INJURY AND ILLNESS PREVENTION PROGRAM

Concrete North, Inc.
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Responsibilities

Safety Director:

Concrete North, Inc. has designated Jenny Freitas as the Safety Director. The Safety Director has been given the authority and responsibility over this Health and Safety Program and for implementing all the provisions contained within.

The Safety Director's responsibilities include:

- The primary purpose is to create and maintain environmental, health, and safety interest at all levels of employment.
    - Continually monitoring and evaluating overall loss prevention efforts.
    - Reviewing all accident investigation reports and implementing needed controls to prevent recurrence.
    - Monitoring and evaluating employees and supervisory safety training activities. Permanent records, including minutes of all meetings, will be maintained by the Safety Director to permit a fair assessment of the effectiveness of the Safety Program.
    - Commit to implement an effective Injury and Illness Prevention Program and integrate it into the entire business operations.
    - Oversee the program in its entirety and implement the Program into day-to-day business operations.
    - Ensure there is a means of communication concerning environmental, health, and safety between management and employees. Management will communicate safety information to employees in the form of postings, safety meetings, and written documentation on company safety policies, company safety goals, office and safety guidelines, hazard communication guidelines and safety practices with outside contractors.

Managers and Supervisors:

All managers and supervisors are responsible for implementing and maintaining this program in their facilities and work areas, and for answering workers questions about it. A copy of this program is to be made available to any employee and who requests it.

We recognize that the responsibility for safety and health is a shared responsibility. **Concrete North, Inc.** accepts the responsibility for leadership of this program and for its effectiveness and improvement, and for providing the safeguards to ensure safe working conditions. Our supervisors and management personnel are responsible for developing appropriate attitudes toward safety and for ensuring that all operations are performed with the utmost regard for the safety of all personnel involved.

Management is also responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly. In addition, managers and supervisors are to:

- Familiarize themselves with company safety policies, programs, and procedures.
- Provide complete safety training to employees prior to the assignment of duties.
- Be aware of all safety considerations when introducing a new process, procedure, machine or material to the worker.
- Consistently and fairly enforce all company safety rules.
- Give maximum support to all programs and committees whose function is to promote safety and health.
- Investigate injuries to determine cause, then take action to prevent repetition.
- See that all injuries, no matter how minor, are treated immediately and referred to the Safety Director to ensure prompt reporting to the insurance carrier.
- Review serious accidents to ensure that proper reports are completed, and appropriate action is taken to prevent repetition.

- Inspect work areas often to detect unsafe conditions and work practices
- Attend all company safety meetings

Employees:

Employees are expected to follow all policies and procedures, participate in training, meetings, and other safety coordinated events. Employees are responsible for cooperating with all aspects of this program, including complying with all rules and regulations, and continuously practicing safety while performing their duties. To ensure the effective implementation of our program, employee's responsibilities include the following:

- Work in a safe manner by following rules and instructions.
- Be considerate of others in the workplace.
- Report to work rested and physically able to perform the work.
- No employee is to undertake a job until he or she has received instructions on how to perform it properly and safely, and has been authorized to perform the job.
- No employee is to use chemicals without fully understanding their toxic properties, and without the knowledge required to work with them safely.
- Mechanical safeguards must always be in place and be kept in place.
- Employees must report to a supervisor or designated individual all hazards and unsafe conditions encountered during work without fear of reprisal.
- Any work-related injury or illness must be reported to your supervisor immediately.

Compliance / Disciplinary Policy

All supervisors and employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

Our system of ensuring that all workers comply with the rules and maintain a safe work environment includes:

- Informing workers of the provisions of our program.
- Providing training to workers whose safety performance is deficient.
- Failure to follow company health and safety rules, safe work procedures and safety policies and any violation of these rules, procedures and policies may result in the following disciplinary action:
    - **First Offense:** Will result in a verbal warning which still must be logged in the employee's personal file.
    - **Second Offense:** Will result in a written warning from the Supervisor. This letter (written warning) will be put into your employment file.
    - **Third Offense:** Will result in suspension (without pay) from work. The amount of "days suspended" from work will depend on the nature of the safety infraction.
    - **Fourth Offense:** Will result in immediate termination from employment.

Communications

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of the following items:

- New employee orientation including a discussion of safety and health policies and procedures.
- Review of this program.
- Regularly scheduled safety meetings.

· Effective communication of safety and health concerns between employees and supervisors, including translation where appropriate.

· Posted or distributed safety information.

We encourage employee participation and involvement by notifying managers and supervisors either in writing or verbally of any helpful suggestion, recommendation, or observation regarding safety without fear of reprisal. For each project, there will be communication with each employee and subcontractor before being allowed to work on the project.

Training

All employees, including managers and supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction will be provided as follows:

· To all new employees.

· To all employees given new job assignments for which training has not been previously provided.

· Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.

· Whenever **Concrete North, Inc.** is made aware of a new or previously unrecognized hazard.

· To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.

· To all employees with respect to hazards specific to each employee's job assignment.

Workplace safety and health training practices include, but are not limited to, the following:

· Explanation of **Concrete North, Inc.** Injury and Illness Prevention Program, emergency action plan, and fire prevention plan, and measures for reporting any unsafe conditions, work practices, and injuries.

- Uses of appropriate clothing, including gloves, footwear, and Personal Protective Equipment

- Information about chemical hazards to which employees could be exposed and other hazard communication program information.

- Availability of toilet, hand-washing and drinking water facilities.

- Provisions for medical services and first aid, including emergency procedures.

In addition, the Company provides specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

- The Safety Director or designee shall ensure that supervisors receive training to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

- New employee training is to be done by the Foreman/Supervisor.

- No employee is allowed to work before training is completed.

- All new employees are to be provided an employee handout describing their rights and disciplinary action procedures if necessary.

- A competent supervisor/foreman shall instruct all personnel assigned a new job on the possible hazards of the new assignment before the task is begun. If the new work involves any new substances, equipment, processes, or procedures, it is the responsibility of management or the Supervisor/Foreman to train all employees on the new hazards, substances, equipment, processes, or procedures.

- New hazards are to be reviewed by management and the Supervisor/Foreman procedures developed to protect against those hazards.. Training on this new hazard will be completed before an employee is involved in the task. All employees are to have full knowledge of the safety procedures of the task.

- Management and the Supervisor/Foreman are responsible for all training on the new hazards

- Supervisors are responsible to see that those under their direction receive training on general workplace safety as well as specific instructions with regard to hazards unique to any job assignment.

- No employee is to perform a task or operate a piece of equipment unless they have been trained in the task or operation of the equipment.

Hazard Assessments / Inspections

A competent person at our facility will conduct periodic inspections. The company safety director, facility supervision, or another person designated by the safety director may perform the inspections. Periodic inspections are performed according to the following schedule:

- Daily inspections when required for equipment.

- Periodic workplace inspection of buildings, structures and grounds must be conducted depending on the work process and the type of hazard(s) involved and/or might develop.

- When new substances, processes, procedures or equipment, which present potential new hazards, are introduced into our workplace.

- When new, previously unidentified hazards are recognized.

- When occupational injuries and illnesses occur.

- When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.

- Whenever workplace conditions warrant an inspection.

Competent Person(s)
Foreman/Supervisor

Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures are to be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered.

- When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition will be provided with the necessary protection.

- All such actions taken and dates they are completed shall be documented.

- When a hazard is discovered, no unauthorized employee is to correct the hazard. It should be reported at once to supervision.

- Imminent hazards are to be reported at once to management. No individual is to take it upon himself or herself to correct an imminent hazard unless trained to do so and it can be done safely.

Accident Investigation (Including Incidents and Near Misses)

See the Accident / Incident Investigation section of this program.

Employee Access to the Program

The Company will provide employee access to the Program by doing one of the following:

· Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.

- Whenever an employee or designated representative requests a copy of the Program, the employer shall provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.

- One printed copy of the Program shall be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, the employer may charge reasonable, non-discriminatory reproduction costs (per Section 3204(e)(1)(E)) for the additional copies. or,

· Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of his or her regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

The Program provided to the employee or designated representative need not include any of the records of the steps taken to implement and maintain the written Program.

When the Company has distinctly different and separate operations with distinctly separate and different Programs, the Company may limit access to the Program (or Programs) applicable to the employee requesting it.

The Company shall communicate the right and procedure to access the Program to all employees through safety training orientation, including at time of hire.

An employee must provide written authorization in order to make someone their "designated representative". A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

· The name and signature of the employee authorizing the designated representative.

· The date of the request.

· The name of the designated representative.

· The date upon which the written authorization will expire (if less than 1 year).

As used in this section (terms):

1. The term "access" means the right and opportunity to examine and receive a copy.

2. The term "designated representative" means any individual or organization to whom an employee gives written authorization to exercise a right of access. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative for the purpose of access to the Program.

3. The term "written authorization" means a request provided to the employer containing the following information:

a. The name and signature of the employee authorizing a designated representative to access the Program on the employee's behalf.

b. The date of the request.

c. The name of the designated representative (individual or organization) authorized to receive the Program on the employee's behalf; and

d. The date upon which the written authorization will expire (if less than one (1) year).

Recordkeeping

The Safety Director will maintain the following documentation:

· Records of hazard assessment inspections, including the person(s) or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices. This documentation shall be maintained for a period of at least (1) year.

· Documentation of safety and health training for each worker, including the worker's name, training dates, types of training, and training providers. This documentation shall be maintained for a period of at least (3) years.

- The Log of Work-Related Injuries and Illnesses (Forms 300 and 300A, and form 301 or equivalent) will be maintained to classify work-related injuries and illnesses and to note the extent and severity of each case. The Form 300A (Summary) will be posted by February 1 of the year following the year covered by the form and keep it posted until April 30 of that year. This documentation shall be maintained for a period of at least (5) years.

- Any ventilation system records, air monitoring and/or sampling records shall me maintained for a period of at least (5) years.

- Any medical and occupational exposure records shall be maintained for a period of at least (30) years.

- Any accident reports and follow up investigations shall be maintained for a period of at least (5) years.

MANAGEMENT COMMITMENT

POLICY STATEMENT

We recognize that the safety of our employees is of the utmost importance. The Safety Program is designed to aid employees and management in adhering to safe standards in our work place. The ultimate company objective is to prevent accidents and injuries to all employees.

While it is the responsibility of management to maintain an effective level of compliance to safety standards, it is also the responsibility of all our employees to perform their jobs and conduct themselves in accordance with such standards. Working together, we can insure safe and healthy conditions for all employees. Therefore, each and every employee must be aware of, understand and participate in the Safety Program.

Our management is dedicated to the health and safety of all its employees. To this end, we will respond to unsafe conditions or practices. The successful operation of Concrete North, Inc. will depend not only on sales and service, but also on how safely each job is performed. There is no job so important, nor any service so urgent, that we cannot take time to work safely. We consider the safety of our personnel to be of prime importance, and we expect your full cooperation in making our program effective.

_____

President

DATE:_____

CODES OF SAFE PRACTICE

General Codes of Safe Practice

- Report all unsafe conditions and equipment to their supervisor or safety coordinator.
- Report all accidents, injuries and illnesses to their supervisor or safety coordinator immediately.
- Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
- Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
- Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
- In the event of fire, call for supervisor or sound alarm and evacuate.
- Upon hearing the alarm, stop work safely, turn off machines and evacuate to the designated emergency staging area immediately.
- Only trained workers may attempt to respond to a fire or other emergency.
- Exit doors must comply with fire safety regulations during business hours.
- Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
- Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
- Aisles must be kept clear at all times.
- Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
- All spills must be cleaned up promptly. For large spills beyond an employee's training to handle, 911 and/or a trained clean up team must be called.
- Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy.
- You must contact your supervisor when help is needed to move a heavy object.
- When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
- Do not stack material in an unstable manner.
- Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.

- Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
- Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
- Do not use any portable electrical tools and equipment that are not grounded or double insulated.
- All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity.
- Inspect motorized vehicles and other mechanized equipment daily or prior to use.
- Shut off engine, set brakes and block wheels prior to loading or unloading vehicles.
- Inspect pallets and their loads for integrity and stability before loading or moving.
- Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs or high temperature lines.
- Do not use compressed air for cleaning off clothing unless the pressure is less than 10 psi.
- Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
- Wear hearing protection in all areas identified as having high noise exposure.
- Face Shields must be worn when grinding.
- Do not use any faulty or worn hand tools.
- Guard floor openings by a cover, guardrail, or equivalent.
- Always keep flammable or toxic chemicals in closed containers when not in use.
- Do not eat in areas where hazardous chemicals are present.
- Be aware of the potential hazards involving various chemicals stored or used in the workplace.
- Cleaning supplies should be stored away from edible items on kitchen shelves.
- Cleaning solvents and flammable liquids should be stored in appropriate containers and properly labeled.

Construction Codes of Safe Practice

- All conditions from construction, alteration, demolition and/or repair including painting and decorating that no contractor or sub-contractor for any part of contract work shall require any laborer or mechanic employed in the performance of the contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his/her health or safety.

- All equipment, materials and, job sites should be regularly inspected for safety.
- All employees must be competently trained and/or have experience to operate equipment or machinery.
- All employees should be aware of hazards presented by materials, equipment, and job sites.
- Personal protective equipment: All employees must wear the proper equipment for the job site and task at hand.
- Head protection (hard hats) are required when overhead work is being conducted (risk of flying or falling objects), risk of electrical shock and burns and/or when required by posting at the jobsite.
- All employees must wear hearing protection on job sites exceeding 90 DBAS. (Decibel level.)
- All employees must wear respiratory protection when dust exceeds limits specified by the Safety Data Sheet.
- All employees should be aware of occupational hazards in construction industry.
- First Aid kits shall be provided on all job sites.
- All job sites must supply potable drinking water and adequate washing facilities.
- One toilet is required for every 20 employees where there is no transportation. Toilets must be cleaned and supplied with toilet paper.
- Fire protection materials must be portable and located 75 feet from all working areas: fire extinguisher must meet specifications for job at hand.
- Construction site must have person certified in First Aid. CPR certification is also required when there is confined space work

HEAT ILLNESS PREVENTION PROGRAM

Introduction

This program is intended to comply with the California Code of Regulations Title 8, Section 3395, Heat Illness Prevention and is made available to all employees. The Heat Illness Prevention Standard is applicable to any outdoor workplace, whenever environmental risk factors for heat illness are present.

When employees work in hot conditions, special precautions must be taken in order to prevent heat illness. Heat illness can progress to heat stroke and be fatal, especially when emergency treatment is delayed. An effective approach to heat illness is vital to protecting the lives of workers.

Project Name	
Competent Person	
Phone Number	

The safety director has the authority and responsibility for implementing the provisions of this program. A competent person will be designated for each job site to implement this program.

New employee orientation including a discussion of safety and health policies and procedures.

- Review of this program.
- Regularly scheduled safety meetings.
- Effective communication of safety and health concerns between employees and supervisors, including translation where appropriate.
- Posted or distributed safety information. We encourage employee participation and involvement by notifying managers and supervisors either in writing or verbally of any helpful suggestion, recommendation, or observation regarding safety without fear of reprisal. For each project, there will be communication with each employee and subcontractor before being allowed to work on the project.

Procedures for Provision of Water

Where drinking (approved potable) water is not plumbed or otherwise continuously supplied (replenished), it shall be provided in sufficient quantity at the beginning of the work shift to provide (1) quart per employee per hour for drinking for the entire shift.

· The drinking water shall be fresh, pure, suitably cool, and provided to employees free of charge. The water shall be located as close as practicable to the areas where employees are working.

- Fresh and Pure: Water must be fit to drink (i.e., potable) and free from odors that would discourage workers from drinking the water.
- Suitably Cool: During hot weather, the water must be cooler than the ambient temperature but not so cool as to cause discomfort.
- As Close as Practicable to Where Employees are Working: Placing water only in designated shade areas or where toilet facilities are located is not sufficient. When employees are working across large areas, water shall be placed in multiple locations.

- Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used for replenishment, they must be governmentally approved for potable drinking water systems, as shown on the manufacturer's label.
- Water containers will be kept in sanitary condition and labeled "potable drinking water" or something a similar wording.
- Paper cone rims or bags of disposable cups and the necessary cup dispensers will be made available to workers and will be kept clean until used.
- As part of the effective Replenishment Procedures (see page 10), the water level of all containers will be checked every hour and more frequently when the temperature rises. Water containers will be refilled with cool water when the water level within a container drops below 50 percent. Additional water containers (e.g. five gallon bottles) will be carried to replace water as needed.
- Water containers will be placed as close as practicable to the workers to encourage the frequent drinking of water. If field terrain prevents the water from being placed as close as practicable to the workers, bottled water or personal water containers will be made available, so that workers can have drinking water readily accessible.
- When applicable water containers will be relocated to follow along with the crew, drinking

water will remain readily accessible.

- During employee training and tailgate meetings, the importance of frequent drinking of water will be stressed.

Note: The attached "Water Replenishment/Shade Procedures Form" will be filled out for each worksite.

Procedures for Access to Shade

- Shade structures will be opened and placed as close as practicable to the workers, when the temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly, when requested by an employee. Note: The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned and the air conditioner is on.
- Enough shade structures will be available at the site to accommodate the number of employees on recovery or rest periods, so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other. The shade shall be located as close as practicable to the areas where employees are working. During meal periods, there will be enough shade for all of the employees who choose to remain in the general area of work or in areas designated for recovery and rest periods.
- "Shade" means blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use (i.e. obstacles or hazardous or unreasonably unpleasant conditions while moving towards the shade or resting in the shade).
- Employees will be allowed and encouraged to take a Preventative Cool-Down Rest in the shade, for a period of no less than five minutes at a time, when they feel the need to do so to protect themselves from overheating. Such access to shade shall be permitted at all times.

An individual employee who takes a preventative cool-down rest:

1. Shall be monitored and asked if he or she is experiencing symptoms of heat illness;
2. Shall be encouraged to remain in the shade; and

3. Shall not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event, less than 5 minutes in addition to the time needed to access the shade.

If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, appropriate first aid or emergency response will be provided in accordance with page 5 of this program.

When applicable shade structures will be relocated to follow along with the crew, they will be placed as close as practical to the employees, so that access to shade is provided at all times.

In situations where trees or other vegetation are used to provide shade, the thickness and shape of the shaded area will be evaluated before assuming that sufficient shadow is being cast to protect employees.

In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide access to shade that provides equivalent protection. Note: The attached "Water Replenishment/Shade Procedures Form" will be filled out for each worksite.

High Heat Procedures

High Heat Procedures are additional preventive measures that our company will use when the temperature equals or exceeds 95 degrees Fahrenheit:

- Effective communication by voice, observation, or electronic means will be maintained at all times so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the workers to observe them or communicate with them, an electronic device, such as a cell phone or text messaging device, may be used for this purpose if reception in the area is reliable.
- Employee observation will be made for alertness and signs or symptoms of heat illness through one of the following means:
- Supervisor or designee observation on jobsites of 20 or fewer employees; or
- Mandatory buddy system (when there are too many employees to allow direct observation, the company may use the buddy system and pair up employees.); or
- Regular communication with sole employee such as by radio or cellular phone; or

- Other effective means of observation. One or more employee(s) will be designated on each worksite, as authorized, to call for emergency medical services. Other employees have authorization to call for emergency services when no designated employee is available (see Water Replenishment/Shade Procedures Form).
- Employees will be reminded throughout the work shift to drink plenty of water.
- Pre-shift tailgate meetings will be held before the commencement of work to review the high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.

Procedures for Emergency Response

- All foremen and supervisors will carry cell phones or other means of communication to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift. If an electronic device will not furnish reliable communication in the work area, the company will ensure a means of summoning emergency medical services.

- Responding to signs and symptoms of possible heat illness, including but not limited to first aid measures and how emergency medical services will be provided:

1. If a supervisor observes, or any employee reports, any signs or symptoms of heat illness in any employee, the supervisor shall take immediate action commensurate with the severity of the illness.
2. If the signs or symptoms are indicators of severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior or convulsions), the company will implement emergency response procedures.
3. An employee exhibiting signs or symptoms of heat illness shall be monitored and shall not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services in accordance with company procedures.

- At remote locations such as rural farms, lots, or undeveloped areas, the supervisor will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall be given reflective vests or flashlights in order to direct emergency personnel to the location of the worksite which may not be visible from the road or highway.
- Prior to assigning a crew to a particular worksite, workers and the foreman will be provided a

map of the site, along with clear and precise directions (such as streets or road names, distinguishing features and distances to major roads), to avoid a delay of emergency medical services.

- Prior to the start of the shift, a determination will be made of whether or not a language barrier is present at the site and steps will be taken, such as assigning the responsibility to call emergency medical services to the foreman or an English- speaking worker, to ensure that emergency medical services can be immediately called in the event of an emergency.
- Employee and supervisor training will include every detail of these written emergency procedures.

Procedures for Acclimatization and Heat Wave

Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load, to which the body is accustomed, is significantly and suddenly exceeded by sudden environmental changes. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress.

- All employees shall be closely observed by a supervisor or designee during a heat wave. For purposes of this section only, "heat wave" means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.
- The weather will be monitored daily. The supervisor will be on the lookout for sudden heat wave(s) or increases in temperatures.
- An employee who has been newly assigned to a high heat area shall be closely observed by a supervisor or designee for the first 14 days of the employee's employment.
- For new employees, the intensity of the work will be lessened during a two-week break-in period [such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early-morning or evening)]. Steps taken to lessen the intensity of the workload for new employees will be documented.
- During a heat wave, all employees will be observed closely (or maintain frequent

communication via phone or radio) to be on the lookout for possible symptoms of heat illness.

- Employees and supervisors will be trained on the importance of acclimatization, how it is developed, and how these company procedures address it.

Procedures for Employee Training

Training in the following topics will be provided to each supervisory and non-supervisory employee before the employee begins work that should reasonably be anticipated to result in exposure to the risk of heat illness.

a. The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
b. The company's procedures for complying with the requirements of the Cal/OSHA Regulation, including, but not limited to, the company's responsibility to provide water, shade, cool-down rests, and access to first aid as well as the employees' right to exercise their rights under this standard without retaliation.
c. 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.
d. The concept, importance, and methods of acclimatization.
e. The different types of heat illness, the common signs and symptoms of heat illness, and appropriate first aid and/or emergency responses to the different types of heat illness, and in addition, that heat illness may progress quickly from mild symptoms and signs to serious and life-threatening illness.
f. The importance to employees of immediately reporting to the company, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers.
g. The company's procedures for responding to signs or symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
h. The company'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.
i. The company'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. These procedures shall include designating a person to be available to ensure that emergency procedures are invoked when appropriate.

