created to assist the employer in crafting their heat illness prevention procedures, and to reduce the risk of work-related heat illnesses among their employees.

HEAT ILLNESS PREVENTION ELEMENTS

The elements reflected within this Heat Illness Prevention guide are those contained in Title 8 of the California Code of Regulations, Section 3395 (T8 CCR 3395) and consist of the following:

* Provision of Water
* Access to Shade
* Written Procedures
* Training

PROVISION OF WATER:

Water is a key preventive measure to minimize the risk of heat related illnesses.

Employees shall have access to potable drinking water. Where the supply of water is not plumbed or otherwise continuously supplied, water shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water shall be encouraged.

To ensure access to sufficient quantities of potable drinking water, the following steps will be taken:

* Bring at least 2 quarts per employee at the start of the shift, and
* Supervisor/designated person will monitor water containers every 30 minutes, and employees are encouraged to report to supervisor/designated person low levels or dirty water.
* Supervisor will provide frequent reminders to employees to drink frequently, and more water breaks will be provided.
* Every morning there will be short tailgate meetings to remind workers about the importance of frequent consumption of water throughout the shift.
* Place water containers as close as possible to the workers, not away from them.
* When drinking water levels within a container drop below 50%, the water shall be replenished immediately; or water levels should not fall below the point that will allow for adequate water during the time necessary to effect replenishment.
* Disposable/single use drinking cups will be provided to employees, or provisions will be made to issue employees their own cups each day.
* Noise making devices, such as air horns, may be used to remind employees to take their water break.

ACCESS TO SHADE:

Access to rest and shade or other cooling measures are important preventive steps to minimize the risk of heat related illnesses.

Employees suffering from heat illness or believing a preventative recovery period is needed, shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times.

To ensure access to shade at all time, the following steps will be taken:

* Supervisor will set-up an adequate number of; umbrellas, canopies or other portable devices, at the start of the shift and will relocate them to be closer to the crew, as needed. Equipment should be placed in close proximity (i.e., no more than 50-100 yards) to the work activity.
* Employees have access to office or construction trailer, or other building with air conditioning.
* Every morning there will be short tailgate meetings (in the employees’ language) to remind workers about the importance of rest breaks and the location of shade.

HIGH HEAT PROCEDURES:

When the outdoor temperature exceeds 95 degrees Fahrenheit, high-heat procedures shall be implemented and shall include the following to the extent practicable:

1. Ensuring effective communication by voice, observation, or electronic means is maintained to that employees at the work site can contact a supervisor when necessary. This can be done with a cell phone or on a land line.
2. Observing employees for alertness and signs or symptoms of heat illness.
3. Reminding employees throughout the work shift to drink plenty of water.
4. Close supervision of a new employee by a supervisor or designee for the first 14 days of the employee’s employment by the employer, unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for 4 or more hours per day.
5. Provide shade for employees working outside.

WRITTEN PROCEDURES:

Written procedures help reduce the risk of heat related illnesses, and ensure that emergency assistance is provided without delay.

3395 (e) (3) The employer’s procedures required by subsections (e) (1) (B), (G), (H), and (I) shall be in writing and shall be made available to employees and to representatives of the Division upon request. These include:

(B) Procedures for complying with the requirements of this standard,

1. Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary,
2. Procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider;
3. Procedures for ensuring that, in the event of emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

To reduce the risk of heat-related illness (HI) and respond to possible symptoms of HI, the following steps will be taken:

* All employees will be trained prior to working outdoors.
* Working hours will be modified to work during the cooler hours of the day, when possible.
* When a modified or shorter work-shift is not possible, more water and rest breaks will be provided.
* Supervisors will continuously check all employees, and stay alert to the presence of heat related symptoms.
* Supervisors will carry cell phones or other means of communication, to ensure that emergency services can be called, and check that these are functional at the worksite prior to each shift.
* Every morning, workers will be reminded about address and directions to the worksite and emergency procedures.

TRAINING:

Training is critical to help reduce the risk of heat related illnesses and to assist with obtaining emergency assistance without delay.

Employee training: Training in the following topics shall be provided to all supervisory and non-supervisory employees:

1. The environmental and personal risk factors for heat illness;
2. The employer’s procedures for complying with the requirements of this standard;
3. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;
4. The importance of acclimatization;
5. The different types of heat illness and the common signs and symptoms of heat illness;
6. The importance to employees of immediately reporting to the employer, directly or through the employee’s supervisor, symptoms or signs of heat illness in themselves, or in co-workers;
7. The employer’s procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
8. The employer’s procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider;
9. The employer’s procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

Communication for employees shall be in a form readily understandable by all affected employees.

Supervisor training: Prior to assignment to supervision of employees working in the heat, training on the following topics shall be provided:

1. The information required to be provided by section above.
2. The procedures the supervisor is to follow to implement the applicable provisions in this section.
3. The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

To ensure employees and supervisors are trained, the following steps will be taken:

* All employees will receive heat illness prevention training prior to working outdoors. Especially all newly hired employees
* On hot days, and during a heat wave, supervisors will hold short tailgate meetings to review this important information with all workers.
* All newly hired workers will be assigned a buddy or experienced coworker to ensure that they understood the training and follow the company procedures.
* Supervisors will be trained prior to being assigned to supervise outdoor workers.