Supervisor Training: Prior to supervising employees performing work that should reasonably be anticipated to result in exposure to the risk of heat illness, effective training on the following topics will be provided to the supervisor:

a. The company'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.
b. The procedures the supervisor is to follow to implement the applicable provisions in this section.
c. The procedures the supervisor is to follow when an employee exhibits signs or reports symptoms consistent with possible heat illness, including emergency response procedures (including first aid and immediate medical treatment).
d. How to monitor weather reports and how to respond to hot weather advisories.

Treatment of a Sick Employee

- When an employee displays possible signs or symptoms of heat illness, a trained First Aid worker or supervisor will check the sick employee and determine whether resting in the shade and drinking cool water will suffice, or if emergency service providers will need to be called. A sick worker will not be left alone in the shade, as he or she can take a turn for the worse.
- When an employee displays possible signs or symptoms of heat illness and no trained First Aid worker or supervisor is available at the site, emergency service providers will be called.
- Emergency service providers will be called immediately if an employee displays signs or symptoms of severe heat illness (high body temperature, confusion, loss of coordination, hot dry skin or profuse sweating, throbbing headache and/or seizures), or does not improve after drinking cool water and resting in the shade. While the ambulance is in route, First Aid will be initiated (cool the worker; place the worker in the shade, remove excess layers of clothing and apply cool water to their body). Do not let a sick worker leave the site, as they may get lost or die before reaching a hospital.
- If an employee displays signs or symptoms of severe heat illness (high body temperature,

confusion, loss of coordination, hot dry skin or profuse sweating, throbbing headache and seizures), and the worksite is located more than 20 minutes away from a hospital, call emergency service providers, communicate the signs and symptoms of the victim, and request Air Ambulance.

- See attached "Protecting Yourself from Heat Stress" Department of Health and Human Services Handout for additional symptoms and First Aid related to Heat Illness.

27.9 Procedures for Monitoring the Weather

· Supervisors will check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet at (www.nws.noaa.gov), by calling the National Weather Service phone numbers (see CA numbers below), or by checking the Weather Channel TV Network or other available methods. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected.

CALIFORNIA Dial-A-Forecast

Eureka 707-443-7062 Hanford 559-584-8047

Los Angeles 805-988-6610 (#1)

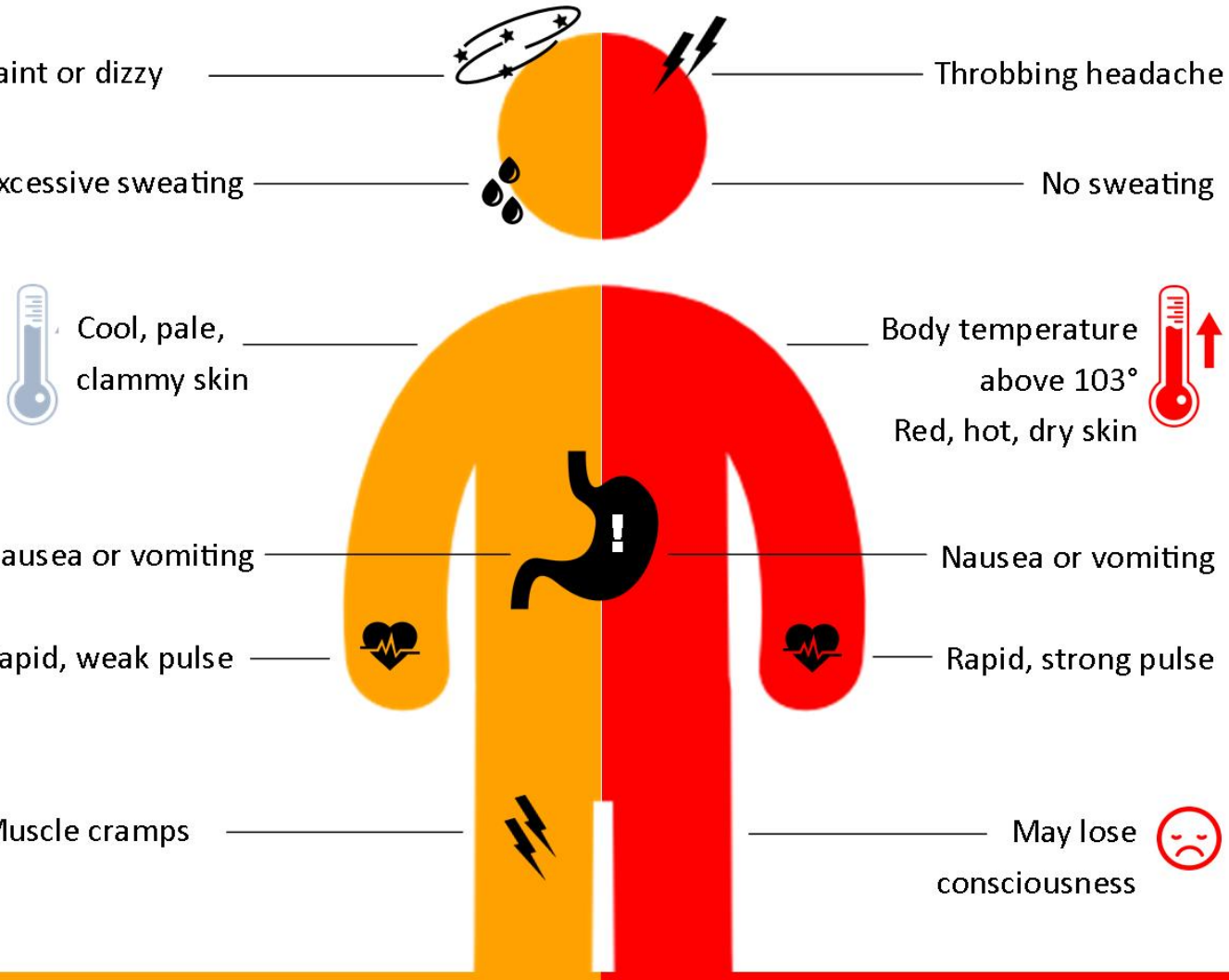
Sacramento 916-979-3051

San Diego 619-297-2107 (#1)

San Francisco 831-656-1725 (#1)

Prior to each workday and during the workday, the supervisor will monitor the weather at the worksite by one of the methods listed in this section. This critical weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, or increasing the number of water and rest breaks.

HEAT EXHAUSTION OR HEAT STROKE



- Get to a cooler, air conditioned place
- Drink water if fully conscious
- Take a cool shower or use cold compresses

CALL 9-1-1

- Take immediate action to cool the person until help arrives

mjflynn

Weather.gov/socialmedia
Weather.gov/heat

@SacramentoOES
SacramentoReady.org

PROGRAMA DE PREVENCIÓN
DE ENFERMEDAD POR CALOR (4-1-2015.1)

Este programa tiene el propósito de cumplir con el Código de Reglamentos de California, Título 8, Sección 3395, Prevención de Enfermedad por Calor, y está a la disposición de todos los empleados. La Norma para Prevención de Enfermedad por Calor es aplicable a cualquier sitio de trabajo al aire libre, independientemente de que estén presentes o no los factores de riesgo ambiental para enfermedad por calor.

Cuando los empleados trabajan bajo condiciones calurosas, se deben tomar precauciones especiales para prevenir la enfermedad por calor. La enfermedad por calor puede progresar a golpe de calor (también llamado insolación) y puede ser fatal, especialmente en caso de demora con el tratamiento de emergencia. Es vital tener medidas efectivas para el tratamiento de enfermedad por calor para proteger las vidas de los trabajadores.

Director de Seguridad de la Compañía: _____

La persona o personas designadas a continuación (Coordinador de Seguridad / Supervisor / Maestro de Obras / Supervisor en el Campo / Líder de Equipo) tienen la autoridad y responsabilidad de implementar las disposiciones de este programa en este sitio de trabajo:

Nombre	Título	Número Telefónico

Procedimientos para Suministro de Agua (incluye los siguientes, entre otros):

Donde no hay tubería para suministrar agua para beber (o sea, agua potable aprobada) o donde el agua no se suministra (reabastece) continuamente, se proveerá agua en cantidades suficientes al inicio de la jornada de trabajo para proveer un (1) cuarto de galón por empleado por hora para beber durante la jornada de trabajo entera.

El agua potable deberá ser fresca, pura, y enfriada adecuadamente, y se deberá brindar a los empleados sin costo alguno. El agua se ubicará lo más cerca que sea práctico a las áreas donde los empleados están trabajando.

- **Fresca y Pura: El agua debe ser apropiada para beber (o sea, agua potable) y libre de olores que desanimarían a los trabajadores de beber el agua.**
- **Adecuadamente Enfriada: Durante tiempo caluroso, el agua debe tener una temperatura inferior a la temperatura ambiental, pero sin ser tan fría como para causar incomodidad.**

- **Lo Más Cerca que sea Práctico a las Áreas Donde los Empleados están Trabajando: No es suficiente colocar agua únicamente en áreas de sombra designadas, o donde se ubican las instalaciones de los inodoros. Cuando los empleados trabajan en de un área extensa, el agua se colocará en múltiples ubicaciones.**

  Agua de fuentes no-aprobadas o fuentes de agua no sometidas a prueba (por ejemplo, pozos no sometidos a prueba) no es aceptable. Si se usan mangueras o conexiones para el reabastecimiento de agua, éstas deben tener la aprobación oficial para sistemas de agua potable, tal y como se indica en la etiqueta del fabricante.

  Los envases de agua se mantendrán en condición higiénica, y llevarán la etiqueta "agua potable" o texto similar.

  Se pondrá a la disposición de los trabajadores vasos desechables o conos de papel y los dispensadores de vasos necesarios, los cuales se mantendrán limpios hasta ser usados.

  Como parte de los Procedimientos de Reabastecimiento efectivos (ver página 10), el nivel de agua de todos los envases se verificará cada hora, y con frecuencia mayor en la medida que la temperatura se vaya elevando. Los envases de agua se reabastecerán con agua enfriada cuando el nivel de agua dentro de un envase cae por debajo del 50 porciento. Envases de agua adicionales (por ejemplo, botellas de cinco galones) se traerán para reponer el agua, según sea necesario.

  Los envases de agua se colocarán lo más cerca que sea práctico a los trabajadores para animar el consumo frecuente de agua. En caso que el terreno impida que se pueda colocar agua lo más cerca que sea práctico a los trabajadores, agua embotellada o envases de agua individuales se hará disponible, para que los trabajadores tengan agua potable fácilmente a su alcance.

  En donde sea aplicable, los envases de agua se reubicarán para seguir al equipo de trabajo; agua potable estará siempre accesible.

  Durante la capacitación de los empleados y reuniones en el terreno, se hará hincapié sobre la importancia de beber agua frecuentemente.

Nota: El "Formulario de Procedimientos para Reabastecimiento de Agua/Sombra" adjunto se completará para cada sitio de trabajo.

Procedimientos para Acceso a Sombra (incluyendo los siguientes, sin limitación):

Estructuras para dar sombra se abrirán y colocarán los más cerca que sea práctico a los trabajadores, cuando la temperatura sea igual a, o supere 80 grados Fahrenheit. Cuando la temperatura es inferior a 80 grados Fahrenheit, se proveerá acceso a sombra con prontitud, en caso que así lo solicite un empleado. Nota: El interior de un vehículo no podrá ser usado para proveer sombra, a menos que el vehículo tenga aire acondicionado y el aire acondicionado esté encendido.

Habrá suficientes estructuras para ofrecer sombra en el sitio para acomodar al número de empleados en periodos de recuperación o descanso, para que puedan estar sentados

en una posición normal, completamente en la sombra, sin tener que estar en contacto físico los unos con los otros. La sombra se ubicará lo más cerca que sea práctico a las áreas donde los empleados están trabajando. Durante los períodos de comidas que habrá suficiente sombra para todos los empleados que decidan permanecer en el área general de trabajo o en las zonas designadas para la recuperación y los períodos de descanso.

"Sombra" significa el bloqueo de la luz directa del sol. Un indicador de que el bloqueo es suficiente es cuando los objetos no proyectan su sombra dentro del área de luz del sol bloqueada. La sombra no es adecuada cuando el calor en el área de la sombre derrota el propósito de buscar a la sombra, que es el de permitir que el cuerpo se enfrie. Sombra se podrá suministrar por cualquier medio natural o artificial que no exponga los empleados a condiciones inseguras o insalubres, y que no impida o desanime el acceso o uso a la sombra (por ejemplo, obstáculos o condiciones peligrosas o injustificablemente desagradables mientras se está trasladando hacia la sombra o descansando en la sombra).

A los empleados se les permitirá y animará a tomar un Descanso Preventivo para Enfriamiento en la sombra, por un periodo no inferior a cinco minutos a la vez, cuando sienten la necesidad de hacerlo para protegerse contra el sobrecalentamiento. Dicho acceso a la sombra deberá ser permitido en todo momento.

Un empleado individual que toma una descanso preventivo de enfriamiento:

(a) Será vigilado y se le preguntará si está experimentando síntomas de enfermedad por calor;
(b) Se le animará a quedarse en la sombra; y
(c) No se le ordenará que regrese al trabajo sino hasta que toda seña o síntoma de enfermedad por calor se haya desvanecido, pero bajo ninguna circunstancia, en menos de 5 minutos por encima del tiempo necesario para llegar a la sombra.

Si un empleado exhibe señas o reporta síntomas de enfermedad por calor mientras está tomando un periodo preventivo de descanso, o durante un periodo preventivo de descanso, se lo proveerán primeros auxilios o una respuesta de emergencia en conformidad con la página 5 de este programa.

Cuando las estructuras de sombra aplicables serán reubicadas para seguir al equipo de trabajo, se colocarán lo más cerca que sea práctico a los empleados, para que en todo momento se esté brindando acceso a la sombra.

En situaciones donde los árboles u otra vegetación se utilizan para proporcionar sombra, el espesor y la forma del área sombreada será evaluado antes de suponer que se está arrojando sombra suficiente para proteger a los empleados.

En situaciones donde no sea seguro o factible proveer acceso a la sombra (por ejemplo, durante vientos fuertes) se tomará nota de dichas condiciones inseguras o no factibles, y asimismo e las medidas que se tomarán para proveer acceso a sombra que provee protección equivalente.

Nota: El formulario adjunto "Formulario de Procedimientos para Reabastecimiento de Agua/Sombra" se completará para cada sitio de trabajo.

Procedimientos para Calor Alto (incluyendo los siguientes, sin limitación):

Los Procedimientos para Calor Alto son medidas preventivas adicionales que nuestra compañía usará cuando la temperatura es igual a, o supera, 95 grados Fahrenheit:

Comunicación efectiva, por voz, observación, o medios electrónicos se mantendrá en todo momento, para que los empleado en el sitio de trabajo puedan comunicarse con un supervisor cuando sea necesario. En caso que el supervisor no pueda estar cerca de los trabajadores para observarlos o comunicarse con ellos, se podrá utilizar un dispositivo electrónico, como por ejemplo un teléfono celular o dispositivo para mensajes de texto, en caso que la recepción en el área no sea confiable.

Se observará a los empleados para ver que estén alertas o si exhiben señas o síntomas de enfermedad por calor, usando uno de los medios a continuación:

(a) Observación por el supervisor o quien designe en sitios de trabajo con 20 empleados o menos; o
(b) Sistema de "compañeros" obligatorio (cuando hay demasiados empleados para permitir la observación directa, la compañía podrá utilizar el sistema de compañeros, y juntar pares de empleados.); o
(c) Comunicación regular con empleados únicos, como por ejemplo por radio o teléfono celular; u
(d) Otros medios efectivos de observación.

Se designará a uno o más empleado(s) en cada sitio de trabajo, según lo autorizado, para llamar los servicios médicos de emergencia. Otros empleado están autorizados para llamar los servicios emergencia cuando ningún empleado designado esta disponible (ver el Formulario de Procedimientos para Reabastecimiento de Agua/Sombra).

A lo largo de la jornada de trabajo, a los empleados se les hará recordar que deben beber bastante agua.

Reuniones en el terreno antes del inicio de la jornada de trabajo se deberán hacer antes de comenzar el trabajo, para repasar los procedimientos de calor alto, para animar los empleado a beber bastante agua, y para recordarle a los empleados su derecho a tomar un descanso para enfriamiento cuando sea necesario.

Procedimientos para Respuesta de Emergencia (incluyendo los siguientes, sin limitación):

Todos los maestros de obra y supervisores llevarán teléfonos celulares u otros medios de comunicación para asegurar que se pueda llamar a los servicios médicos de emergencia. Se realizarán chequeos para verificar que dichos dispositivos electrónicos funcionen antes de cada jornada de trabajo. En caso que un dispositivo electrónico no aporte comunicaciones confiables dentro del área de trabajo, la compañía se asegurará de que haya algún modo de llamar a los servicios médicos de emergencia.

La respuesta a señas y síntomas de posible enfermedad por calor, incluirá, entre otros y sin limitación, medidas de primeros auxilios y la forma en que se proveerán los servicios médicos de emergencia:

(a) En caso que un supervisor observe, o cualquier empleado reporte, cualquier seña o síntoma de enfermedad por calor en cualquier empleado, el supervisor tomará acción inmediata congruente con la gravedad del caso.
(b) En caso que las señas o síntomas indican enfermedad por calor grave (como por ejemplo, y sin limitación, decaimiento del nivel de conciencia, tambaleo, vómitos, desorientación, conducta irracional, o convulsiones), la compañía implementará procedimientos de respuesta d emergencia.
(c) Un empleado que exhiba señas o síntomas de enfermedad por calor deberá ser vigilado, y no se debe dejar que esté solo y no debe ser enviado a su casa sin que se le ofrezca primeros auxilios en el sitio, y/o aportado servicios médicos de emergencia, en conformidad con los procedimientos de la compañía.

En ubicaciones remotas, como granjas rurales, lotes, o áreas no desarrolladas, el supervisor deberá designar un empleado o empleados para que vaya físicamente a la carretera o autopista más cercana, para que el personal de emergencia puedan verlos. Durante condiciones de luz reducida, al empleado o los empleados se les darán chalecos reflectores o focos para que puedan dirigir el personal de emergencia al sitio de trabajo, el cual posiblemente no sea visible desde la carretera o autopista.

Antes de asignar un equipo de trabajo a un sitio de trabajo en particular, se le entregará un mapa del sitio a los trabajadores y al maestro de obras, incluyendo direcciones claras y exactas (tale como calles o nombres de carreteras, puntos de referencia del terreno, y distancias a carreteras principales) para evitar cualquier demora con los servicios médicos de emergencia.

Antes del comienzo de una jornada, se hará una determinación respecto a la existencia de cualquier barrera de lenguaje en el sitio, y se tomarán medidas, como por ejemplo la asignación de la responsabilidad de llamar a los servicios médicos de emergencia, a un maestro de obras o un trabajador que hable inglés, para asegurar que los servicios médicos de emergencia puedan ser llamados inmediatamente en caso de emergencia.

La capacitación de empleados y supervisores incluirán todos los detalles de estos procedimientos escritos para emergencias.

Procedimientos para Aclimatación y Ola de Calor (incluyendo los siguientes, sin limitación):

La aclimatación significa el cambio fisiológico temporal y gradual del cuerpo cuando la carga de calor inducida por el ambiente (y a la cual el cuerpo ya se habría acostumbrado) se rebasa de forma importante y repentina debido a cambios repentinos en el medio ambiente. En otras palabras, el cuerpo necesita tiempo para poder adaptarse cuando las temperaturas se elevan repentinamente, y un empleado se expone al riesgo de enfermedad por calor si no cuida su esfuerzo durante una ola de calor, o al comenzar un trabajo nuevo que expone el empleado a calor al cual el cuerpo de dicho empleado todavía no se ha ajustado. La aclimatación inadecuada puede ser mucho más peligrosa durante condiciones sumamente calurosas y de estrés físico.

Todo empleado deberá ser observado cuidadosamente por un supervisor o su designado durante una ola de calor. Para propósitos de esta sección únicamente, "ola de calor" significa cualquier día en que la temperatura máxima pronosticada para ese día será por lo menos 80 grados Fahrenheit y por lo menos 10 grados Fahrenheit por encima del promedio de la máxima temperatura diaria de los cinco días anteriores.

Se deberá monitorear la temperatura diariamente. El supervisor estará alerta para ola(s) de calor repentina(s) o aumentos en la temperatura.

Un empleado recién asignado a un área de calor alto deberá ser observado cuidadosamente por un supervisor o su designado durante los primeros días del empleo del empleado.

Para empleados nuevos, se les reducirá la intensidad del trabajo durante un periodo introductorio de dos semanas [por ejemplo, programando trabajo a un ritmo menor, y con menores requerimientos físicos, durante las horas calurosas del día, y las tareas laborales más pesadas durante las horas más frescas del día (temprano por la mañana o al atardecer)]. Se deberán documentar las medidas tomadas para reducir la intensidad de la carga de trabajo.

Durante una ola de calor, todo empleado deberá ser observado cuidadosamente (o bien, se deberán mantener comunicaciones frecuentes por teléfono o radio) en busca de posibles síntomas de enfermedad por calor.

Los empleados y supervisores se deberán capacitar sobre la importancia de la aclimatación, y la forma en que los presentes procedimientos de la compañía se dirigen al tema.

Procedimientos para Capacitación del Empleado – Supervisor y No-Supervisor (incluyendo los siguientes, sin limitación):

Se proveerá capacitación sobre los siguientes temas a cada empleado supervisor y no-supervisor antes de que el empleado comience con trabajo que se podría razonablemente anticipar resultaría en exposición al riesgo de enfermedad por calor.

(a) Factores de riesgo ambientales y personales para enfermedad por calor, así como la carga añadida del calor sobre el cuerpo, causada por esfuerzo, ropa, y equipo protector personal.
(b) Los procedimientos de la compañía para cumplir con los requerimientos del Reglamento de Cal/OSHA, incluyendo, entre otros y sin limitación, la responsabilidad de la compañía de proveer agua, sombra, descansos para refrescarse, y acceso a primeros auxilios, así como el derecho del empleado a ejercer sus derechos bajo esta norma sin represalias.
(c) La importancia del consumo frecuente de pequeñas cantidades de agua, hasta 4 tazas por hora, cuando el entorno de trabajo es caluroso y es probable que los empleado estén sudando más de lo usual en el desempeño de sus deberes.
(d) El concepto de la aclimatación, su importancia, y métodos.
(e) Los diferentes tipos de enfermedad por calor, señas y síntomas comunes de enfermedad por calor, y la respuesta apropiada de primeros auxilios y/o emergencia a los diferentes tipos de enfermedad por calor; adicionalmente, el hecho que la enfermedad por calor puede progresar súbitamente de síntomas y señas leves a una enfermedad grave que amenaza la vida.
(f) La importancia de que los empleados inmediatamente reporten a la compañía, sea directamente o por medio del supervisor del empleado, síntomas o señas enfermedad por calor en su propia persona, o en sus co-trabajadores.
(g) Los procedimientos de la compañía para responder señas o síntomas de posible enfermedad por calor, incluyendo la forma en que se deben proveer servicios médicos en caso de ser necesario.
(h) Los procedimientos de la compañía para comunicarse con servicios médicos de emergencia, y en caso de ser necesario, para transportar a los empleados a determinado punto donde los puede alcanzar un proveedor de servicios médicos de emergencia.
(i) Los procedimientos de la compañía para asegurar que, en caso de emergencia, sea posible entregar (y que de hecho se le entregue) al personal de emergencia direcciones claras y exactas al sitio de trabajo, según sea necesario. Estos procedimientos deberán incluir la designación de una persona que estará disponible para asegurar que los procedimientos de emergencia se invoquen cuando corresponda.

Capacitación de Supervisor: Antes de supervisar empleados que estén realizando trabajo que se podría anticipar razonablemente que resultaría en exposición al riesgo de enfermedad por calor, se deberá proveer capacitación efectiva al supervisor sobre los siguientes temas:

(a) Los procedimientos de la compañía para comunicarse con los servicios médicos de emergencia, y en caso de ser necesario, para transportar a los empleados a determinado punto donde los pueda alcanzar el personal de servicios médicos de emergencia.

(b) Los procedimientos a seguir por el supervisor para implementar las disposiciones de esta sección que sean de aplicación.
(c) Los procedimientos a seguir por el supervisor en caso que un empleado exhiba señas o reporte síntomas congruentes con posible enfermedad por calor, incluyendo procedimientos de respuesta de emergencia (incluyendo primeros auxilios y tratamiento médico inmediato).
(d) Como monitorear los reportes meteorológicos y como responder a advertencias sobre clima caluroso.

Tratamiento de un Empleado Enfermo (incluyendo los siguientes, sin limitación):

En caso que un empleado exhiba posibles señas o síntomas de enfermedad por calor, un trabajador capacitado en Primeros Auxilios o un supervisor deberá chequear al empleado enfermo, y determinará si un descanso en la sombra bebiendo agua fría será suficiente, o si se deberá llamar al personal de servicios de emergencia. El trabajador enfermo no se debe dejar solo en la sombra, ya que él o ella puede ponerse peor.

Cuando un empleado exhibe posibles señas o síntomas de enfermedad por calor, y no hay un trabajador capacitado en Primeros Auxilios o supervisor disponible en el sitio, se llamará al personal de servicios de emergencia.

El personal de servicios de emergencia deberá ser llamado inmediatamente en caso que un empleado presente señas o síntomas graves de enfermedad por calor (temperatura corporal elevada, confusión, pérdida de coordinación, piel seca y acalorada o sudoración profusa, dolor de cabeza martillante y/o convulsiones) o no se mejora después de beber agua fría y descansar en la sombra. Mientras la ambulancia está en ruta, se iniciarán Primeros Auxilios (enfriar al trabajador, mover el trabajador a la sombra, remover capas de ropa excesivas, y aplicar agua fría al cuerpo). No deje que un trabajador se vaya del sitio, ya que puede extraviarse o morir antes de llegar al hospital.

En caso que un empleado presente señas o síntomas graves de enfermedad por calor (temperatura corporal elevada, confusión, pérdida de coordinación, piel seca acalorada o sudoración profusa, dolor de cabeza martillante y/o convulsiones) y el sitio de trabajo se encuentre a más de 20 minutos de un hospital, llame al personal de servicios de emergencias, reporte las señas y síntomas de la victima, y solicite una Ambulancia Aérea.

Vea el documento anexo, "*Protecting Yourself from Heat Stress*" (Protéjase del Estrés por Calor) , del Departamento de Salud y Servicios Humanos para síntomas adicionales y Primeros Auxilios relacionados con la Enfermedad por Calor.

Procedimientos para Monitorear el Clima (incluyen, entre otros pero sin limitación):

Los supervisores deben consultar el pronóstico meteorológico extendido por adelantado. Los pronósticos meteorologías se pueden verificar por internet en (www.nws.noaa.gov), llamando al número telefónico del Servicio Meteorológico Nacional , o verificando la red TV de The Weather Channel, u otros medios disponibles. El programa de trabajo se deberá planificar por adelantado, tomando en cuenta cualquier ola de calor o temperaturas elevadas que se anticipan.

Pronóstico Telefónico
CALIFORNIA Dial-A-Forecast

Eureka 707-443-7062
Hanford 559-584-8047
Los Angeles 805-988-6610 (#1)
Sacramento 916-979-3051
San Diego 619-297-2107 (#1)
San Francisco 831-656-1725 (#1)

Antes de cada día de trabajo, y a lo largo del día de trabajo, el supervisor monitoreará el clima en el sitio de trabajo usando uno de los métodos que se indican en esta sección. Esta información crítica sobre el clima se tomará en cuenta para determinar cuando será necesario hacer modificaciones al programa de trabajo, como por ejemplo, deteniendo el trabajo temprano, reprogramando el trabajo, trabajando de noche o durante las horas más frescas del día, o aumentando el número de descansos para agua y descansar.

El Índice de Calor del Servicio Meteorológico Nacional (National Weather Service Heat Index) también poda usarse para evaluar el nivel de riesgo para enfermedad por calor relacionado con la humedad relativa (ver anexo).

AGOTAMIENTO DEBIDO AL CALOR

O INSOLACIÓN

- **Descanse en un lugar fresco y sombreado**
- **Tome mucha agua y otros líquidos**
- **Báñese con agua fría o utilice compresas frías**

Llame al 9-1-1

- **Tome acción inmediatamente para enfriar su temperatura corporal hasta que llegue la ayuda necesaria**

Weather.gov/socialmedia
Weather.gov/heat

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SacramentoReady.org

ACCIDENT/INCIDENT INVESTIGATIONS POLICY

Purpose

The purpose of this policy and investigating accidents and incidents is to prevent a recurrence of the hazardous condition causing the event. This policy presents a practicable approach to investigating workplace accidents and incidents by emphasizing how to find the root cause(s), conduct an investigation, and make effective recommendations to prevent similar occurrences from ever happening again.

Concrete North, Inc. will investigate serious accidents as well as any incidents that:

a. Result in an injury or illness to a worker requiring medical treatment;

b. Did not involve injury or illness to a worker, or involved only minor injury not requiring medical treatment, but had a potential for causing serious injury or illness to a worker;

c. Occur resulting in loss or damage sustained to material, equipment or property. Accident and Incidents in the workplace will be investigated for the following purposes:

- To fulfill legal requirements;
- Determine the cause of accidents and incidents;
- To ascertain compliance with applicable safety regulations;
- To determine the cost of an accident, and
- To determine what happened and why, so the steps can be taken to prevent a recurrence.

Definitions

"Accident" means an unplanned event that interrupts the completion of an activity, and that may (or may not) include injury or property damage.

"Incident" means an unexpected event that did not cause injury or damage this time but had the potential. "Near miss" and "dangerous occurrence" are also terms for an event that could have caused harm but did not.

Policy

1. The Supervisor, employees, Joint Safety Committee and/or the Safety Representative with appropriate training in conducting accident investigations must complete an accident / incident investigation.
2. The following steps shall be taken to adequately complete an incident investigation:

a) Report the accident and/or incident occurrence to the Supervisor immediately;
b) Provide first aid and medical care to injured person(s) and prevent further injuries or damage;
c) Investigate the accident / incident;
d) Identify the causes of the accident / incident;
e) Report the findings of the investigation;
f) Develop a plan and recommendations for corrective action;
g) Implement the plan and recommendations for corrective action;
h) Evaluate the effectiveness of the corrective action; and
i) Make changes for continuous improvement.

3. The personnel conducting the investigation must prepare and complete a Concrete North, Inc. Accident & Incident Investigation Report.

4. The incident report must include the following information:

a) The place, date, and time of the accident/incident;
b) The names and job titles of persons involved and/or injured in the accident/incident;
c) The names of witnesses;
d) A brief description of the accident/incident;
e) A statement of the sequence of events that led up to the accident/incident;
f) Identification of any unsafe conditions, acts, or procedures that contributed to the accident/incident;
g) Recommended corrective actions to prevent similar accidents/incidents;
h) The name of persons who investigated the accident/incident

5. Supervisor, Management team and/or the Safety Representative shall implement The recommendations for corrective action immediately.

6. Management and/or Joint Occupational Health and Safety Committee shall review and evaluate the Concrete North, Inc. Incident Investigation Report.

7. When conducting an incident investigation, Concrete North, Inc. will ensure:

a) A preliminary investigation and accompanying report are completed within 48 hours of an incident;
b) A full investigation and final investigation report are completed within 30 days of the incident; and
c) Management shall review and evaluate the Concrete North, Inc. Incident Investigation Report.

Reporting Injuries to Cal/OSHA

Cal/OSHA requires that we report immediately to the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. The report shall be made by the telephone or through a specified online mechanism established by the Division for this purpose. Until the division has made such a mechanism available, the report may be made by telephone or email.

Immediately means as soon as practically possible but not longer than 8 hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident.

With regard to reporting to Cal/OSHA, a serious injury or illness is now defined as one involving. inpatient hospitalization, regardless of length of time, for other than medical observation or diagnostic testing; amputation; loss of an eye; or, serious degree of permanent disfigurement.

REPORTING WORK-CONNECTED FATALITIES AND SERIOUS INJURIES

Every employer shall report immediately to the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. The report shall be made by the telephone or through a specified online mechanism established by the Division for this purpose. Until the division has made such a mechanism available, the report may be made by telephone or email. [T8 CCR 342(a)]

Whenever a state, county, or local fire or police agency is called to an accident involving an employee covered by this part in which a serious injury, or illness, or death occurs, the nearest office of the Division of Occupational Safety and Health shall be notified by telephone immediately by the responding agency. [T8 CCR 342(b)]

DEFINITIONS

Immediately: Means as soon as practically possible but not longer than 8 hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident. [T8 CCR 342(a)]

Serious Injury or Illness: Means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone. [T8 CCR 330(h)]

HAVE THE FOLLOWING INFORMATION AVAILABLE

- □ Employer's name, address, telephone number and business type.
- □ Address of site of accident or event
- □ Name and job title, or badge number of person reporting the accident.
- □ Name of person to contact at site of the accident.
- □ Time and date of accident.
- □ Name, address, phone number, date of birth and job title of the injured employee(s).
- □ Nature of injury.
- □ Description of accident and whether the accident scene or instrumentality has been altered.
- □ Location where injured employee(s) was (were) moved to.
- □ List and identity of other law enforcement agencies present at the site of accident.

SACRAMENTO DISTRICT OFFICE			
Phone:	(916) 263-2800	**Email:**	DOSHSAC@dir.ca.gov
JURISDICTION (COUNTY)			
Mendocino	Lake	Colusa	Yuba
Sierra	Nevada	Sutter	Placer
Yolo	Sacramento	El Dorado	

SERIOUS INJURY/ILLNESS/DEATH REPORT

EMPLOYER'S NAME:

EMPLOYER'S ADDRESS:

EMPLOYER'S PHONE:

TYPE OF BUSINESS:

NAME OF REPORTING PARTY:

JOB TITLE:

PHONE:

ACCIDENT DATE & TIME:

ACCIDENT ADDRESS:

SITE CONTACT:

INJURED NAME:

ADDRESS:

PHONE:

DATE OF BIRTH:

JOB TITLE:

INJURY/ILLNESS:

TRANSPORTED TO:

DESCRIPTION OF THE ACCIDENT OR ILLNESS:

SCENE ALTERED: ☐ Yes ☐ No

AGENCIES PRESENT AT SITE: ☐ FIRE ☐ CHP ☐ SHERIFF ☐ POLICE ☐ OTHER:

EMAIL TO: caloshaaccidentreport@tel-us.com

LADDER SAFETY PROGRAM

Scope

If used unsafely, using ladders can lead to serious injury or death. To prevent ladder incidents, follow these basic rules:

- Use the proper ladder for the height of the job.
- Choose a ladder where the upper supports extend at least 3 feet above the landing or worksite.
- Make sure the ladder is strong enough for the job.
- Make sure the ladder can be properly secured with ropes or wires.

Inspect Ladders Carefully Before Use

- Check rungs, rails, and feet for damage or missing parts.
- Check surfaces for grease, oil or the like.
- Check all working parts.
- Check all hinges, bolts, ropes, etc. for safe working condition.
- Tag all defective ladders and place out of service.

Setting Up a Ladder Safely

Extension Ladders and Stepladders

- The base should be one foot away from vertical support for every 4 feet of height. (extension ladder)
- Check for sturdy support.
- Check for level and secure footing.
- Make sure ladder is tied down properly (extension ladder).
- If in high traffic area, use barricades.
- Be sure the ladder is not near power lines. No use of metal ladders near electricity.
- Make sure all locking devices are set.
- Don't set up ladder or climb unless you are qualified and trained.

Climbing Safely with Ladders

- Clean hands and shoes off all slippery substance.
- Use both hands and face forward and grasp rungs not the side-rails. (extension ladder)
- Take one step at a time.
- Carry small tools in a work belt or hoist larger tools with a hand-line.

General Safety for Ladders

- Keep one hand on ladder at all times or use a safety harness. (3 points of contact.)
- Never reach too far to one side. Keep your body within side rails.
- Never climb higher than second rung from the top of a step ladder – third rung on extension ladders.
- One person on a ladder at a time.
- Don't use a ladder in strong winds.
- Don't try to shift ladder to another position while you are on it.
- Don't use metal ladder near electrical circuits. Metal ladders should be marked with a caution sign about working near electricity.
- All ladders must be uniformly spaced and meet OSHA specifications. Ladder rungs, cleats, and steps must be parallel, level, and uniformly spaced when the ladder is in use. All Ladders will have an ANSI label and weight capacity clearly marked.
- Ladder must be clearly labeled for capacity and are not to be overloaded beyond their capacity.
- Ladders are only to be used for their intended purpose to gain access to an elevated area.

FALL PROTECTION PROGRAM

Introduction

Employees are only to access walking and working surfaces that have the strength and structural integrity to support them safely. Such surfaces will not be released for access until they are deemed safe by a competent person. No one is to work at a height 7 1/2’ or above without the proper training and the authorization to do so.

Unprotected Sides and Edges

Each employee on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is 7 1/2’ or more above a lower level will be protected by a means of fall protection.

Leading Edges

Each employee who is constructing a leading edge 7 1/2’ or more above a lower level will be protected from falling by guardrail systems, safety net systems, or personal fall arrest systems the use of a fall protection system. This may be a guardrail system, safety net system, or a personal fall restraint / arrest system.

Each employee on 7 1/2’ or more above a lower level where leading edges are under construction, but who is not engaged in the leading-edge work, will be protected from falling by a fall protection system.

Hoist Areas

Each employee in a hoist area will be protected from falling 7 1/2’ or more to lower levels by the use of a fall protection system. If guardrail systems, (or chain gate, or guardrail) or portions thereof, are removed to facilitate the hoisting operation (e.g., during landing of materials), and an employee must lean through the access opening or out over the edge of the access opening (to receive or guide equipment and materials, for example), that employee will be protected from fall hazards by a personal fall restraint / arrest system.

Holes / Floor Openings

Each employee on a walking/working surface will be protected from tripping in or stepping into or through holes 12”x 12” or greater (including skylights) by covers. The covers must fully cover the opening, be secured and labeled “Opening – Do Not Remove”. The cover will be able to support 400 lbs. or 2 times the maximum weight, whichever is greater. As an alternative, a guardrail system may be used with a toe-board.

Each employee on a walking/working surface will be protected from objects falling through holes (including skylights) by covers.

Ramps, Runways and Other Walkways

Each employee on ramps, runways, and other walkways will be protected from falling 7 1/2’ or more to lower levels by guardrail systems.

Wall Openings

Each employee working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 7 1/2’ or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface, will be protected from falling by the use of a fall protections system.

Fall Protection Systems

Guardrail Systems

Guardrail systems and their use will comply with the following provisions:

- Top edge height of top rails, or equivalent guardrail system members, will be 42 – 45 inches above the walking/working level.
- Mid-rails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members will be installed between the top edge of the guardrail system and the walking/working surface when there is no wall or parapet wall at least 21 inches high.
- Screens and mesh, when used, will extend from the top rail to the walking/working level and along the entire opening between top rail supports.
- Intermediate members (such as balusters), when used between posts, will be not more than 19 inches apart.
- Other structural members (such as additional mid-rails and architectural panels) will be installed such that there are no openings in the guardrail system that are more than 19

inches wide.

- Guardrail systems will be capable of withstanding, without failure, a force of at least 200 pounds applied within 2 inches of the top edge, in any outward or downward direction, at any point along the top edge.
- When the 200-pound load is applied in a downward direction, the top edge of the guardrail will not deflect to a height less than 39 inches above the walking/working level.

- Mid-rails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members will be capable of withstanding, without failure, a force of at least 150 pounds applied in any downward or outward direction at any point along the mid-rail or other member.
- Guardrail systems will be so surfaced as to prevent injury to an employee from punctures or lacerations, and to prevent snagging of clothing.
- The ends of all top rails and mid-rails will not overhang the terminal posts, except where such overhand does not constitute a projection hazard.
- Steel banding and plastic banding will not be used as top rails or mid-rails.
- Top rails and mid-rails will be at least one quarter inch nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it will be flagged at not more than 6 foot intervals with high visibility material.
- When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section will be placed across the access opening between guardrail sections when hoisting operations are not taking place.
- When guardrail systems are used at holes, they will be erected on all unprotected sides or edges of the hole.
- When guardrail systems are used around holes used for the passage of materials, the hole will have not more than two sides provided with removable guardrail sections to allow the passage of materials. When the hole is not in use, it will be closed over with a cover, or a guardrail system will be provided along all unprotected sides or edges.
- When guardrail systems are used around holes which are used as points of access, they will be provided with a gate, or be so offset that a person cannot walk directly into the hole.
- Guardrail systems used on ramps and runways will be erected along each unprotected side or edge.

Personal Fall Arrest Systems

Personal fall arrest systems and their use will comply with the provisions set forth below:

- Connectors will be drop forged, pressed or formed steel, or made of equivalent materials.
- Connectors will have a corrosion resistant finish, and all surfaces and edges will be smooth to prevent damage to interfacing parts of the system.
- D Rings and snap hooks will have a minimum tensile strength of 5,000 pounds.
- D-Rings and snap hooks will be proof tested to a minimum tensile load of 3,600 pounds without cracking, breaking, or taking permanent deformation.
- Snap hooks will be sized to be compatible with the member to which they are connected to prevent unintentional disengagement of the snap hook by depression of the snap hook keeper by the connected member, or will be locking type snap hook designed and used to prevent disengagement of the snap hook by the contact of the snap hook keeper by the connected member.
- Unless the snap hook is a locking type and designed for the following connections, snap hooks will not be engaged directly to webbing, rope or wire rope, to each other, to a D ring to which another snap hook or other connector is attached, to a horizontal lifeline, or to any object which is incompatibly shaped or dimensioned in relation to the snap hook such that unintentional disengagement could occur by the connected object being able to depress the snap hook keeper and release itself.
- On suspended scaffolds or similar work platforms with horizontal lifelines which may become vertical lifelines, the devices used to connect to a horizontal lifeline will be capable of locking in both directions on the lifeline.
- Horizontal lifelines will be designed, installed, and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.
- Lanyards and vertical lifelines will have a minimum breaking strength of 5,000 pounds.
- Lifelines will be protected against being cut or abraded.
- Self-retracting lifelines and lanyards which automatically limit free fall distance to 2 feet or less will be capable of sustaining a minimum tensile load of 3,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.
- Self-retracting lifelines and lanyards which do not limit free fall distance to 2 feet or less, rip stitch lanyards, and tearing and deforming lanyards will be capable of sustaining a minimum tensile load of 5,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.

- Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body belts and body harnesses will be made from synthetic fibers.
- Anchorages used for attachment of personal fall arrest equipment will be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached, or will be designed, installed, and used as follows: o As part of a complete personal fall arrest system which maintains a safety factor of at least two; and under the supervision of a qualified person.

Personal fall arrest systems, when stopping a fall, will:

- Limit maximum arresting force on an employee to 1,800 pounds when used with a body harness.
- Be rigged such that an employee can neither free fall more than 7 1/2', nor contact any lower level
- Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet.
- Have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 7 1/2', or the free fall distance permitted by the system, whichever is less.
- The attachment point of the body harness will be located in the center of the wearer's back near shoulder level, or above the wearer's head.
- Body harnesses, and components will be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.
- Personal fall arrest systems and components subjected to impact loading will be immediately removed from service and will not be used again for employee protection until inspected and determined by a competent person to be undamaged and suitable for reuse.
- We will provide for prompt rescue of employees in the event of a fall or will assure that employees are able to rescue themselves.
- Personal fall arrest systems will be inspected prior to each use for wear, damage and other deterioration, and defective components will be removed from service.
- Personal fall arrest systems will not be attached to guardrail systems, nor will they be attached to hoists except as specified.
- When a personal fall arrest system is used at hoist areas, it will be rigged to allow the movement of the employee only as far as the edge of the walking/working surface.

Personal Fall Restraint Systems

Personal Fall Restraint Systems are designed to prevent the wearer from reaching the edge or danger area and thus prevent them from falling.