SILICA PROGRAM & TRAINING

All BCI employees must upon hire and every year afterward go through Silica Training (Respirable Crystalline Silica per T8CCR 1532.3 and 1530.1). Certificates must be on file in the Corporate office and copies kept in the online system.

Supervisors must verify that employees performing tasks that may expose the employee to the hazards of silica exposure have been trained in the proper use of control methods before work that allows any exposure. If required, employees wearing respiratory protection must be medically cleared before work, fit tested, and trained on respirator use (including being clean-shaven).

**Required topic for training of employees must include (but are not limited to):**

* The health hazards associated with exposure to respirable crystalline silica, including silicosis, lung cancer, chronic obstructive pulmonary lung disease (COPD), and decreased lung function
* Specific tasks in the workplace that could result in exposure to respirable crystalline silica
* Specific measures the employer has implemented to protect employees from exposure to respirable crystalline silica, including engineering controls, work practices, and respirators to be used
* Proper use and maintenance of dust reduction systems, including the safe handling and disposal of waste materials collected in connection with their use
* The contents of the Cal/OSHA standard on Respirable Crystalline Silica T8CCR 1532.3
* The identity of the competent person designated by the employer
* The purpose and a description of the medical surveillance program (if employees wear respirators >30 days a year for protection against silica).
* The importance of good personal hygiene and housekeeping practices when working in proximity to dust from concrete and masonry materials including:
	+ Not smoking tobacco products; appropriate methods of cleaning up before eating, and appropriate methods of cleaning clothes.
	+ Avoiding, to the extent practical, activities that would contribute significantly to an employee's exposure to airborne dusts.

Summary of Medical Surveillance Requirements

* Required for employees who wear respirators for protection against silica for more than 30 days a year
* Initial (baseline) medical evaluation within 30 days after initial assignment to tasks involving exposure to silica requiring respirator use for more than 30 days a year
	+ Medical and work history
	+ Physical examination, including respiratory system
	+ Chest X-ray
	+ Pulmonary function test
	+ Testing for latent tuberculosis
	+ Any other tests deemed appropriate by physician
* Medical examinations must be provided to employees at least every 3 years unless a physician determines for frequent examinations are needed.

**Respirable Crystalline Silica Exposure Control Plan Form**

Project Name/Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On site Supervisor or Competent Person Assigned to Monitor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of Tasks with exposure to Silica and Control Measure to be used

|  |  |  |
| --- | --- | --- |
| **Task** | **Control Measure to Be Used** | **Respirator required?** |
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Housekeeping Measures:

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Procedures to Restrict Access to Work Area:

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 Maintenance/Inspection Procedures for Dust Control Devices:

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ENFORCEMENT OF THE IIPP

It should be noted that despite this disciplinary policy, employees of BCI General Contractors, Inc are still employed at-will. This means that an employee may resign at any time with or without notice and that an employee can be dismissed at any time with or without cause.

Violation of the Injury and Illness Prevention Program (IIPP) or Safety Rules, policies or procedures, may result in disciplinary action, up to an including termination.

To insure compliance with the Injury and Illness Prevention program, BCI General Contractors, Inc has established the following, in case it is needed:

**DISCIPLINARY PROCEDURES**

1. **COUNSELING.** The Supervisor\Foreman will counsel the employee and will explain what rule has been violated and what is expected from him\her.
2. **VERBAL WARNING.** The Supervisor\Foreman will give the employee a VERBAL WARNING. No formal written record will be maintained, however, it is a good idea that the supervisor keeps personal documentation of this, he may need it in the future.
3. **REPRIMAND.** The Supervisor\Foreman will give the employee a WRITTEN REPRIMAND. A copy will be given to the employee, and other copy will go to his\her personal file.
4. **SUSPENSION.** The Supervisor\Foreman will inform the employee in writing about a temporary suspension, when it becomes effective and its duration. This suspension may be for 3 to 5 days.
5. **TERMINATION.** This is the last part of the disciplinary procedure. Before taking this final step, the Supervisor\Foreman will make sure he\she has properly documented all the facts about this case. Every step will be properly documented.
6. **Immediate Termination:** BCI General Contractors, Inc can terminate employees immediately for serious safety and work-place violations.

DOCUMENTATION

BCI General Contractors, Inc will keep documentation of the Injury and Illness Prevention Program (IIPP) for at least five years. This documentation will include, but will not be limited to:

1. Statement of safety policy.
2. Safety meetings with employees.
3. Inspection of the premises and work habits.
4. Employees safety training.
5. Accident investigation.
6. Foreman’s report of injury.
7. Vehicle safety.
8. Log and summary of occupational injuries (CAL OSHA 300 & 300a).
9. Right to know.

AFFIDAVIT OF THE EMPLOYEE

 BCI General Contractors, Inc

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

ACKNOWLEDGE THAT I HAVE BEEN GIVEN THE OPPORTUNITY TO REVIEW THE SAFETY PROGRAM; THAT I UNDERSTAND THE COMPANY'S RULES AND THE DISCIPLINARY PROCEDURES; THAT THE SAFETY RULES HAVE BEEN EXPLAINED TO ME BY:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_

Declaración del empleado

Yo, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, declaro que se me dió la oportunidad de revisar el programa de seguridad; que entiendo las reglas de la companía y el proceso disciplinario; y que las reglas de seguridad y de la compania me fueron explicadas por:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firma \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha \_\_\_\_\_\_\_\_\_\_\_\_\_