- Prior to the use of a Personal Fall Restraint System, all employees should be trained on how to inspect the Personal Fall Restraint System, how and when to wear a Personal Fall Restraint System and how to perform a rescue after a fall in a Personal Fall Restraint System.
- Anchorage points used for fall restraint shall be capable of supporting 4 times the intended load under qualified supervision or 3000 pounds, whichever is greater.
- Restraint protection shall be rigged to allow the movement of employees only as far as the sides of the working level or working area. Note: All safety belts, harnesses and lanyards placed in service or purchased on or before February 1, 1997, shall be labeled as meeting the requirements contained in ANSI A10.14- 1975, Requirements for Safety Belts, Harnesses, Lanyards, Lifelines and Drop Lines for Construction and Industrial Use. All Personal Fall Arrest Systems, Personal Fall Restraint Systems and Positioning Device Systems purchased or placed in service in service after February 1, 1997, shall be labeled as meeting the requirements contained in ANSI A10.14-1991 American National Standard for Construction and Demolition Use, or ANSI Z359.1-1992 American Standard Safety Requirements for Personal Fall Arrest Systems, Subsystems and Components.

Positioning Device Systems

Positioning device systems and their use will conform to the following provisions:

- Positioning devices will be rigged such that an employee cannot free fall more than 2 feet.
- Positioning devices will be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds, whichever is greater.
- Connectors will be drop forged, pressed or formed steel, or made of equivalent materials.
- Connectors will have a corrosion resistant finish, and all surfaces and edges will be smooth to prevent damage to interfacing parts of this system.
- Connecting assemblies will have a minimum tensile strength of 5,000 pounds.
- D-Rings and snap hooks will be proof tested to a minimum tensile load of 3,600 pounds without cracking, breaking, or taking permanent deformation.

- Snap hooks will be sized to be compatible with the member to which they are connected to prevent unintentional disengagement of the snap hook by depression of the snap hook keeper by the connected member, or will be a locking type snap hook designed and used to prevent disengagement of the snap hook by the contact of the snap hook keeper by the connected member.

Unless the snap hook is a locking type and designed for the following connections, snap hooks will not be engaged:

- Directly to webbing, rope or wire rope.
- To each other.
- To a D-Ring to which another snap hook or other connector is attached.
- To a horizontal lifeline.
- To any object which is incompatibly shaped or dimensioned in relation to the snap hook such that unintentional disengagement could occur by the connected object being able to depress the snap hook keeper and release itself

Positioning device systems will be inspected prior to each use for wear, damage, and other deterioration, and defective components will be removed from service.

Body belts, harnesses, and components will be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.

Warning Line Systems

Warning line systems and their use will comply with the following provisions:

- The warning line will be erected around all sides of the roof work area.
- Points of access, materials handling areas, storage areas, and hoisting areas will be connected to the work area by an access path formed by two warning lines.
- When the path to a point of access is not in use, a rope, wire, chain, or other barricade, equivalent in strength and height to the warning line, will be placed across the path at the point where the path intersects the warning line erected around the work area, or the path will be offset such that a person cannot walk directly into the work area.

Warning lines will consist of ropes, wires, or chains, and supporting stanchions erected as follows:

- The rope, wire, or chain will be flagged at not more than 6-foot intervals with high visibility material.
- The rope, wire, or chain will be rigged and supported in such a way that its lowest point (including sag) is no less than 34 inches from the walking/working surface and its highest point is no more than 39 inches from the walking/working surface.
- After being erected, with the rope, wire, or chain attached, stanchions will be capable of resisting, without tipping over, a force of at least 16 pounds applied horizontally against the stanchion, 30 inches above the walking/working surface, perpendicular to the warning line, and in the direction of the floor, roof, or platform edge.
- The rope, wire, or chain will have a minimum tensile strength of 500 pounds and after being attached to the stanchions, will be capable of supporting, without breaking.
- The line will be attached at each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over.
- No employee will be allowed in the area between a roof edge and a warning line unless the employee is authorized to do so and has a means of fall protection.
- Mechanical equipment on roofs will be used or stored only in areas where employees are protected by a warning line system, guardrail system, or personal fall arrest system.

Protection from Falling Objects

Falling object protection will comply with the following provisions:

- Toe boards, when used as falling object protection, will be erected along the edge of the overhead walking/working surface for a distance sufficient to protect employees below.
- Toe boards will be capable of withstanding, without failure, a force of at least 50 pounds applied in any downward or outward direction at any point along the toe board.
- Toe boards will be a minimum of 3 1/2 inches in vertical height from their top edge to the level of the walking/working surface. They will have not more than 1⁄4 inch clearance above the walking/working surface. They will be solid or have openings not over 1 inch in greatest dimension.
- Where tools, equipment, or materials are piled higher than the top edge of a toe board, paneling or screening will be erected from the walking/working surface or toe board to the top of a guardrail system's top rail or mid-rail, for a distance sufficient to protect employees below.

RESPRITORY PROTECTION

Purpose

The purpose of this program is to provide a safe working environment for all of our workers. In this regard, no one shall work for any amount of time where airborne contaminates pose a danger to health without being trained, certified, and provided proper respiratory protection. Efforts will first be made to provide safety through engineering; but if these steps are not feasible or while they are being implemented, respirators will be required to do any necessary work.

This program is in line with federal and state regulations and will educate all those who need to use a respirator in such a way as to get the most protection from it. It sets forth requirements for approval to use a respirator and guidelines for respirator selection, use, and care. The goal is to help you learn how to safeguard your own respiratory health and get the level of protection commensurate to the danger of any airborne contaminates.

WHAT IS A RESPIRATOR?

Definition – A respirator, as is used in this program, is a device worn over the mouth and nose for protecting a person's respiratory system. This device can be tight or loose fitting (overhead). It can be made of a cloth-like material (ratings of N95 or higher) or of rubber. In this program, we refer to two descriptions of respirators: filtering face pieces (disposable) and rubber face pieces (reusable). Each respirator is permanently assigned to a worker. Rubber respirators should be visibly marked in a way that will not interfere with the performance of the respirator. Of course, disposable respirators should be replaced as needed.

Each respirator has an assigned protection factor. This means that some respirators work better than others. Please note the following classification of filtering face pieces and rubber respirators, listed in order of least protection to the greatest.

Respirator Descriptions – Respirators come in several combinations of fit types and classes. All respirators must be NIOSH approved. It is important that you understand the benefits and limitations of each device. Only positive pressure types are permitted when working in an immediately dangerous to life or health (IDLH) environment. Although there are more respirators than described in this booklet, please note that the ones listed are the commonly used ones at Bethel. The following respirator descriptions are listed in order of the lowest assigned protection factor to the highest:

Particulate Respirators – Particulate respirators capture particles in the air, such as dusts, mists, and fumes. The most common example of a particulate respirator is the **filtering face piece** (disposable). It covers the mouth and nose. These are lightweight and allow for eyeglasses or goggles. Potential for leakage is the same as for half-masks. Rubber face piece respirators can also be used as a particulate respirator depending on what cartridge is applied.

Combination Respirators (Rubber) – These face piece respirators are made of rubber, either full face piece or half-mask. They are reusable and can be used for both filtering out particles and harmful gases/vapors for safe breathing.

Half-Mask – Fits over the nose and under the chin. These masks are usually lighter and easier to wear, covering only the chin, mouth, and nose. However, the half-mask has a greater potential for leakage because it comes in contact with complex facial surfaces, such as the bridge of the nose, cheeks, and chin.

Full Face piece – Covers the face from the hairline to below the chin. These offer more protection by covering the eyes and protecting the face and head from chemically or biologically contaminated dusts, mists, and splatter. Head harnesses secure the respirator to the body at more points of contact. Eyeglasses can be difficult to wear. Wearing contact lenses eliminates this problem. Spectacle kits are also available to fit snugly into the full mask.

Air-Purifying Respirators – These include a filter or chemical cartridge along with powered air. This combination removes contaminants from the surrounding air. Air-purifying respirators filter contaminants from the air through a filter or a chemical cartridge.

Atmosphere-Supplying Respirators – These provide clean breathing air from an uncontaminated source. They employ the use of full-face piece rubber respirators. This is needed in situations where the atmosphere is immediately dangerous to life or health, such as those that are oxygen deficient, those containing toxic air contaminants, and rescue situations. There are two methods of delivering safe air as follows:

Self-Contained Breathing Apparatus (SCBA) – SCBAs are compressed air cylinders carried on the user's back connected by an air supply hose to a full-face piece rubber respirator. SCBA cylinders contain a 30-minute air supply. Users must carefully monitor the amount of air used and exit contaminated environment before the air supply runs out. At U.S. Bethel, SCBAs are only used for emergency or rescue purposes. They are not used while performing normal work.

Air-Supplied – These can be tight fitting or loose fitting. They make use of a hose to deliver

clean, safe air from a stationary source of compressed air. They provide clean air for long periods of time and are light in weight for the user. They can, however, limit the range of use and your mobility. Also, there is the danger of damaging the hose or the hose being caught, affecting airflow.

Fit – Everyone's face is different. Each person needs a good facial seal in order to be fully protected. As noted in chapter V, respirator users must pass a fit test to ensure that the respirator will fit correctly and guard the respiratory system. You are also required to do a careful seal check of your respirator before entering a contaminated environment *every time you wear it*.

Selection of Filters – Selection of filters depends on the airborne contaminant. Please note the following:

A. Presence of Oil – Selection of N, R, and P series filters depends on the presence or absence of oil particles as follows:

- If no oil particles are present, use any series (N, R, or P).
- If oil particles are present, use only R or P series.
- If oil particles are present and the filter is to be used for more than one work shift, use only P series.

Filter Efficiency – Selection of filter efficiency (i.e., 95%, 99%, or 99.97%) depends on how much filter leakage can be accepted.

Change Schedule and Storage for Cartridges – All filters must be replaced whenever they are damaged, soiled, or causing noticeably increased breathing resistance. If you taste or smell an airborne contaminant, immediately leave the danger area and change out your cartridge.

Identify A Specific Change Schedule – For the department respiratory protection write- up, supervisors may establish a change-out schedule based on experience with the contaminant and cartridge use. If a more definite change schedule is desired, a total use period of eight hours is recommended. Some cartridges come with built-in end-of-service- life indicators (ESLI) which should be closely adhered to.

Storage –The shelf life of a cartridge is lessened if it is exposed to air or contaminants. Cartridges should remain in sealed packaging until used. Once in use, the cartridge should be dated and any heavy usage periods logged on the label of the storage container.

Gases and Vapors – Chemical cartridges remove gases and vapors through a filter, catalyst, or

sorbent. These attach to half-mask and full-face-piece rubber respirators. There is no one cartridge that is effective on all gases and vapors, so you must know which contaminant you are dealing with before selecting one.

BEFORE USING A RESPIRATOR

Medical Questionnaire – Using a respirator may place a physiological burden on an individual, depending on a person's health, type of respirator, and work to be performed. Thus, each potential respirator user will fill out a medical questionnaire that is in line with legal requirements. Additional medical questionnaires may be needed, however, due to the following:

- A worker reports medical signs or symptoms that are related to his ability to use a respirator.
- Oversight feels that a worker needs to be reevaluated.
- A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a physiological burden being placed on a worker.

Initial Training – All respirator users must receive training. Your training will be provided to you before you use a respirator. It will teach you the following:

1. Why a respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator
2. What the limitations and capabilities of the respirator are.
3. How to inspect, don (put on), remove, and check the seals of the respirator.
4. How to properly maintain and store your respirator.
5. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.

Fit Test – A fit test is not required for loose-fitting dust masks with one strap or a loose- fitting hood on positive air-supplied respirators. Single-strap dust masks, which are designed for comfort and used for nuisance dust or as face shields, are not acceptable as respiratory protective equipment.

Rubber face pieces (full face piece, half-mask, SCBA, etc.) require annual *qualitative* fit tests (a pass/fail test will be performed to see if an individual wearing a respirator can smell a test agent, like banana oil). A failure will require another respirator size or type. A *quantitative* fit test (a test where the amount of leakage is precisely measured) will also be required for frequent users or those who may be at greater risk due to the type of contaminant they are exposed to.

An additional fit test may be required if:

- A different type of respirator or face piece (size, style, model or make) needs to be worn for an assignment.
- A change in physical condition affects how the respirator fits. This would include changes to the area of the face such as an obvious change in body weight, or other changes that merit consideration.

Certification – No one will be allowed to do work requiring the use of a respirator until cleared medically, trained, and fit tested successfully.

USE AND CARE OF RESPIRATORS

Obtaining A Respirator – After an employee has received medical clearance and training, a supervisor will provide clean, sanitary respirators in good working order that is the correct one for the job.

Proper Face-To-face Piece Seal – Regardless of the style of mask, true respiratory protection is only as good as a proper face-to-face piece seal. Even a small leak can be hazardous. The fit test should reveal any problems with the seal, and subsequent user seal checks should alert you to any change in the effectiveness of your face piece. A good seal allows no leakage. The face piece should be tight fitting, but the nose should not be pinched and the fit should not be uncomfortable or painful.

Inspection – Before each use of your respirator, inspect it to ensure that it will indeed protect your respiratory system.

Filtering face piece (Disposable) – Check for damage to filter or straps or if there is excessive wear. Replace as needed.

Rubber Respirators (Reusable) – For rubber respirators, first take visual inventory of the respirator to detect any signs of excessive wear, deterioration, or damage. Check for holes, snags, or cracks and inspect rubber parts carefully. Check the tightness of connections, the condition of the face piece, and the seal and headband. Make sure the valves are in good working order and check the connecting tube. Make sure cartridges on air-purifying respirators are not dented or damaged in any way. Inspect the condition of the following components of your respirator, if applicable, and replace as needed:

- face piece

- Fastening straps and closures
- Inhalation and exhalation valves
- Filter
- Cartridge
- Air hose
- Breathing tubes
- Regulator
- Lens
- Connections and clamps for hoses and tubes

User Seal Check – Since the seal is critical between the face and the face piece, nothing can be allowed to interfere with it. This includes facial hair, wearing glasses or goggles, or any other action or condition that would interfere with it. Before each use of a respirator, a user seal check must be performed. This test will confirm that the respirator will not leak while you are exposed to the contaminated atmosphere. User seal checks are different for filtering face piece (disposable) respirators and rubber (reusable) respirators.

Before performing a user seal check, a respirator must be donned correctly. Then proceed to perform the user seal check.

User Seal Check for Filtering face piece (Disposable) – This user seal check involves a negative pressure check only, as follows:

1. Once donned correctly, cover the front of the respirator by cupping both hands. Inhale sharply. A negative pressure should be felt inside the filtering face piece. If any leakage is detected at the respirator edges, adjust the straps by pulling back along the sides and or reposition the respirator.
2. Repeat until sealed properly. If problems persist, see your supervisor. Never enter into a contaminated area with an improper fit.

User Seal Check for Rubber Respirators – This user seal check involves both positive pressure and negative pressure checks, as follows:

1. **Positive Pressure Seal Check**

    a. Make sure the respirator is secured and a good facial seal is achieved.

    b. Cover the exhalation valve with the palm of your hand (you may have to unscrew the

valve cover).

c. Exhale gently into the face piece to create positive pressure.
d. *There should be no signs of leakage out of the facial seal, inhalation valve, or cartridge seats.*

2) **Negative Pressure Seal Check**

Make sure the respirator is secured and a good facial seal is achieved.

a. Cover the cartridge inlet opening with the palm of your hand or by replacing the filter seals. Due to the design of some respirators, you may need to use a latex glove to completely close off the inlet.
b. Gently inhale to create a vacuum and hold your breath for ten seconds.
c. *The face piece should slightly collapse inward, without any inward leakage of air through the facial seal.*

NOTE: The tightness of the respirator is considered effective if it passes these two user seal checks. Remember, even a small gap in the facial seal could leak contaminants.

Removal and Replacement of Respirator Due to Malfunction – If something does not seem right with the respirator, stop what you are doing and leave the contaminated work area immediately. You may detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece. If you detect a problem, bring it immediately to your supervisor to be replaced. Do not re-enter a contaminated atmosphere until a respirator is repaired or a new respirator is issued to you.

Cleaning and Disinfecting – The purpose of cleaning and disinfecting reusable rubber respirators is to prevent damage to the respirator and harm to the worker. Please note the following:

- Daily Cleaning – After each use, you should clean your rubber respirator using disinfectant respirator wipe pads. Then it is ready to use next time.
- Weekly Cleaning – A thorough cleaning should be done about once a week, depending on how much the respirator was used. Cleaning should also be done prior to long-term storage.

1) Remove cartridges. Disassemble face pieces by removing speaking diaphragms, demand and

pressure-demand valve assemblies, hoses, or other components. Replace or repair any defective parts.

2) Wash components in warm water with a mild detergent or with an approved cleaner. Use a brush (not wire) to remove dirt.

3) Rinse components in clean, warm, preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on face pieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.

Components should be hand dried with a clean lint-free cloth or air-dried.

Reassemble face piece, replacing filters and cartridges where necessary. Test the respirator to ensure that all components work properly.

Storage – Each individual is responsible to properly store his respirator to protect it from damage, air contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals. It should be packed or stored in such a way to prevent deformation of the face piece and exhalation valve. A good method is to place it in a sealed plastic storage bag labeled with a name, and placed in a cabinet or container.

MAINTAINING RESPIRATOR EFFECTIVENESS

In the Workplace – Be conscious of the work environment. Changes in work conditions or atmospheric hazards may affect your respirator usage. While using your respirator for an extended period of time, you may find it beneficial to periodically leave the work area to wash your face and respirator face pieces as necessary to prevent eye or skin irritation associated with respirator use.

Do not remove your respirator in a contaminated environment, even if only for a short time and even if it is uncomfortable.

Do not remove your respirator too soon. Wait until you are no longer in the presence of airborne contaminants. You should also relocate to a better location when examining or adjusting your respirator. Remember, the *concentration* or toxicity of the contaminant is the hazard, and not the *length* of exposure, in many cases.

Refresher Training –This will be conducted Annually. Additional refresher training may be provided when one of the following situations occur, or as needed:

1. Changes in the workplace or the type of respirator render previous training obsolete.
2. A safety audit notes inadequacy in the worker's knowledge or use of the respirator.

RECORDKEEPING

All documentation regarding medical evaluations, fit testing, and the respirator program will be maintained in the human resource office. This information will facilitate employee involvement in the respirator program, assist in auditing the adequacy of the program, and provide a record for compliance determinations by OSHA.

MOBILE ELEVATED WORK PLATFORMS (MEWP)

Purpose

The purpose of the plan is to ensure safety guidelines for employees who operate, perform work on, or work near mobile elevated work platforms (MEWPS).

We recognize that the safety of our employees is of the utmost importance. This program is designed to aid employees and management in adhering to safe standards in our workplace. The ultimate company objective is to prevent accidents and injuries to all employees and avoiding property damage.

The workers will be trained on the MEWP Safe Use Plan. It is vital persons working with the MEWP are physical, medically and mentally fit and capable of comprehending the scope of work to be performed. This is including but not limited to safe operations, maintenance, service and hazard assessment.

To ensure all Mobile Elevated Work Platforms (MEWPs) meet or exceed minimum operational safety requirements and are maintained and operated in a safe manner in accordance with Contractor, Equipment Manufacturer, OSHA, and ANSI specifications governing their use.

Plan Responsibilities

Management

- To provide MEWP equipment which is compliant to ANSI and OSHA regulations.
- Create and revise as necessary a MEWP safety plan.
- To supervise the company MEWP plan per ANSI and OSHA regulations.
- To coordinate and/or provide MEWP training to employees.
- Identify employees and workers who are affected by MEWPs operations and ensure they are trained.
- Maintain proof of training for all employees/workers who are authorized and involved in MEWPS operations.
- Provide the appropriate PPE to affected employees.
- To ensure MEWPS are repaired and kept in good and safe working order.
- To ensure MEWPs are received (if rented, borrowed and/or transported) in good and safe working order.

- To follow plan and regulations.
- Perform required inspections of equipment.
- Review and update of safety plan and policies when standards, regulations, manufacturer's instructions and updated bulletins are needed for an effective plan.
- Ensure only trained and authorized employees perform work on MEWPs.
- Assign a qualified MEWP supervisor to work areas with MEWP in use.

Supervisor

All personnel that oversee and supervise MEWPs operations and operators shall receive training. This includes, but is not limited to:

- Proper selection of the appropriate MEWP for the scope of work.
- Have confidence and understanding of the rules, regulations, standards that apply to MEWPs. This includes safe use as defined in ANSI A92.22, training and familiarization and the work being performed.
- Ensure no employee operates or performs work on MEWPs without receiving the required safety training.
- Provide communication between employees and management on MEWPS issues.
- Ensure the proper Personal Protective Equipment is available and being used.
- Monitor MEWPs use and ensure the responsibilities and safety requirements are followed.

Maintenance Supervisor

- Oversees the MEWP maintenance program.
- Manages the MEWP maintenance and repair program.
- Ensures documentation of MEWP inspections and abatement maintenance in compliance with ANSI and manufacturer requirements.
- Collect and maintain a minimum of 4 years of the inspection reports.
- Provide technical assistance to workers.
- Periodically audit equipment and documented inspection records.
- Maintain operations manuals and other manufacturer guidelines in good condition and that they are kept in a weatherproof box on MEWPS.

Employees

- Must complete required safety training before performing work with MEWPs.
- Wear all required Personal Protective Equipment.
- Abide by the MEWPs Safety Plan along with ANSI and OSHA regulations.
- Immediately report any hazardous condition, unsafe act, or unsafe equipment to supervisor.

Documentation

- Operations manuals must be provided by the manufacturer with make and model and stored in a weatherproof compartment on the MEWP. The operating manual shall be provided with each rental, lease or sale delivery.
- The operator shall read and understand the manufacturer's operator manual(s) or has it explained to him or her.
- Owners should keep and maintain copy of the service and parts manuals provided with MEWP.
- Owners shall register the MEWP with the manufacturer to ensure they are receiving safety bulletins and updates.

Maintenance

- The owner shall arrange for maintenance per standard on a scheduled basis. The owner shall have a preventative maintenance program according to manufacturer's recommendations. Continual, heavy and extreme use of the MEWP should be taken into consideration.
- Malfunctions, issues during inspection, any problems identified that affect safe operations should be corrected by a qualified person and authorized by the owner before the MEWP is returned to service.
- Operator's should isolate, tag and report any defects or problems with the equipment. The MEWP should be taken out of service immediately if the problem or defect is critical.
- All replacement components shall be OEM or equivalent to original MEWP part.
- There shall be no modification without written manufacturer's consent. If permission is granted this should be provided to additional owners.

Training for Maintenance and Repair Personnel

All personnel performing maintenance on a MEWP, shall be trained according to manufacturer's instructions and recommendations. The training will be in accordance with the operating and maintenance manuals. The user's work instructions and the requirements listed in this program.

Only trained personnel shall repair and/or perform adjustments to the MEWP. The maintenance conducts annual inspections.

Only one person shall work on the MEWPS.

Repair personnel should be aware of and comply with the requirements prior to adjustments and repairs.

- Read and understand the manufacturer's instructions.
- LOTO – Lock Out Tag Out procedures, specific to the piece of equipment shall be in place and documented.
- All controls should be tested for stored energy prior to repairs or maintenance.
- Work platforms should be fully lowered. If unable to lower, the platforms should be braced to prevent movement.
- Any hydraulic pressure should be released prior to any hydraulic work.
- Follow manufacturer's instructions on removing guards or other safety covers.
- Be trained on wind effects.

Inspections Annual Inspections

Annual inspections must be done no later than thirteen (13) months from the date of the prior annual inspection. This inspection should be performed by a qualified person to inspect the specific make and model of the MEWP. The inspection shall include all the frequent inspection items and items specified by the manufacturer for annual inspection and any manufacturer's bulletins, updates. The MEWP shall not be used for service until all malfunctions, defects, safety violations, safety issues and hazards have been corrected. Operators and inspectors should be encouraged to report issues or problems. Safety hazards should be corrected immediately and the MEWP taken out of service as applicable. The most recent annual inspection date information and the next annual inspection due date shall be kept on the MEWP.

Frequent Inspections

Frequent inspections should be done on a quarterly basis.

A MEWP is required inspection if out of service for longer than three months or if environmental conditions require a shorter period.

The inspection shall be done by a qualified person who is trained on the specific make and model of the MEWP. This shall include manufacturer's specified instructions and bulletins.

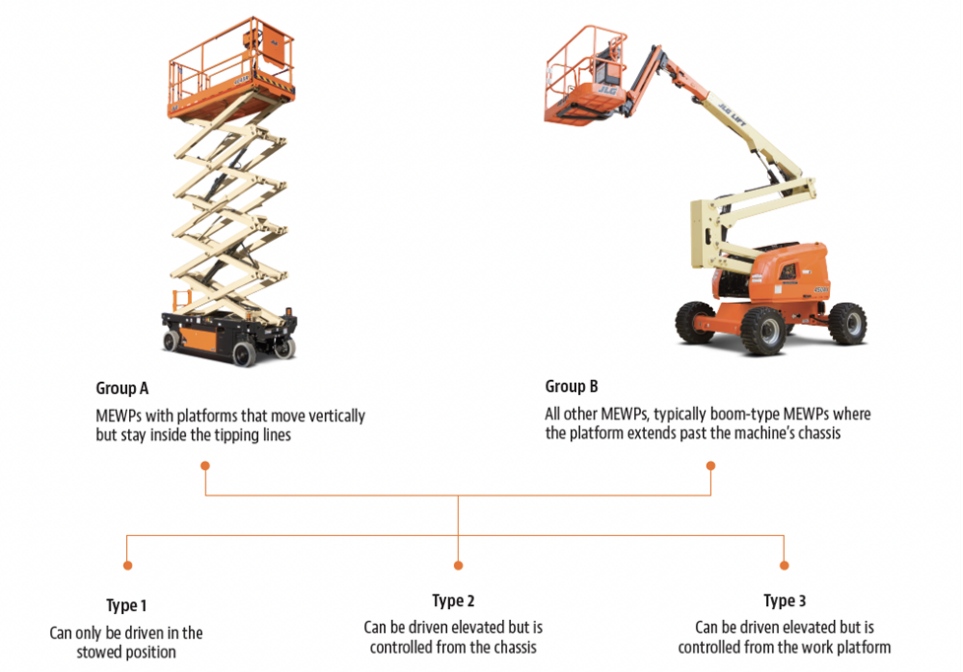
Pre-Delivery Inspection

Prior to each delivery, the owner or dealer shall ensure the MEWP is inspected, repaired and working according to manufacturer's instructions.

Pre-Use/Pre-Start Inspection

This inspection should be done prior to use each day or each shift. Forms attached to this program may be used. If the manufacturer designates an inspection form or checklist for any type of inspection, that form and/or information provided should be used.

MEWP Classification for Selection



ANSI A92 MEWP Classifications

Aerial Work Platforms (AWPs) are now called Mobile Elevating Work Platforms (MEWPs). Rather than being classified by the equipment type, machines are now broken up by Groups, then sub-divided into Types.

MEWP Groups

- If a MEWP moves vertically but within the tipping lines, such as a scissor lift, it is classified as Group A.
- If the MEWP can move beyond the tipping lines (outriggers or wheels) it is considered Group B. A boom lift is an example of equipment in Group B.

MEWPS are further classified into Types:

Type 1: The equipment can only be driven with the platform in its stowed position.

Type 2: The equipment can be driven elevated but is controlled from the chassis.

Type 3: The equipment can be driven elevated, controlled from the work platform.

Selecting the Mobile Elevating Work Platform

The information is targeted at those who select, specify, manage and operate mobile elevating work platforms (MEWPs). There is a worksheet provided to identify the appropriate MEWPS to use. The focus is to minimize risk. Working with the right piece of equipment in size, reach, etc. to accomplish the scope of work will minimize risks. The operations and equipment are to be planned by a qualified person.

Identify the MEWP Needed

- Identify the full scope of work to transpire, the materials to be used and the location and include the day(s) and time(s).
- At what stage of the job will the MEWP be used?
- What will ground conditions or supporting structure be like at that stage (example: rough, prepared, slab, etc.)?

Identify the Hazards Associated with the Tasks

Once the MEWP has been chosen, the hazards associated with the task need to be identified and develop safe plan to control measures for safe methods.

Survey Work Area / Site Hazard Assessment

Survey the work area for potentially hazardous operating conditions and ensure hazards are mitigated. The form with this program may be used.

Authorized MEWPs

MEWPs used in the workplace must meet the design and construction requirements of the American National Standards Institute. The MEWP Administrator will verify that vehicles used for the workplace meet these requirements and are in a safe working condition.

Rental MEWPs

The owner or supervisor will assess and prequalify the rental company to ensure their fleet meets ANSI and OSHA requirements. The company will then authorize employees to rent from the rental company.

Pre-planning is essential. Communicate delivery and return of the MEWPS.

Responsible persons should be appointed and a plan of action should be in place to ensure it is delivered by a competent person.

Ensure that procedures and agreements are in place for the maintenance and inspection of the MEWP during the rental period.

Borrowing or Using MEWPs from another Company

At times employees may need to use a MEWP that belongs to another company or is rented by another company. In these cases, the site supervisor needs to do an inspection of the equipment and review the other company's MEWP safe work plan.

MEWP Training

Manufacturer's instruction and safety manuals should always be on the equipment and immediately available. Always refer to the manufacturer's instruction and safety manuals for training and safe operation of the MEWPS.

The operator must read and understand the manufacturer's operating instruction(s) and user's safety rules.

All operators should be trained on the same model of MEWP in use, or a MEWP with the same capabilities and controls. A practical evaluation for an operator should be done to demonstrate competent use and knowledge of controls. This should be monitored by a qualified person.

The operator shall be trained on each of the controls.

MEWP should be operated only in an area where a workplace assessment has been done. Hazards have been identified and controls have been put into place and communicated. The inspection log should be maintained and kept on the MEWP at all times.

Review with operators on overhead hazards. Inspect for overhead structures, framing, ceilings, walls where an operator could be trapped or caught in between. If hazards of this sort exist, consider using a MEWP with protective control covers.

MEWPs controls allow for smooth movement. At times, there can be "run-on" when the controls are stopped abruptly. This means the platform can continue to move for a short time. Extreme caution needs to be taken when working in an area where there are overhead structures to avoid impact and crushing. The operator should not crouch over controls or railing to reach work location.

Overhead obstructions, tight working conditions, structures, pipes, ducts, ceiling grids or any other material that may come in contact with the MEWP, should be observed. Operators should remain within the platform, do not lean out over the railing. Do not lean out over railing during vertical movement at any time.

Ground openings such as trenches, manholes, etc. are serious tipping hazards. The work conditions for MEWPS should be firm and level ground. Temporary covers should be able to support the weight, being heavy metal plates and/or permanent manhole covers, a berm can also be built-up around plate and covers to prevent shifting. Open trenches can be backfilled and compacted.

If outriggers are on the equipment, they must be used to increase stability and capacity.

Fall protection hazards are addressed with making sure the working platform has guardrails in

place, toe boards in place and a chain guard or door.

Falls are a serious hazard when working from elevated work platforms. Arresting the fall, using a PFA – Personal Fall Arrest system to act as fall restraint prevents the worker from falling out of basket. Using a harness with a short lanyard which is secured to a manufacturer designated anchor point within the basket to restrain user prevents the falls.

Users are never to stand on toe boards or railing. Ladders, buckets or other items are not allowed in the basket to increase height/reach.

Tools, equipment, etc. in the basket could be a fall hazard. Secure with a tether system and/or secure the area below the MEWPS to prevent trades from coming in area. No work should be performed below a MEWPs.

Materials can be heavy. Check the weight capacity and the safety of the environment when transporting materials. Consider load distribution issues. Additional equipment to lift or transport materials may be needed.

MEWP platforms can ‘bounce’ at a height due to the boom structure flexing. This may make them less capable to use for long or heaving materials. Materials should never be balanced on the handrails of of a MEWP. Consideration of using a crane or forklift/reachlift having appropriate weight capacity and material handling attachments.

Do not allow the MEWP near overhead machinery or other objects.

The MEWP boom should not protrude into traffic roadways at any time.

High winds can make a MEWP unstable. Obey maximum wind speed signage per manufacturer’s instructions. Take into consideration wind gusts. Wind warning limitation decal is required on MEWP.

Weather conditions such as storms, thunder and lightening and snow may create an unsafe environment. Work should stop in these conditions.

Never overload the MEWP. Being capacity or limiting space/movement within MEWP platform.

Access gates or openings shall be protected per manufacturer's instructions.

Always inspect for hazardous energy in the work area such as electrical cords, electrical panels, chemical lines, gas lines, drain lines and utilities. These should be labeled. Never put pressure on any lines from MEWP. If work has to transpire in close proximity a spotter may be used.

Secure the work area to avoid collision with other work equipment, materials and vehicles. Place a spotter if necessary when working in an area where there is a blind corner and there is a possibility of traffic in area.

When working in an area with open edges, a fall protection plan will be created. This may include a spotter.

MEWP working in a structure with blind corners, signage, flashing lights, spotter or other means of warning will be used.

Prior to work on concrete slab or deck of any sort, ensure the slab/deck have been cured and are engineered to support the weight of the MEWP. Also take into consideration additional weight of employees and materials to the MEWP.

Occupant Training

- Review PPE required and PFA requirements as this varies per MEWP.
- Moving around in the MEWP can cause instability.
- Do not climb or stand on toeboards or guardrails.
- Do not jump on platform.
- Review manufacturer's instruction of any accessories used.
- Review scope of work and hazards associated with it.
- Review Risk Assessment Checklist.
- Manufacturer's warnings and instructions in the Operator's Manual should be discussed. The manufacturer's manual should be out and in hand to review and reference.
- Review purpose and function of MEWP platform controls.

Equipment Alarms, Guards

- Never disable the platform overload system.
- Never disable alarms, lights, sirens or governors on equipment.

- Equipment should always be used as intended by manufacturer.
- No modifications are allowed.

Reporting Problems and Malfunctions

Operators shall immediately report operation issues, MEWP malfunction problems, jobsite hazards to their supervisor. If the MEWP has malfunctions, it should be removed from serviced and LOTO procedures in place.

Electrical Power Lines – Safe Approach Distance

- The MEWP may be operated no more than 20 ft. from steel energized lines.
- The MEWP may be operated no more than 10 ft. from low voltage energized lines.

Travel Speed

Under all travel conditions, the operator shall limit travel speed according to conditions of ground surface, congestion, visibility, slope, location of personnel, and other factors causing hazards of collision or injury to personnel.

Spotter Training

All spotters shall be trained on their responsibilities and their sole focus on being a spotter. Spotters shall be trained on basic MEWP operating procedures that they are monitoring.

Each spotter shall be trained in the operation of lower controls and understand the overriding capability of the upper controls.

Spotters may be required when there is a potential for operator injury due to physical contact with facility systems or structures. They may also be required when there is a potential for damage to sensitive facility systems.

Spotters may be used when these conditions exist. This is a partial list.

- Congested work areas
- Blind corners
- Sensitive/fragile systems/structures.
- Overhead structural hazards which could lead to crushing injuries.

- When working in close proximity to workers.
- In areas with floor openings or leading edges.
- Working in areas where there is energized electrical lines or equipment A spotter may be another coworker located on the platform or on the ground. A spotter will be in a hardhat, Class II Safety Vest (this could become Class II depending on conditions), safety glasses, boots. There should be a clear item which easily identifies spotter to operator. If spotter is on ground working with MEWP operator. The operator shall not move base, boom or basket until there is confirmed visual the spotter is clear. The spotter which is guiding the MEWP to a work location shall be easily identifiable to operator. The spotter should be at least 20 ft. clearance of mobile MEWP.

Decals, Warnings and Instructions Displayed

All operators and maintenance crew shall understand by reading or having qualified person explain all decals, warnings and instructions displayed on the MEWPS.

MEWP Deliver and Pick-Up from the Jobsite

Ensure a safe traffic management plan is in place when loading and loading the MEWP. This should have designated routes to separate MEWP activities from workers, pedestrians and vehicle activities.

- Assess, designate and communicate a safe loading and unloading area.
- Assess the best time of day for delivery and pick-up from the jobsite. Take into consideration morning and evening traffic.
- Appropriate PPE – Personal Protective Equipment will be worn.
- Plan for traffic control with several trained flaggers.
- Ensure the delivery truck has enough space to turn.
- Check for lighting and ensure there is good visibility. Times of year can effect lighting.
- Check for ground stable with no openings.
- Ensure the access and terrain are appropriate for the MEWP to travel to the work location.
- Check for overhead powerlines where the MEWP will need to pass under or near.
- If the MEWWP will need to be lifted by a crane in and out of the work area, a Lift Plan will need to be in place. Certified crane operator, certified crane and certified riggers are required.

- Verify per manufacturer's instructions and safety manuals where the lifting points are indication on the MEWP for rigging.
- Ensure somebody is on site to assist driver. This should be designated Qualified Person.
- Notify the general contractor of delivery. This is to ensure delivery can be done and there is no conflict of additional deliveries obstructing the delivery plan and creating a rushed and stressed environment.
- A pre-delivery inspection must be completed and documented.

Adverse Weather

- Think about wet, cold and windy weather.
- Can the MEWP be used outdoor in the elements?
- Wind speed, take into consideration heavy wind gusts? How will windspeed be checked? What is maximum windspeed for MEWP?
- Note a MEWP being operated between buildings can increase wind speed and/or turbulence.
- How safe is operator in wind chill which can effect operator's response time, concentration and dexterity.

Storage/Charging Area

The MEWPS should be stored in a designated area. This area should be on level ground. The engine or motor should be off. The working platform should be in the lowered position and brakes set. If there is a gradient, the wheels should be chocked.

- Recharging electrically powered MEWPs should be carried out in an area that is protected from the elements.
- The keys to operate the MEWP should be issued to authorized personnel only.

MEWP Work Over Water

- When working near or over water, the greatest hazard must be assessed.
- When there is a risk of drowning, a life preserver must be worn
- If work is over water, a life preserver should be worn over a harness when there is a risk of drowning.

Working in Traffic and Open Roads

When working near live roads (for example, when erecting signage on motorways) a detailed risk assessment needs to be carried out. This should identify the most suitable MEWP for the task and the means of transport and delivery.

2Falls

Falls is the biggest risk when using a MEWP. A site specific risk assessment should be completed and reviewed prior to work. The hazards associated with carrying out work at a height include but are not limited to:

- Falling from a height
- Overturning and ejection from the working platform
- Collisions
- Objects falling from a height
- Entanglement
- Trapping and crushing
- Electrocution
- Structural/mechanical failure and becoming stranded
- Suspension trauma
- Lack of familiarization and improper training
- Being thrown from the basket if the boom is bumped, jolted, tilted, swings.

Falls occur when the operator overreaches. Catching a boom or basket on obstructions causing a swing back. The use of PFA – Personal Fall Arrest system will minimize the chances of someone falling from a MEWP. This system should be a restraint system. This option will prevent person from falling outside of the platform. This system consists of a fully body harness connected to a lanyard. The lanyard is then connected to a manufacturer designated anchor point designed to support the weight. In addition:

- The lanyard should be short enough to restrain the user in the basket.
- Tying off to an adjacent pole, facility structure or other equipment is prohibited.
- Standing on any guardrails of the MEWP is prohibited.

THE MEWP is not used to transfer people from one level to another or as an elevator or material lift.

Ensure the safe working load (SWL) is verified and clearly displayed on the platform. This should never be exceeded. Always take into consideration the weight of personnel, equipment and materials.

- Use spreaders, outriggers as available.
- Set up safe traffic management plan to segregate the MEWP activity.

MEWPS Rescue Plan

A rescue plan is a requirement and must be documented. This is part of the training program. Employees should be trained on the procedures and follow them in the event of a fall or being a witness to a fall. Designated employee on ground with complete knowledge on handling an emergency and MEWP ground controls. When a person falls or is ejected, suspension trauma can occur within 18 minutes. Serious injury followed by death can occur in 30 minutes or less. The ANSI Z359/406.1 Standard recommends the goal should be rescue within 6 minutes. OSHA 1926.502(D)(20) "the employer shall provide for prompt rescue of employees in the event of a fall or shall assure the employees are able to rescue themselves."

Training

- Self Rescue (by the person involved)
- Assisted Rescue (by others in the work area)
- Technical Rescue (by emergency services)

Self Rescue

- Primary platform controls – Occupant slowly lowers platform.
- Ground platform controls - Ground worker accesses override controls at base of MEWP and lowers it platform.

Employee has fallen out of basket and is hanging in harness:

Suspension Trauma Safety Straps – Employee can stand in straps attached to harness to relieve pressure applied to arteries and veins until rescued. Notify emergency services.

Assisted Rescue

Employee has fallen from platform and MEWP is inoperable. A second MEWP is available:

- Activate all normal emergency lowering procedures if possible.
- Contact the foreman to report any failure of back up emergency systems.
- If it is not possible to repair the lowering mechanism a basket to basket rescue can be hazardous and pose additional safety risks.
- Secondary MEWP – Basket to Basket Rescue
- Assess area for hazards.
- Do not attempt to free a stuck platform.
- The "rescue MEWP" should be placed in the safest and closest position to minimize and hazards.
- Plan to use the second MEWP for retrieval.
- Person being rescued must be in PFA – Personal Fall Arrest with 100% tie off to rescue machine.
- Do not overload secondary MEWP causing tip over hazard.
- Follow manufacturer's instructions manual.

Technical Rescue

Calling 911 and do best to describe type of injury so prompt action is taken. Know the address and meet emergency services and guide them to the incident area. Example:

Worker is injured.

- Contact 911.
- At minimum one person on crew should be first aid/CPR trained. Use training to treat or at minimum assure injured party. Example: Worker is hanging from basket in harness and there are no working controls on MEWP and there is not a secondary MEWP on site.
- Call 911.
- Describe injury and urgency with suspension trauma. Example: Electrical power line contact.
- Worker is injured.
- Contact 911.
- Secure area to keep others away from electrical exposure.
- Do not attempt rescue.

- Notify supervisor. Example: Worker has collapsed in MEWP platform in a confined space tunnel.
- Contact 911.
- Secure area to keep others away from hazardous atmosphere.
- Do not attempt rescue.

INDUSTRIAL POWERED TRUCKS

Purpose

Only certified operators with current operating certification on their person are permitted to operate a powered industrial truck.

All powered industrial truck training must be specific to the piece of equipment being operated. Each different class or type of industrial truck requires a separate certification.

Training Program

The program will include formal instruction, practical training and an operator evaluation specific to their workplace.

Operator training.

Only trained and authorized operators shall be permitted to operate a powered industrial truck. All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence. Employees will be trained in accordance with the following guidelines:

- The company Safety Administrator, individual supervisor, or select trainers that are qualified, will have the authority to provide training on the operation of powered industrial trucks.
- Employees will not operate a powered industrial truck (PIT) unless they have received training in accordance with this standard practice instruction and 29 CFR 1910.178.
- Personnel rotated within the company will have their training verified prior to being allowed to operate a PIT.
- Employee personnel records will be annotated with the date, title, and specifics of said training.
- Any employee who refuses such training will not be permitted to operate a PIT.
- Trainees may operate a powered industrial truck only: o Under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence; and where such operation does not endanger the trainee or other employees.
- Retraining shall be provided for all operators.

Refresher training in relevant topics shall be provided to the operator when:

1. The operator has been observed to operate the vehicle in an unsafe manner;
2. The operator has been involved in an accident or near-miss incident;
3. The operator has received an evaluation that reveals that the operator is not operating the truck safely;
4. The operator is assigned to drive a different type of truck; or
5. A condition in the workplace changes in a manner that could affect safe operation
6. of the truck.
7. Every three years

OUTLINE OF TRAINING

1. Give example of accidents that have occurred recently and give annual statistics on accidents.
2. Lecture on rules and regulations.
3. Lecture and review on operating and handling procedures.
4. Daily inspection procedures with a lift.
5. List specific hazards to companies operation and handling.
6. List specific hazards of the loads of the facility or job site.
7. Discuss special attachments to the forks.
8. Question and answer period.
9. Test on knowledge of operations and regulations.
10. Review correct answers of test.
11. Observation period of viewing operators at work.
12. Training content to include load capacity, instructions, distances, refueling, ramps, visibility and balancer and counterbalances.

Operating Rules for Industrial Trucks

Industrial trucks and tow tractors shall be operated in a safe manner in accordance with the following operating rules:

1. Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors pursuant to Section 3668 shall be permitted to operate such vehicles
2. Stunt driving and horseplay are prohibited.

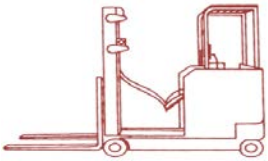
3. No riders shall be permitted on vehicles unless provided with adequate riding facilities.
4. Employees shall not ride on the forks of lift trucks.
5. Employees shall not place any part of the bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
6. Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
7. Drivers shall check the vehicle daily before use, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for fork lifts (forks, chains, cable, and limit switches)
8. No truck shall be operated with a leak in the fuel system.
9. Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse--3 seconds--passing the point.
10. Trucks traveling in the same direction shall not be passed at intersection, blind spots, or dangerous locations.
11. The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
12. Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
13. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.
14. Grades shall be ascended or descended slowly. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade. On all grades, the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface. Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgrade.
15. The forks shall always be carried as low as possible, consistent with safe operations.

16. When leaving a vehicle unattended (the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck), the brakes are set, the mast is brought to the vertical position, and forks are lift in the down position, either:
17. The power shall be shut off and, when left on an incline, the wheels shall be blocked; or , the power may remain on provided the wheels are blocked, front and rear.
18. When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck which remains in the operator's view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.
    Exception: Forks on fork-equipped industrial trucks may be in the raised position for loading and unloading if the forks are raised no more than 42 inches above the level where the operator/loaders are standing, and the power is shut off, controls placed in neutral and the brakes set. If on an incline, the wheels shall be blocked.
19. Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the industrial truck's power shall be shut off and the brakes set.
20. Motorized hand trucks shall enter elevators or other confined areas with the load end forward.
21. Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicles.
22. Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.
23. Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.
24. To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with applicable regulations promulgated by the Public Utilities Commission.
25. The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge of the truck while it is on a any elevated dock, platform, freight car or truck.
26. Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1⁄2 feet from the centerline of railroad tracks is prohibited.
27. Trucks shall not be loaded in excess of their rated capacity.
28. A loaded vehicle shall not be moved until the load is safe and secure.
29. Extreme care shall be taken when tilting loads. Tilting forward with the load engaging

means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tile shall be limited to that necessary to stabilize the load.

30. The load engaging device shall be placed in such a manner that the load will be securely held or supported.
31. Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.
32. When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:
33. A device specifically designed for opening or closing doors shall be attached to the truck.
34. The force applied by the device to the door shall be applied parallel to the direction of travel of the door.
35. The entire door opening operation shall be in full view of the operator.
36. The truck operator and other employees shall be clear of the area where the door might fall while being operated.
37. If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.
38. The operator must verify trailer chocks, supports, and dock plates prior to loading/unloading.

OPERATING RULES FOR INDUSTRIAL TRUCKS



General Industry Safety Order 3664 Operating Rules (Part (a))

(a) Every employer using industrial trucks or industrial tow tractors shall post and enforce a set of operating rules including the appropriate rules listed in Section 3650 (t).

General Industry Safety Order 3650 Industrial Trucks. General (Part (t))

(t) Industrial trucks and tow tractors shall be operated in a safe manner in accordance with the following operating rules:

(1) Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors pursuant to Section 3668 shall be permitted to operate such vehicles.

(2) Stunt driving and horseplay are prohibited.

(3) No riders shall be permitted on vehicles unless provided with adequate riding facilities.

(4) Employees shall not ride on the forks of lift trucks.

(5) Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.

(6) Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.

(7) Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for forklifts (forks, chains, cable, and limit switches).

(8) No truck shall be operated with a leak in the fuel system.

(9) Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse - 3 seconds - passing the same point.

General Industry Safety Order 3650 Industrial Trucks. General (Part (t))

(10) Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.

(11) The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.

(12) Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.

(13) Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.

(14) Grades shall be ascended or descended slowly.

(A) When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.

(B) On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.

(C) Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgrade.

(15) The forks shall always be carried as low as possible, consistent with safe operations.

(16) When leaving a vehicle unattended (the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck), the brakes are set, the mast is brought to the vertical position, and forks are left in the down position, either:

(A) The power shall be shut off and, when left on an incline, the wheels shall be blocked; or

(B) The power may remain on provided the wheels are blocked, front and rear.

(17) When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck which remains in the operator's view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.

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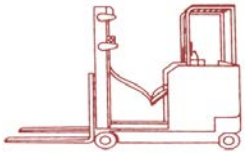
OPERATING RULES FOR INDUSTRIAL TRUCKS



General Industry Safety Order 3650 Industrial Trucks. General (Part (t))

Exception:

Forks on fork-equipped industrial trucks may be in the raised position for loading and unloading by the operator if the forks are raised no more than 42 inches above the same level on which the industrial truck is located, the power is shut off, controls placed in neutral and the brakes set. If on an incline, the wheels shall be securely blocked. Whenever the forks are raised, the operator will remain in the seat of the industrial truck except when the operator is actively loading or unloading materials.

(18) Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the industrial truck's power shall be shut off and the brakes set.

(19) Motorized hand trucks shall enter elevators or other confined areas with the load end forward.

(20) Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.

(21) Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.

(22) Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.

(23) To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with Section 3333 of these Orders and Title 49, CFR, Section 218.27 which is hereby incorporated by reference.

(24) The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.

(25) Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.

(26) Trucks shall not be loaded in excess of their rated capacity.

General Industry Safety Order 3650 Industrial Trucks. General (Part (t))

(28) Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load.

Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.

(29) The load engaging device shall be placed in such a manner that the load will be securely held or supported.

(30) Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.

(31) When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:

(A) A device specifically designed for opening or closing doors shall be attached to the truck.

(B) The force applied by the device to the door shall be applied parallel to the direction of travel of the door.

(C) The entire door opening operation shall be in full view of the operator.

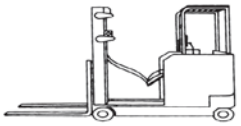
(D) The truck operator and other employees shall be clear of the area where the door might fall while being opened.

(32) If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.

(33) When provided by the industrial truck manufacturer, an operator restraint system such as a seat belt shall be used.

Follow operating rules so that everyone is safe.

REGLAMENTOS PARA LA OPERACION DE VEHICULOS INDUSTRIALES



Reglamentos Generales de Seguridad Industrial 3664 Reglas de Operación (parte(a))

a) Todos los Empleadores que utilicen vehículos de carga o camiones de remolque industriales, deberán colocar en un lugar visible y hacer cumplir un conjunto de reglamentos de operación, incluyendo los reglamentos apropiados presentados en la Sección 3650.

Reglamentos Generales de Seguridad Industrial 3650 Vehículos de Carga y Tractores de Remolque Industriales. General (parte (s))

t) Vehículos de carga y tractores de remolque industriales serán operados de una manera segura de acuerdo con las siguientes reglas de operación:

1) Únicamente a los conductores autorizados por el empleador y entrenados en la operación segura de vehículos de carga o tractores de remolque industriales de acuerdo con la Sección 3668 se les permitirá operar dichos vehículos.

2) Esta prohibido manejar con imprudencia y hacer acrobacias.

3) No se permitirán pasajeros en los vehículos, a menos que dichos vehículos dispongan de facilidades adecuadas para tal fin.

4) Los empleados no deberán viajar en las horquillas de los montacargas.

5) Los empleados no deberán viajar con el cuerpo fuera del vehículo industrial de carga en movimiento o entre el mástil vertical u otras partes del vehículo adonde exista peligro de mutilación o aplastamiento.

6) A los empleados no se les permitirá permanecer de pie, pasar o trabajar debajo de la porción elevada de cualquier vehículo industrial de carga, cargado o vacío, a menos que éste haya sido bloqueado efectivamente para prevenir que se caiga.

7) Los conductores deberán revisar el vehículo al comienzo de cada turno y si se encuentra que éste no está en condiciones de funcionamiento seguro, deberá informar inmediatamente a un supervisor o mecánico. El vehículo no deberá ser puesto en servicio nuevamente hasta que esté en condiciones de funcionamiento seguro. Se deberá prestar atención al funcionamiento apropiado de los neumáticos, bocina, luces, batería, control, frenos, mecanismo de la dirección, sistema de enfriamiento y sistema de levantamiento de los vehículos de horquillas elevadoras (fork lifts) (horquillas, cadenas, cables e interruptores de seguridad).

8) Ningún vehículo que tenga pérdidas en el sistema de combustible deberá ser puesto en funcionamiento.

9) Los vehículos no deberán exceder la velocidad autorizada, o aquella considerada como segura, manteniendo siempre una distancia segura con respecto a los otros vehículos. El vehículo deberá estar bajo control en todo momento y todos los reglamentos de tráfico establecidos deberán ser observados. Para vehículos que viajen en la misma dirección se deberá mantener una distancia entre ellos de aproximadamente igual al largo de 3 vehículos industriales o de preferencia, un lapso de 3 segundos – antes de pasar por el mismo punto.

(10) Los vehículos que viajen en la misma dirección no deberán pasarse en intersecciones, puntos ciegos, ni en lugares peligrosos.

(11) El conductor deberá disminuir la velocidad y hacer sonar la bocina al pasar por pasadizos y otros lugares adonde la visibilidad esté obstruida. Si la carga que se transporta está obstruyendo la visibilidad enfrente, se requerirá que el conductor viaje con la carga atrás, o remolcándola.

(12) Los operadores deberán mirar en la dirección en la que viajan y no deberán mover ningún vehículo hasta que estén seguros de que no hay ninguna persona en el área.

(13) Los vehículos no deberán ser conducidos hasta la proximidad de una persona parada adelante de un banco u otro objeto fijo de un tamaño tal que la persona pueda ser atrapada entre el vehículo y dicho objeto.

(14) Los declives deben ser ascendidos o descendidos lentamente.

(A) Cuando se asciendan o desciendan declives de mas de un 10 % de inclinación, los vehículos cargados deberán ser conducidos con la carga cuesta arriba.

(B) En todos los declives la carga y el mecanismo de carga y descarga deberán estar inclinados hacia atrás, si es posible, y ser elevado solamente hasta donde sea necesario por encima del nivel del suelo.

(C) Los vehículos motorizados de mano y los “hand/rider trucks” deberán ser operados en todos los declives, con el mecanismo de carga y descarga hacia abajo.

(15) Las horquillas deberán estar siempre en la posición más bajas posible, para lograr una operación segura.

(16) Cuando un vehículo no esté siendo vigilado (el operador está a mas de 25 pies (7.6 metros) del vehículo o cuando no pueda ver el vehiculo), los frenos deben estar puestos, el mástil colocado en posición vertical, y las horquillas en la posición baja con una de las siguientes:

(A) Se deberá apagar el motor y, cuando el vehículo se deje en un declive, las ruedas deberán quedar bloqueadas; o,

(B) El motor podrá dejarse encendido siempre y cuando las ruedas delanteras y traseras queden bloqueadas.

continúa...

(17) Cuando el operador no esté a bordo de un vehículo industrial y se encuentre dentro de una distancia de 25 pies (7.6 metros) del vehículo y pueda verlo, el mecanismo de carga y descarga debe encontrarse totalmente hacia abajo, los controles puestos en neutral y los frenos puestos, para evitar que el vehículo se mueva.
EXCEPCIÓN: Las horquillas elevadoras equipadas en vehículos industriales podrán ser elevadas a la posición para cargar y descargar, si la horquilla no ha sido elevada mas de 42 pulgadas sobre el nivel adonde están parados los operadores/cargadores y el motor está apagado, los controles puestos en neutral, y los frenos puestos. Si el vehículo se encuentra en un declive, los neumáticos deben ser bloqueados.

(18) Los vehículos no deberán ser introducidos en el interior de ningún ascensor, a menos que el conductor haya sido expresamente autorizado para hacerlo. Antes de entrar al ascensor el conductor deberá asegurarse de que no se excederá la capacidad de peso del ascensor. Cuando esté en el ascensor deberá apagar el motor y poner los frenos.

(19) Los vehículos de mano “hand trucks” motorizados deberán entrar a los ascensores u a otras áreas cerradas con la parte donde llevan la carga hacia el frente.

(20) Los vehículos no deberán ser operados en pisos, entradas en las aceras, o plataformas que no soporten con seguridad, el peso del vehículo cargado.

(21) Antes de conducir hacia el interior de camiones, remolques y vagones de ferrocarril, se deberá revisar el piso de todos estos, para detectar rupturas o partes de la estructura débiles o poco resistentes.

(22) Ningún vehículo deberá ser conducido dentro o fuera de camiones de transporte y remolques sobre las plataformas de carga, hasta que dichos camiones y remolques queden bloqueados o restringidos de forma segura y los frenos estén aplicados.

(23) Para evitar el movimiento de los vagones de ferrocarril durante las operaciones de carga o descarga deberán aplicarse los frenos usando cuñas para las ruedas, u otros medios de bloqueo reconocidos como tales, y colocar banderas azules o luces en un lugar visible, de acuerdo con la Sección 3333 de estos Reglamentos y Título 49, CFR, Sección 218. 27 la cual se incorpora por referencia a la presente.

(24) Mientras un vehículo industrial motorizado se encuentre sobre una rampa elevada, plataforma, carro de carga o camión, la distancia mínima que se debe dejar entre el vehículo y el borde de cualquiera de las superficies antedichas, deberá ser por lo menos igual al ancho de un neumático de dicho vehículo.

(25) Siempre que sea posible, las vías del ferrocarril deberán ser atravesadas diagonalmente. Está prohibido estacionar a una distancia menor que 8 1/2 pies de la línea central de las vías del ferrocarril.

(26) Los camiones no deberán ser cargados mas allá de su capacidad nominal.

(27) No se deberá mover un vehículo cargado hasta que la carga sea asegurada y no presente ningún peligro.

(28) Se deberá tener extremo cuidado cuando se inclinen las cargas. Está prohibido inclinar la carga hacia adelante con el mecanismo de carga y descarga elevado, excepto cuando se está recogiendo alguna carga. Las cargas elevadas no deberán ser inclinadas hacia delante, excepto en los casos cuando la carga está siendo depositada en anaqueles de almacenamiento o su equivalente. Cuando la carga se apile o se coloque en filas, el inclinarla hacia atrás deberá quedar limitado a únicamente lo necesario para estabilizar la carga.

(29) El aparato de carga y descarga deberá ser colocado de una manera tal que la carga sea sostenida o sujetada de forma segura.

(30) Se deberán tener precauciones especiales al asegurar y manipular cargas por medio de vehículos equipados con accesorios, y durante la operación de estos vehículos después que las cargas hayan sido retiradas.

(31) Cuando los vehículos motorizados sean usados para abrir y cerrar puertas se deberán cumplir con los siguientes reglamentos:

(A) Se deberá agregar al vehículo un aparato diseñado específicamente para abrir y cerrar puertas.

(B) La fuerza que este aparato aplique a las puertas deberá ser paralela a la dirección en que corra la puerta.

(C) Toda la operación de abrir las puertas deberá realizarse bajo la vigilancia total del operador.

(D) El operador del vehículo y otros empleados deberán mantenerse alejados del área inmediata, adonde la puerta podría caerse mientras está siendo abierta.

(32) Si la carga es levantada por dos o más vehículos trabajando a la vez, el peso total de la carga no deberá exceder la capacidad de levantamiento nominal combinada de todos los vehículos utilizados.

(33) Cuando proporcionado por el fabricante de vehículos industriales un sistema de sujeción del operador, tal como el cinturón de seguridad, será utilizado.

Las reglas de operación para vehículos industriales contenidos en esta pancarta están actualizadas al Registro 2009, No. 44 del Código de Reglamentos de California (efectivo el 27/NOV/2009). También pueden aplicarse otros reglamentos.

S-503-08/11

SCAFFOLDING

Qualifications / Training

Each person involved in the erecting, disassembling, moving or repairing a scaffold must be under the direction of a qualified erector. A competent person must inspect the scaffold daily prior to use. Only trained personnel may use the scaffold. Documentation is to be in place for such training. No one is to perform any scaffolding tasks without receiving the training to do so.

Inspection / Tags

Upon safe completion of the erection of a scaffold a green tag is to be placed on the scaffold stating it is “OK TO USE”, or the equivalent.

Each scaffold is to be inspected daily prior to use by a competent person. The inspection must be documented. Inspections are also to be done after windstorms or any other change in condition that could affect the security of the scaffolding.

If the scaffold is not safe to use, a red tag stating, “DO NOT USE”, or the equivalent, is to be placed on the scaffolding, at or near the access ladder or stairs.

Rules and Safe Practices

Erect scaffolds on firm and level foundations. Scaffold legs must be placed on firm footing and secured from movement or tipping. Scrap softwood lumber, concrete block or bricks are not be used to stabilize the footings.

Provide ladders or stairs to get on and off scaffolds and work platforms safely.

Keep scaffolds and work platforms free of debris. Keep tools and materials as neat as possi- ble on scaffolds and platforms.

When the scaffold’s height is four times the base of its width, the scaffold must be secured. Follow OSHA regulations and manufacturers recommendations for frequency of tie off points.

Do not move rolling scaffolds with workers aboard.

Planking

Fully plank or use manufactured decking to make a full work platform on scaffolds. The decking and/or scaffold planks must be scaffold grade and not have any visible defects.

Extend planks or decking material at least 6" over the edge or cleat them to prevent move- ment.

Scaffold Guardrails

Guard scaffold platforms that are more than six feet high with a standard guardrail.

The top rail is to be at 42-45” above the work platform or planking with a mid-rail half the height of the top rail.

Toe-boards are required above entranceways and at other times if others may pass beneath.

Stair Scaffolds

‘System’ scaffold stairs shall be erected as early as possible during the building construction to facilitate safe access to all working levels, once the steel erector has released the floor/level to other contractors on site. Scaffold stairs shall remain in place until the permanent stairs are constructed and made available for use by other contractors on site.

Stair scaffolds shall be constructed in accordance with manufacturer’s instructions by trained and qualified workers under the direction of a competent person.

Stair scaffolds shall be inspected daily by a competent person at the beginning of each shift, and as needed throughout the day. The competent person shall date and initial a scaffold tag, and place the tag at the entrance to the stair scaffold.

Stairs used during winter months shall be enclosed to prevent ice and snow from creating slippery conditions. Temporary lighting in accordance with OSHA requirements shall be installed on all enclosed stair scaffolds.

CONTROL OF HAZARDOUS ENERGY – LOCKOUT/TAGOUT PROGRAM

Purpose and Policy

The purpose of this program is to ensure that before any employee performs servicing or maintenance on machinery or equipment where unexpected energizing, startup, or release of any type of energy could occur and cause injury, the machinery or equipment will be rendered safe to work on by being locked-out and/or tagged-out.

All equipment and machinery will be locked/tagged out to protect against accidental or inadvertent operation during any servicing or maintenance activity. Anyone operating or attempting to operate any switch, valve, or other energy-isolating device that is not locked or tagged out will be disciplined.

- Lockout is the preferred method of isolating machines or equipment from energy sources and will be used whenever possible.
- If tags are used, additional steps will be taken as may be necessary to provide the equivalent safety available from the use of a lockout device.
- Equipment obtained or modified after January 2, 1990 will be equipped with lockout capability.
- An energy source is any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Responsibility

Any employee who could be exposed to hazardous energy sources will be instructed in the safety significance of the lockout/tagout procedure. Employees authorized to perform lockout/tagout will receive training commensurate with their responsibilities. Each new or transferred "affected" employee and "other" employees whose work operations are or may be in the area will be instructed in the purpose and use of the lockout/tagout procedure.

Prior to lockout/tagout an authorized supervisor will brief all affected employees. In the event of tagout system only, the authorized individual will also brief all other personnel potentially exposed to the hazard.

Sources of Hazardous Energy

Definition of Energy – Energy is defined in science as the capacity to do work. Work is defined as the transfer of energy from one body to another, usually by a force that causes the body to move. These definitions of energy and work are important to persons who work around machinery or systems since they explain why they are hazardous. The energy to a machine or system could be transferred to a worker. To make sure we are safe, we must remove such hazardous energy before we begin working on a machine or system.

Classifications of Energy – Energy is classified as either kinetic or potential. Kinetic energy is energy produced by motion. A spinning saw blade has kinetic energy. Potential energy is the energy with the potential to cause motion. A compressed spring has potential energy since it has the potential to expand. When machines or systems are running, we are concerned with kinetic energy. When stopped, however, they have potential energy. Lockout/tagout prevents that potential energy from being transferred to the worker. The different types of energy that may be present in our work area are presented below.

- Mechanical: Dangerous potential energy can be stored in the workings of machinery or systems. Compressed springs, chains, and cables under stress can release their energy suddenly and violently.
- Chemical: Chemicals may cause reactions that threaten workers when the worker is directly exposed to them, as with acids, or when the chemicals react with other chemicals to cause reactions that release dangerous gases, heat, or light.
- Electrical: Any type of machine or system powered by electricity poses the threat of transferring the electrical energy to the worker, either directly by electric shock, or by converting the electrical energy to some other threatening form such as mechanical or thermal.
- Gravitational: Energy in the parts of a machine or system, due to their position, can be dangerous. A raised weight has the potential to drop and injure a worker.
- Hydraulic and Pneumatic: Fluids (hydraulic energy) and air (pneumatic energy) stored under pressure pose the threat of directly injuring a worker, such as by causing the movement of machine parts or system components that could injure the worker.
- Thermal: Machine parts or system components that heat up by design (like

heating elements) or by friction between moving parts could pose a threat.

Basic Rules

Isolating Hazardous Energy: Isolation is the blocking off of a machine or system from an energy source. A circuit breaker can be opened to cut off the flow of electricity to a system. A valve can be used to cut off steam pressure or air pressure. A pin can be used to hold an assembly in place so that gravity cannot cause it to move. A push button, selector switch, or other control circuit type device is not considered an isolation device. An isolation device completely cuts off energy from the energy source.

Locking Out Hazardous Energy: After one isolates a machine or system, one must take steps to lock it in this isolated state so that it cannot accidentally become reenergized. This is called locking out. It allows a worker to literally put a padlock on the isolation device such as the ones discussed above.

Applicable Situations: Lockout must be performed on all machinery or systems that require cleaning, changeover and lubrication. All workers that operate, maintain, and service such machinery or systems shall be trained to recognize hazardous sources of energy and perform the lockout/tagout procedure.

Worker's Responsibility: When a worker has the potential to be affected by an energy source, they must place their own lock on the lockout device. A tag shall always accompany a lock when affixed and removed only by the person identified by the tag. It is not acceptable to use another person's lock for any reason. Never try to bypass the lock on a machine or system that has been locked or tagged out. If a worker locks out a machine or system and it becomes necessary to leave, it is a safe practice for him to verify upon returning that the machine or system is still locked out.

Equipment: Locks are to be provided by Concrete North, Inc.for our employees and by each contractor for their own employees.

When Lockout/Tagout Must Be Used: The lockout/tagout procedure will be required whenever the following types of work are being performed:

- **Major cleaning** – This would apply to cleanup of machines as well as anytime guards or other safety devices are removed for cleaning.
- **Lubrication** – This applies to most lubrication performed on machinery. The only

exception would be in the case of authorized and necessary on-the-run lubrication.

- **Changeover** – This applies to any changeover or setup work where guards or other safety devices are removed or bypassed.
- **Bypassing Guards and Safety Devices** – Any time normal production problems necessitate removing guards or other safety devices unless exempted in the specific procedural write-up.
- **Maintenance** – When maintenance work is to be performed on a machine or system where unexpected release could cause injury, those performing such maintenance must follow the lockout/tagout procedure. All machinery or systems should have a specific procedural write-up that identifies all different types of hazardous energy associated with the machinery or systems. This write-up will include methods of properly locking out all such sources of hazardous energy.

Any exceptions to the requirement of lockout/tagout for these procedures will be covered in the specific procedural write-ups for each type of machine or system.

Steps to take for proper lockout procedures are:

- **NOTIFY** all workers in the area that lockout/tagout is going to be used and explain why it is necessary.

- **SHUT DOWN** the machine or system if it is operating, using a STOP button or by placing switch in "off/neutral" position. Individual shutting machine down must hang his personal tag over the STOP button.

- **ISOLATE** the machine or system from its energy sources. All sources of hazardous energy must be identified and isolated in the proper order.

- **LOCKOUT** the energy isolating device(s). Each individual working on the machine or system must attach his personal lock and tag to the energy-isolating device or the lock box containing the job lock keys.

- **DISSIPATE** any residual energy. Residual energy that cannot be dissipated must be blocked. Substantial blocking devices or hangers may be needed.

- **VERIFY** that all sources of hazardous energy have been isolated. After visually

ensuring that no personnel are exposed, disengage STOP button, give warning startup call; then engage the START button, or other systems activating the machine or system. Engage the STOP button or return switches to the "off/neutral" position after performing this test.

Restore Sequence – All workers trained in lockout/tagout will be expected to perform the following steps each time they restore power to a machine or system:

- **CHECK** to see that all tools and rags have been removed from the machine or system, guards have been installed, and all workers are in the clear.
- **VERIFY STOP** button is engaged or switch is in "off/neutral" position.
- **REMOVE** all lockout and energy isolating devices. Each worker is responsible for removing his own lock and tag.
- **RESTORE** energy according to the write-up procedure outlined for each machine or system.

Additional Lockout Tagout Situations

More Than One Person Locking Out the Machine or System:

More than one person may be assigned to do work on a machine that requires lockout/tagout. However, the isolation source on the machine may only accommodate one lock. In such cases, the workers would use a hasp to lock out the machine. A hasp is a device that clamps onto an isolation device in the same way a lock does. The hasp has several places where personal locks can be attached so that the hasp cannot be removed from the isolation device until all locks have been removed from the hasp. In this way, several workers possess control over the lockout of the machine or system.

More Than One Source of Hazardous Energy:

As mentioned earlier, more than one type of hazardous energy can be present in a machine or system. For example, a machine section may have parts that are driven by electrical power, as well as parts that move due to air pressure. A person working on such a machine would have to isolate the electrical power by manually opening a circuit breaker or through the use of other disconnecting switches, and also isolate the source of

pneumatic energy (the isolation device likely being a valve on an airline). However, the worker only has one lock in his possession. In such cases, a machine is provided with job locks. Job locks are locks that are assigned to a machine or system rather than personnel. The individual working on a machine or system with multiple energy sources would lock out each type of hazardous energy on the machine using these job locks. Then he would collect the keys to the job locks and deposit them in a lock box. A lock box is a container that job lock keys can be deposited in (usually a box on the lockout station). A worker can then place his personal lock on this lock box, thus ensuring that all the isolation devices on the machine cannot be unlocked until he removes his lock from the box.

Multiple Personnel Locking Out Multiple Sources of Hazardous Energy:

A combination of the above two situations may exist, where more than one worker is working on a machine or system with more than one source of hazardous energy. In such cases, a combination of the above-described procedures will be necessary. Job locks from the lockout station should be used to lock out all sources of hazardous energy on the machine or system. The keys to the job locks will be placed in a lock box. Then a hasp will be attached to the lock box and all personnel working on the machine or system will attach their personal lock to the hasp, thus giving control of all sources of hazardous energy to all workers.

Maintenance on Cord and Plug Equipment:

A machine or system connected to its only power source by an electrical cord and plug should be treated with the same caution as a machine or system that is connected to its source by a circuit breaker or similar isolation device. Whenever performing work that would require lockout (cleaning, lubrication, removal of guards, etc.), the machine or system should be isolated by unplugging it from the outlet. The worker should maintain control of this isolated state by either (a) keeping the plug in his immediate sight while working so that it cannot be returned to the outlet, or (b) securing the plug in a plug locking device to which a lock can be attached.

Note: Never remove another person’s lock.

FIRE PREVENTION / FIRE EXTINGUISHERS

Scope

This Fire Prevention Plan will cover fire prevention procedures, housekeeping and maintenance controls, and training.

Fire Prevention Plan

The purpose of this Fire Prevention Plan is to prevent injuries and fatalities. Additionally, it is to protect the company from property damage due to a fire or smoke.

Fire Prevention

The priority of this company is to prevent fires before they start. This can be achieved by identifying potential fire hazards, through proper handling and storage procedures, by controlling potential ignition sources, and having set-up the proper fire-fighting systems and equipment.

Potential Fire Hazards:

1. Combustible materials will be kept in separate storage areas from flammable materials. Combustible materials will be protected by a welding blanket, shield, or 25 foot distance from any open flame operation. Combustibles will also be kept a safe distance from all ignition sources. Combustible materials will be stored in neat stacks and clear of aisles and passageways.
2. Flammable and combustible liquids will be stored in approved containers that are properly labeled. Flammable and combustible liquids will be stored in approved cabinets when not in use. When in use, flammable and combustible liquids will be used in a manner that prevents spills. Whenever feasible, substitute flammable liquids for a non-flammable material that is non-toxic.
3. Electrical fixtures, panels, boxes, outlets and cords should be wired to all applicable codes to prevent fire or explosion. Avoid the use of extension cords whenever possible. Fix any exposed or frayed wiring. Do not overload outlets or electrical systems. Label all outlets and electrical panels for voltage. Replace any reoccurring popping circuit breaker and/or smoking outlet.
4. Smoking should be done in designated areas only.

Proper Handling and Storage:

- Use and store all chemicals in accordance with the Safety Data Sheets.
- Store separately all incompatible chemicals that may cause a fire to start or spread. An example would be an oxygen cylinder next to acetylene.
- Store all flammable and combustible liquids in approved cabinets. Not more than 120 gallons of Class I, Class II, or Class IIIA liquids may be stored in a cabinet. Of this total, not more than 60 gallons may be stored of Class I or Class II liquids.
- Storage inside buildings must comply with the following conditions: The flammable or combustible liquids/gasses must not obstruct any egress. Flammable or combustible liquids must have lids kept tightly closed when not in use to avoid fumes or vapors. Remove only as much as needed for operation and replace lid. If a flammable or combustible storage facility is used, it will be a one-story building containing only flammable or combustible liquids. The building will have 2-hour fire rated exterior walls having no openings within 10 feet of such wall. (These can be superceded by any Federal, State or Local Regulation.) Ventilation inside a storage room will have a mechanical fan installed to all Federal, State and local regulations.

Controlling Ignition Sources:

- Static electricity will be controlled by grounding and bonding all equipment that transfers or transports flammable liquids or any other potentially explosive chemical.
- Open flames, such as from welding and cutting torches, welding units, heaters, or matches, should be kept from all flammable liquids or gasses.
- Motors, switches, and circuit breakers, etc., should be eliminated where flammable liquids or gasses are handled or stored.
- Only non-sparking tools should be used where flammable liquids or gasses may be present.

Fire Fighting Systems and Equipment:

- Portable fire extinguishers should be used for small fires only and by trained personnel. Fire extinguishers will be conspicuously located and marked with arrows to clearly identify location, especially when material may block view of location. Open access will always be kept to fire extinguishers and fire-fighting equipment. Persons using a fire extinguisher should be trained and use the proper type of extinguisher for the type of fire. All fire extinguishers will be clearly marked for type and clearly identified by a sign when two

different extinguishers are located together. Fire extinguishers will be located next to egress, near flammable operations, and where all other Federal, State and local law requires. Fire extinguishers will be monthly inspection and annual service will be provided. Annual maintenance date will be recorded and kept for 1 year after last entry. There are four general classifications of fires depending on the materials involved. The fire extinguisher that will be used will be rated for the materials involved in the fire.

1. Class A fires have materials such as wood, paper, rags/cloth which produce embers, ash and char.

2. Class B fires have materials such as flammable gasses and liquids or grease, which often create vapors or fumes that will combust.

3. Class C fires have live electrical equipment/lines or materials near electrically powered equipment.

4. Class D fires have combustible metals like sodium, potassium, or magnesium.

- Fire extinguishers must be serviced annually and inspected monthly. Additionally, all fire extinguishers must be maintained fully charged. In the event a fire extinguisher is used, a back-up fire extinguisher will be put in place while service is completed.
- Fire sprinkler system must be maintained and tested in accordance with Federal, State and local regulations. Notify the Fire Department upon activation.
- The Superintendent/Foreman/Supervisor/Manager will maintain equipment and systems that prevent and control ignitions or fires.
- All employees must be trained on the proper use of fire extinguishers upon hire and annually thereafter.

Housekeeping and Maintenance Controls

Housekeeping and maintenance practices are essential in preventing fires and furthering the spread of fires. The housekeeping and maintenance controls that will be an essential part of the Fire Prevention Plan are storage of flammable and combustible waste, maintenance of aisles, stairways and exits, and posting evacuation maps.

Flammable Storage Waste:

a. Maintain all flammable materials in approved containers and approved cabinets. Do not exceed maximum quantities.

b. Label all flammable materials clearly.

c. Store away from ignition sources.

Combustible Storage Waste:

a. Maintain all debris, scraps and trash in proper disposal containers.

b. Maintain all combustible waste neatly and away from ignition sources.

c. Maintenance of Aisles, Stairways, and Exits:
d. Keep aisles free of clutter or debris that may cause a trip hazard.

e. Do not block aisles, passageways or exits.

f. Keep all exits unlocked during work hours.

g. Clearly mark exits with signs.

h. Light all stairways, aisles and exits that would not have proper illumination in a fire.

i. Maintain all fire fighting equipment and systems.

j. The Superintendent/Foreman/Supervisor/Manager will maintain the accumulation of flammable and combustible waste.

k. Regular inspections will be performed for fire hazards by the designated person.

Post Evacuation Map

Post a diagram showing exits, fire extinguishers, emergency shut-offs, flammable and combustible storage, and staging area in areas where every person on site will see it.

Training

All employees are trained on the fire hazards of the job and emergency evacuation. This is done on an annual basis and during orientation upon hire. Training is an essential way to avoid a fire, and in the event of a fire, avoid an injury or fatality. Training includes but is not limited to the following topics - fire hazards and fire prevention, use of fire extinguisher, evacuation routes, fire evacuation, fire drills and fire emergency procedures.

Emergency Evacuation:

In the event of a fire, the person who discovers the fire will immediately notify all persons on site by pulling an alarm, use of the public address system, or oral communication. A Supervisor or designated person, when available, will dial 911 and the public address system will be used to evacuate the site.

When the alarm is heard or a notice to evacuate has been communicated, all persons will exit the building by using the closest and safest exit route and continue on to meet at the staging area for roll call.

Fight Fire Only If:

a. 911 has been called and the Fire Department has been notified.
b. The fire is small and confined.
c. You have a way out that is not threatened by the fire.
d. You have the training, the right type and size extinguisher, and the extinguisher is in good working order.
e. There are no explosive materials near the fire.
f. You have another person in the vicinity observing or fighting the fire.

When an Alarm Sounds:

a. Evacuate the building or area through the safest exit. Do not use elevators. Leave personal effects behind. Close doors, windows and gas valves in your area as you exit.
b. Leave the building and go to the staging area for roll call and get assignments to help direct Emergency Services.
c. Report all information to the designated person.
d. Do not re-enter building until instructed to do so by a Supervisor, designated person,

or Emergency Services.

Designated Person Duties:

a. Call 911 or designate a person to call 911.
b. Take roll and account for all persons on site or assigned to you.
c. Help with evacuation process including disabled persons.
d. Use a fire extinguisher when appropriate.
e. Direct Emergency Services to location of fire or hazard.
f. Direct Emergency Services as to conditions, locations and hazards of the facility.
g. Direct personnel on site to help Emergency Services.

EMERGENCY ACTION / RESPONSE PLAN POLICY

Introduction

It is essential to the safety of employees to maintain an efficient emergency organization with procedures to cover emergency conditions. The purpose of this plan is to provide such protection. It is designed as simply as possible to allow maximum flexibility. It must be kept at each job site and readily available for employees to review. The following contains policies and procedures applicable to potential emergencies, and at a minimum includes:

- Reporting a fire or other emergency
- Emergency evacuation, including type of evacuation and exit route assignments
- Procedures to follow by employees who remain to operate critical plant operations before they evacuate
- Accounting for all employees after evacuation
- Procedures to follow by employees who perform medical or rescue duties
- Obtaining the name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

Site Coordination

The Safety Director must establish the following for each job site:

- Emergency contact numbers for police, fire department and ambulance services.
- Name, address and telephone number of the nearest hospital for emergencies, and medical clinic for non-serious injuries and illnesses.
- An emergency staging area. This will be posted.
- A list of emergency contacts and their contact information.
- In the event of an emergency, our employees will evacuate immediately.
- The Safety Director will designate and train employees to assist in a safe and orderly evacuation of other employees.
- The Safety Director will ensure the plan is reviewed with each employee upon hire, when employee responsibilities change under the plan, and when the plan is changed.

Bomb Threat

When a bomb threat is received or if a suspicious article is found, we will take the following actions:

- Work shall be stopped immediately and the project and office shall be evacuated of all personnel. A count will be made to assure that all are present.
- Local police, fire or bomb disposal authorities shall be notified. A search of the premises will be made as directed by appropriate authorities.
- If a suspicious article is found, DO NOT TOUCH IT! Notify the appropriate authorities.
- Do not allow anyone except authorized personnel to re-enter the area.
- If necessary to stop or detour traffic away from the affected area, local police or flagmen shall be utilized.
- Re-entry to the site will only be allowed after consultation with the police department and any other applicable authorities.

Hazardous Material Spill The following are guidelines when reacting to a hazardous chemical spill:

- Immediately take steps to prevent the spill from leaving the site or entering any waterways including but not limited to storm drains. Use material such as absorbent pads from a spill response kit.
- Contact the facility supervisor.
- Small spills should be cleaned up immediately by using absorbent materials such as sawdust, hay, sand, socks or pads.
- For spills that cannot safely be contained, the site supervisor will notify emergency services. If evacuation is needed, all personnel should leave the area and assemble at the predetermined emergency staging area.
- All spills are to be thoroughly investigated by the site supervisor or someone he or she designates. The investigation is to be documented and include details of the incident and how it was handled, the root cause of the incident, and the extent of damage done. Notify any additional regulatory agencies as required.

Fire / Explosion The following procedures are established in the event of a fire. Ensure your safety and:

- Immediately notify the site supervisor who can sound the alarm and call 911.
- In such an event, all persons will exit the building by using the closest and safest exit route and continue on to meet at the staging area for roll call.

Fight a fire only if:

- 911 have been called and the Fire Department has been notified.
- The fire is small and confined.
- You have a way out that is not threatened by the fire.
- You have the training, the right type and size extinguisher, and the extinguisher is in good working order.
- There are no explosive materials near the fire.
- You have another person in the vicinity observing or fighting the fire. When an Alarm Sounds:
- Evacuate the building or area through the safest exit. Do not use elevators. Leave personal items behind. Close doors, windows and gas valves in your area as you exit.
- Leave the building and go to the staging area for roll call and get assignments to help direct Emergency Services.
- Report all information to the site Superintendent.
- Do not re-enter building until instructed to do so by a Supervisor, or emergency services. Supervisor or designee duties:
- Call 911 or designate a person to call 911.
- Take roll and account for all persons on site or assigned to you.
- Help with evacuation process including disabled persons.
- Use a fire extinguisher when appropriate.
- Direct Emergency Services to location of fire or hazard.
- Direct emergency services as to conditions, locations and hazards of the job site.
- Direct personnel on site to help emergency services.

Alarm System

- We will have and maintain an alarming system for each site. This will be an air horn.
- A continuous long blast on the air horn may be used to summon first aid assistance in the event of an accident.
- Three long blasts on the air horn are to signal the need to evacuate the site.

Injuries / Emergencies

- Provide First Aid to all injured personnel regardless of severity. If possible do not leave individual alone.
- Call 911 if the injury is serious and needs immediate medical treatment. Speak slowly and clearly. Identify the patient and the location from which you are calling, (give phone number). Encourage patient to remain calm.
- Notify the site supervisor.
- Where a specific procedure has not been established, reasonable judgment should be used in determining what course to follow.

First Aid Kits

First Aid Kits must be provided according to OSHA guidelines and within a reasonable distance to all workers. We will also maintain a first aid kit at each site according to OSHA guidelines.

Bloodborne Pathogens

Bloodborne pathogens can cause disease. Avoid contact with another person's blood. If a tool, utensil, or material is contaminated with blood or other body fluids, contain the area of contamination and inform your safety contact to perform to assist with decontamination and documenting of the incident.

FIRST AID PROGRAM

Program Outline

Our company will have a sufficient number of employees trained in CPR and First Aid available to render emergency First Aid at each site. Each designated person will maintain a valid certificate in first aid training obtained from the U.S. Bureau of mines, American Red Cross or equivalent training that can be verified by documentary evidence.

The safety director is responsible for ensuring the following:

- The contents of the First Aid kits must be checked before being sent out to each job and at least weekly on each job to ensure that the expended items are replaced.

- First Aid kits shall consist of appropriate items and stored in a weather-proof container with individual sealed packages of each type of item per ANSI Standard Z308.1-1998 or Appendix A of CFR 1910.151. See the attached list of items required and physician's approval letter.

- First Aid supplies are readily available and easily accessible at the job site.

- Ensure there is proper equipment for prompt transportation of the injured person to a physician or hospital, or a communication system for contacting necessary ambulance services.

- Ensure the telephone numbers of the physicians, hospitals or ambulances are conspicuously posted using the attached form.

- Suitable facilities are provided for quick drenching or flushing of eyes or body where the eyes or body of any person may be exposed to injurious corrosive materials.

First Aid is the treatment given a victim prior to the arrival of professional medical assistance. Note: First Aid in no way replaces the attention of a physician. If there is any question about the seriousness of an accident victim's injury, contact a doctor as soon as possible. Give the following information:

1. What has happened and when.
2. Where the victim is located.
3. What First Aid has been provided.

While the following guidelines are not a substitute for First Aid training, they will help you provide First Aid in six serious emergency situations.

Broken Bones

Call for medical assistance. If a doctor or ambulance can arrive within a short time, make no attempt to move the victim unless absolutely necessary. Attempt to immobilize the injured limb to prevent further injury. If the victim must be moved, splint the injured part with any available rigid material long enough to reach above and below the break. Secure the splint above and below the break. Never attempt to set a broken bone – wait for a doctor. Watch for signs of shock and treat as discussed below.

Bleeding

Call for medical assistance. If bleeding is severe, apply firm, steady pressure to the wound with layers of sterile gauze pads or bandages. If they aren't available, use any cloth. Do not remove this dressing. If the pad becomes saturated with blood, add more layers. Bandage the pads firmly in place. If no gauze or cloth is available, close the wound with your fingers, holding it closed. Keep the victim lying down until a physician arrives. Elevate the bleeding part to help control blood loss. Never use a tourniquet to control bleeding unless you are dealing with an amputated, crushed, or mangled limb. Use a tourniquet ONLY as a last resort effort to save a victim's life, because applying a tourniquet improperly may result in loss of limb.

Burns

Minor burns: Immerse burned parts in clear, cold water or apply ice for pain relief. Bandage with sterile pad or clean cloth. If pain persists, apply mild burn ointment.

Severe Burns: Call for medical assistance. Take immediate steps to relieve pain, prevent infection, and treat victim for shock as described below. If burn was caused by fire, boiling liquid, or hot metal, do not strip away clothing covering the affected area. Keep air away from burn by covering area loosely in place. Apply NO grease or ointment.

Keep victim lying down. If conscious, give victim plenty of water.

Chemical Burns: Flush burn with large amounts of water. Cover burn with cleanest cloth available, and have victim lie down until a doctor arrives. For chemical burns of the eye, flush with great amounts of water immediately, cover the eye, and rush the victim to the doctor.

Poisoning

Call a doctor or poison control center at once. If victim loses consciousness, give no other first aid. If breathing stops, start mouth-to-mouth resuscitation. Follow the instructions of the doctor or poison control center.

Shock

Can occur after any injury – a condition in which vital body functions are slowed down. The symptoms include: weakness; cold, pale, clammy skin with beads of perspiration on face and palms; rapid, weak pulse; chill; nausea; irregular breathing. Any or all of these symptoms may be evident.

First aid involves keeping the victim warm – covered with blankets to prevent loss of body heat and lying down. Keep victim's airway open. If victim vomits, turn his head to the side. If victim is conscious and able to swallow, give water. If victim becomes nauseated, stop liquids. Contact a doctor as soon as possible.

Breathing

If breathing stops for any reason, begin mouth-to-mouth resuscitation immediately. If possible, have someone else contact a doctor. Follow these steps:

1. Place victim on his or her back and determine if there is anything in the victim's mouth. If there is, turn the victim's head to one side and wipe out the mouth with a finger.

2. Straighten the victim's head and tilt it back so that the chin points up. Push down to keep the victim's tongue from blocking the airway.

3. Place your mouth over the victim's and pinch his nostrils shut with your fingers.

4. Breathe into the victim's mouth until the chest rises.

5. Remove your mouth and listen for the sound of escaping air. If you don't hear it, check the victim's head and jaw positioning and repeat the process. If there is no sound of escaping breath this time, turn the victim on his or her side and slap on the back between the shoulders. Check the mouth again for foreign matter.

6. Repeat steps 2, 3, and 4, removing your mouth to allow breath to escape from the victim's lungs. This process should be repeated 12 times per minute for an adult. Above all, keep repeating the process until help arrives.

The First Aid Form must be completed every time first aid is administered. Following are the instructions for completing the First Aid Form.

PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

Scope

Personal Protective Equipment (PPE) is vital to prevention of injury. All employees who may need or are required to wear PPE must be properly trained and/or retrained.

Initial training is required prior to performing a task that requires PPE. Training includes at least, the following:

- When PPE is necessary
- What PPE is necessary
- How to properly don, doff, adjust & wear PPE (Note: The employee must be fitted with these items)
- The limitations of PPE
- The proper care, cleaning, maintenance, useful life & disposal of PPE.
- Selection and reasons for the PPE selected for each employee (Hazards vs. Selection must be discussed) Retraining of an employee is required when the following occurs:
- The workplace changes, making the earlier training obsolete.
- The type of PPE changes.
- When the employee demonstrates lack of use, improper use, or insufficient skill or understanding. The certification training must be documented and include the employee name, the dates of training, and the certification subject of the PPE trained on.

Company Provided and Employee Owned Equipment PPE will be provided to employees at no cost. However, if employee-owned equipment is used, employees must still participate in the training mentioned above. The employee must notify the company of the desire to use employee-owned equipment The Company will then verify its adequacy, maintenance & sanitation.

Defective or Damaged Equipment

Defective or Damaged PPE must not be used under any circumstances.

Note: To properly protect against the hazards of the job processes or the environment (inhalation, absorption, physical contact), PPE must be provided, used and maintained in a sanitary and reliable condition.

Hazard Assessments

Each operation is evaluated and a Personal Protective Equipment (PPE) Assessment is done to determine what type of PPE is best for the task and those reasons for selection are stated.

Written hazards assessments include the following:

- Indicate hazards that are present or likely to be present
- What PPE is required to protect against the hazards
- Certifier's name, signature, date(s) and identification of assessment documents

PPE

Based on our assessment, the following PPE will be worn on all job sites:

- Hard hats
- Hi-Vis safety vests or equivelant
- Work boots
- Safety rated eye protection In addition, other PPE may be required depending on the tasks being performed.

HAZARD COMMUNICATION / GHS POLICY

Purpose

To enhance our employees' health and safety, we have developed, implemented, and maintained this Hazard Communication Program that ensures effective communication about associated hazards of the substances in our workplace, and the control of these hazards. The Safety Director has responsibility for implementing this program.

Each worker potentially exposed to hazardous chemicals must be advised of the potential hazards and how to guard against those hazards. Each department whose workers are potentially exposed to hazardous chemicals must develop a list of all such chemicals used on the project; gather safety data sheets (SDS's) for those materials; develop a labeling system for all materials; and train all potentially exposed personnel in the hazards and their controls for all listed compounds.

Safety Data Sheets (SDS)

A list of hazardous chemicals at each facility will be maintained. Employees must be allowed access to this information and the specific SDS's for chemicals utilized in their work areas.

The 16 sections of a SDS are as follows:

1. Identification

Product identifier, recommended use and restrictions on use, supplier contact information, emergency phone number.

2. Hazard Identification

Classification (hazard class and category), label elements (including hazard pictogram, signal word, hazard statement and precautionary statements) and other hazards (e.g. thermal hazards).

3. Composition/Information on Ingredients

For a hazardous product that is a substance: the chemical name, synonyms, CAS No. and the chemical name of impurities, stabilizing solvents and stabilizing additives where classified and that contribute to the classification of the product. For a hazardous product that is a mixture: for

ingredients that present a health hazard, the chemical name, synonyms, CAS No. and concentration. Note: Confidential Business Information Rules may apply.

4. First-aid Measures First-aid measures by route of exposure as well as most important symptoms/effects.

5. Fire-fighting Measures

Suitable (and unsuitable) extinguishing media, specific hazards, special equipment and precautions for fire fighters.

6. Accidental Release Measures Protective equipment, emergency procedures, methods and materials for containment and clean up.

7. Handling and Storage Precautions for safe handling, conditions for storage, including any incompatibilities.

8. Exposure Controls and Personal Protection Exposure limits, engineering controls, personal protective equipment.

9. Physical Properties

Appearance, odour, odour threshold, pH, melting/freezing point, boiling point and range, flash point, upper and lower flammable or explosive limits.

10. Stability and Reactivity

Reactivity, chemical stability, possible hazardous reactions, conditions to avoid, incompatible materials, hazardous decomposition products.

11. Toxicological Information

Description of various toxic effects by route of entry, including effects of acute or chronic exposure, carcinogenicity, reproductive effects, respiratory sensitization.

12. Ecological Information

Aquatic and terrestrial toxicity (if available), persistence and degradability, bio-accumulative potential, mobility in soil.

13. Disposal Information Safe handling and methods of disposal, including contaminated packaging.

14. Transport Information UN number and proper shipping name, hazard classes, packing group.

15. Regulatory Information Safety, health and environmental regulations specific to the product.

16. Other Information Other information, including date of the latest revision of the SDS

All questions relating to the program should be directed to the Department Supervisor or Safety Director.

Labeling

Each container of hazardous chemicals received from the chemical manufacturer, importer or distributor will be labeled with the following information:

- Product identifier
- Signal word
- Hazard statement(s)
- Pictogram(s)
- Precautionary statement(s)
- Name, address and telephone number of the chemical manufacturer, importer or other responsible party.

When a chemical is transferred from the original container to a portable or secondary container, the container will be labeled, tagged or marked with a GHS label containing the following information:

- Product identifier
- Signal word
- Hazard statement(s)
- Pictogram(s)
- Precautionary statement(s)

Pictograms

Pictograms will be enclosed inside of a **RED** colored **DIAMOND** shape. The nine pictograms are shown below.

The “Biohazardous Infectious Materials” symbol will still remain the same and will still be enclosed inside of a **BLACK** colored **CIRCLE** shape.

Employee Training

Employees are to attend a health and safety training session prior to starting work. This training session will provide information on the following:

- The requirements of the hazard communication regulation, including the employees’ rights under the regulation.
- The location and availability of the written Hazard Communication Program.
- Any operation in their work area, including non-routine tasks, where hazardous substances are present and exposures are likely to occur.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.

- Protective practices prescribed to minimize or prevent exposure to these substances.
- How to read labels and review SDS to obtain hazard information.
- Physical and health effects of the hazardous substances, particularly when it comes to use of grease and similar cleaners.
- Symptoms of overexposure.
- Measures employees need to put into practice to reduce or prevent exposure to these hazardous substances by engineering controls, work practices, and use of personal protective equipment.
- Emergency and First Aid procedures to follow if employees are exposed to hazardous substances, grease and similar cleaners in particular.

Employees will receive additional training when a new hazard is introduced into the workplace.

Hazardous Non-Routine Tasks

Periodically, our employees may be required to perform hazardous non-routine tasks. Prior to starting work on such projects, affected employees will be given information by their supervisor on hazards to which they may be exposed during such an activity. This information will cover:

- Specific hazards.
- Measures taken to reduce the risk of these hazards, such as providing ventilation, ensuring the presence of another employee, providing a respiratory protection program, and establishing emergency procedures.
- Required protective/safety measures.

Unlabeled Pipes

To ensure that employees who work on unlabeled pipes, vessels or containers have been informed as to the hazardous materials contained within, the following policy has been established: Prior to starting work on unlabeled pipes, vessels or containers, employees are to contact their supervisor for the following information:

- Type of chemical in the pipe, vessel or container.
- Potential hazards.
- Safety precautions that should be taken.
-

Program Review

It will be the responsibility of the safety director to review the entire Hazard Communication Program annually, and to revise and update the material contained herein to reflect all changes in the purchase, use, storage, and handling of hazardous chemicals at the project site.

It will be the further responsibility of safety director to periodically make audits so that procedures in the use of the hazardous chemicals meet the requirements as set forth in the OSHA standard.

WILDFIRE SMOKE EXPOSURE MANAGEMENT PROGRAM

Purpose

The purpose of this Wildfire Smoke Exposure Management Program is to protect our employees from exposure to wildfire smoke and to ensure that our company is in compliance with 8 CCR §5141.1. *Protection from Wildfire Smoke*. Although the focus of this program is primarily on employee protection to meet Cal/OSHA requirements, this program also addresses non-employee (e.g.- contractors, visitors, etc.) wildfire smoke exposure protection guidelines.

Introduction and Scope

Smoke from wildfires contains gases, chemicals, and fine particles that can have adverse health effects. The most significant hazard comes from breathing fine particles in the air, which can cause coughing, wheezing, difficulty breathing, and impact lung function as well as existing respiratory and heart conditions. Fine particulate matter of the 2.5 micrometer diameter or smaller size (PM 2.5) are considered to be the most harmful.

The California Division of Occupational Safety and Health (Cal/OSHA) has established regulatory requirements for employers to protect outdoor workers from wildfire smoke exposure. This regulation, 8 CCR §5141.1. *Protection from Wildfire Smoke*, applies to workplaces where the 2.5 PM Air Quality Index (AQI) is 151 or greater and the employee may be exposed to wildfire smoke.

This program applies to employees who may need to work outdoors for an extended period of time during a wildfire. It does not apply to:

- Enclosed buildings or structures in which the air is filtered by a mechanical ventilation system and the employer ensures that windows, doors, bays, and other openings are kept closed to minimize contamination by outdoor or unfiltered air.
- Enclosed vehicles in which the air is filtered by a cabin air filter and the employer ensures that windows, doors, and other openings are kept closed to minimize contamination by outdoor or unfiltered air.
- We demonstrate that the concentration of PM 2.5 in the air does not exceed a concentration that corresponds to a current AQI of 151 or greater by measuring PM 2.5 levels at the worksite in accordance with Appendix A of 8 CCR §5141.1.

- Employees exposed to a current AQI for PM 2.5 of 151 or greater for a total of one hour or less during a shift.

Definitions

Smoke from wildfires contains gases, chemicals, and fine particles that can have adverse health **Current Air Quality Index (Current AQI).** The method used by the U.S. Environmental Protection Agency (U.S. EPA) to report air quality on a real-time basis. Current AQI is also referred to as the "NowCast," and represents data collected over time periods of varying length in order to reflect present conditions as accurately as possible.

The current AQI is divided into six categories as shown in the table below, adapted from Table 2 of Title 40 Code of Federal Regulations, Part 58, Appendix G.

Air Quality Index (AQI)	
Categories for PM2.5	***Levels of Health Concern***
0 to 50	Good
51 to 100	Moderate
101 to 150	Unhealthy for Sensitive Groups
151 to 200	Unhealthy
201 to 300	Very Unhealthy
301 to 500	Hazardous

NIOSH. The National Institute for Occupational Safety and Health of the U.S. Centers for Disease Control and Prevention. NIOSH tests and approves respirators for use in the workplace.

PM2.5. Solid particles and liquid droplets suspended in air, known as particulate matter, with an aerodynamic diameter of 2.5 micrometers or smaller.

Wildfire Smoke. Emissions from fires in "wildlands," as defined in Title 8, section 3402, or in adjacent developed areas.

Responsibilities

Safety Director:

- Maintain and update the written Wildfire Smoke Exposure Management Program.
- Provide training for employees who perform work activities outdoors during or after wildfires when smoke is present.
- Measure PM 2.5 levels at the worksite before each shift and at designated intervals during wildfire events.
- Provide updated information to facility supervision regarding AQI forecasts and the current AQI.

Managers and Supervisors of employees who perform work activities outdoors during or after wildfires when smoke is present shall:

- Ensure that their employees are made aware of this Wildfire Smoke Exposure Management Program.
- Ensure that their employees have access to respiratory protection supplies (i.e.- N95s) and are wearing respirators when the AQI is >500.
- To the extent feasible, encourage and allow employees to work in enclosed structures or vehicles where the air is filtered.
- Implement the following control systems for employees that must work outdoors during a wildfire:
    - Changing procedures such as moving workers to a place with a lower current AQI for PM2.5;
    - Reducing work time in areas with unfiltered air;
    - Increasing rest time and frequency, and providing a rest area with filtered air; and
    - Reducing the physical intensity of the work to help lower the breathing and heart rates
    - Notify the safety director if their employees inform them that the air quality is getting worse or if they are suffering from any symptoms due to the air quality.

Employees working outdoors during a wildfire shall:

- Understand and follow the requirements of the SDSU Wildfire Smoke Exposure Management Program, including participating in training.
- Wear respirators when required to do so (i.e.- AQI is >500).

- Inform their supervisor if the air quality is getting worse.
- Inform their supervisor if they are suffering from any symptoms due to the air quality.

Contractors and visitors are encouraged to:

- Remain in enclosed structures or vehicles where the air is filtered, as much as possible during a wildfire unless instructed to evacuate.
- Follow any instructions provided by facility management.
- Seek medical attention if they are suffering from any symptoms due to the air quality.

Wildfire Smoke Exposure Control Plan

Exposure Monitoring

Our Company will use the following methods to determine employees' potential exposure to PM 2.5 while working outdoors during a wildfire:

- Monitoring AQI information available via the U.S. Environmental Protection Agency (EPA),at airnow.gov; and/or
- Using a direct-reading particulate monitor to determine PM 2.5 levels at the worksite.

Communication of Air Quality and Protective Measures

The safety director is responsible for informing facility management about air quality, protective measures, and closures, Communication methods can include emails, text alerts, and/or phone calls.

Employees are encouraged to notify their supervisors of worsening air quality and any adverse symptoms they may be experiencing due to smoke exposure.

Exposure Control Methods

The primary method of controlling exposure to wildfire smoke is Engineering Controls. Acceptable Engineering Controls include enclosed buildings, structures, or vehicles where the air is filtered.

Whenever Engineering Controls are not feasible or do not reduce employee exposure to PM2.5 to less than a AQI of 151, we will implement Administrative Controls. Acceptable Administrative Controls include relocating workers to a location where the AQI is lower, changing work schedules, reducing work intensity, or providing rest periods.

Control by Respiratory Protective Equipment

The AQI will determine whether respirator use is voluntary or required for employees that must work outdoors during a wildfire.

1. AQI of 151-500 (Voluntary use)

    a. N95 Filtering Facepiece Respirators will be provided to employees working outdoors to wear on a voluntary basis.

    b. Dispose of N95 immediately if damaged, soiled/wet, or difficulty breathing through the mask.

    c. Do not reuse N95s, put on a new N95 at the start of each work shift.

    d. If you experience difficulty breathing, dizziness, or nausea while wearing the N95, go to an area with cleaner air to remove the mask and seek medical attention

2. AQI of >500 (Required use)

Use must be in compliance with a company respiratory protection program, including employees who are:

- Medically cleared for tight-fitting respirator use;
- Trained on using a tight-fitting respirator; and
- Fit-Tested for the specific tight-fitting respirator they will be using.
- Provided NIOSH certified respirators with the appropriate protection factor (i.e. - half-face or full-face respirators based on the AQI) to medically cleared, trained, and fit-tested respirator users.

Training

Employees are to be trained in the following:

- The health effects of wildfire smoke;
- The right to obtain medical treatment without fear of reprisal;
- How employees can obtain the current Air Quality Index (AQI) for PM2.5;
- The requirements in Title 8, section 5141.1 about wildfire smoke;
- The employer's two-way communication system;
- The employer's methods to protect employees from wildfire smoke;
- The importance, limitations, and benefits of using a respirator when exposed to wildfire smoke; and
- How to properly put on, use, and maintain the respirators provided by the employer.

BULLYING AND HARASSMENT POLICY

Purpose

The purpose of this policy is to communicate Concrete North, Inc. approach to addressing workplace bullying and harassment and to establish a **"zero tolerance"** policy for such behavior. All Concrete North, Inc. employees will be treated in a fair and respectful manner. Bullying and harassment can include verbal aggression or yelling, humiliating initiation practices or hazing, spreading malicious rumors and/or calling someone derogatory names.

Definition

1. *"Bullying and Harassment"* behaviour **includes** any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

2. *"Bullying and Harassment*" behavior does not include:

a) Expressing differences in opinion.
b) Offering constructive feedback, guidance or advice about work-related behavior.
c) Reasonable action taken by the Employer or Supervisor relating to the management and direction of workers or the place of employment (e.g. Managing a worker's performance, taking reasonable disciplinary actions, assigning work).

Responsibilities

1. Concrete North, Inc. has a duty to ensure the health and safety of its workers, and as a result, Concrete North, Inc. will take all reasonable steps to prevent to prevent where possible, or otherwise minimize, workplace bullying and harassment.
2. Concrete North, Inc. Employees have the duty to take reasonable care to protect the health and safety of themselves and other persons, and as a result, all Concrete North, Inc. employees will take all reasonable steps to prevent where possible, or otherwise minimize, workplace bullying and harassment. Concrete North, Inc. Supervisors have the duty to take all reasonable

steps to ensure the health and safety of Concrete North, Inc. employees under their supervision, and as a result, all supervisors will take all reasonable steps to prevent where possible, or otherwise minimize, workplace bullying and harassment.

Policy

1. All Concrete North, Inc. employees will not engage in the bullying and harassment of other workers at any time and must comply with this written policy at all times.
2. Concrete North, Inc. employees will report to their Supervisor immediately either in person or in writing (i.e. hand-written notes or email) if bullying and harassment is observed or experienced in the workplace. If the Supervisor is not available or is the perpetrator, the employee should report the incident to the owner of Concrete North, Inc.
3. When reporting a bullying or harassment incident employees involved in the incident will be required to provide as much information as possible in the report, such as names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint.
4. Supervisors will confidentially and immediately address and investigate any reported complaints of workplace bullying or harassment. During the initial stages of investigating reported complaints, supervisors must seek advice and assistance from owner of Concrete North, Inc.
5. Supervisors will ensure that all initial reported complaints of bullying or harassment will be kept strictly confidential between the supervisor, the complainant party(s), and the alleged bully(s).
6. Most bullying or harassment investigations at Concrete North, Inc. will be conducted internally. However, in complex or sensitive situations Concrete North, Inc. may hire the services of a third-party external investigator.
7. All workers are notified and are expected to cooperate with investigators and provide any

details of incidents they have experienced or witnessed.

8. Concrete North, Inc.'s management team will ensure this policy is reviewed annually to determine its effectiveness. All employees will be provided with a copy of this policy and any revisions will be communicated.
9. Any persons found to be guilty of bulling or harassment will be subject to disciplinary action, up to and including termination of employment.

Reporting Procedures

1. Employees at Concrete North, Inc. can report incidents or complaints of workplace bullying and harassment verbally or in writing.
2. When reporting verbally, please contact your Supervisor immediately. When reporting incidents or complaints, it should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.
3. Report any incidents or complaints to the Concrete North, Inc. Main Project Managers.
4. If the complainant's Supervisor, or the reporting contact named above in these steps is the person engaging in bullying and harassing behavior, contact the owner of the company.
5. Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behavior and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Investigation Procedures

Most investigations at Concrete North, Inc. will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

1. Investigations will:

   a. be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;

   b. be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations;

   c. be sensitive to the interests of all parties involved, and maintain confidentiality;

   d. be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses; and

   e. incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process.

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then Concrete North, Inc. will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

Follow Up

1. All investigations of alleged bullying and harassment will be followed up and documented.
2. Follow up will include a description of corrective actions, a time frame, and a means for dealing with adverse symptoms.
3. The complainant(s) will be advised of the outcomes and options available. These could include assistance programs, training and discipline.

Training

1. Training for supervisors and workers will include the following:

   a. How to recognize bullying and harassment.

   b. How staff who experience or witness bullying and harassment should respond.

   c. Procedures for reporting, and how the employer follows up with incidents or complaints of bullying and harassment.

   d. Documents/form review Training will occur as required and will be included in all new and young employee safety orientations.

Examples of Bullying and Harassment

Bullying can involve negative physical contact and usually involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade, or humiliate a particular person or group of people.

Personal harassment is a form of discrimination. Harassment occurs when a person or group is subjected (often repeatedly) to any unsolicited, unwelcome, disrespectful or offensive behaviour that has an underlying sexual, bigoted, ethnic or racial connotation and can be typified as:

   a. Behaviour that is hostile in nature, and/or intends to degrade an individual based on personal attributes, including age, race, nationality, CLAIMS, family status, religion, gender, sexual orientation, and/or any other human rights protected grounds.
   b. Sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome.
   c. Reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a

benefit or advancement to the person.

d. Unwelcome remarks, jokes, innuendoes, propositions, or taunting about a person's body, attire, sex or sexual orientation and/or based on religion.
e. Suggestive or offensive remarks.
f. Bragging about sexual prowess.
g. Offensive jokes or comments of a sexual nature about an employee
h. Unwelcome language related to gender.
i. Displaying of pornographic or sexist pictures or materials.
j. Leering (suggestive persistent staring).
k. Physical contact such as touching, patting, or pinching, with an underlying sexual connotation.
l. Sexual assault; for the most part, victims of sexual harassment are female. However, conduct directed by female employees towards males and between persons of the same sex can also be held to constitute sexual harassment.
m. Any actions that create a hostile, intimidating or offensive workplace. This may include physical, verbal, written, graphic, or electronic means.
n. Any threats of physical violence that endangers the health and safety of the employee.

Racial/ethnic harassment can be conduct or comment which causes humiliation to an employee because of their racial or ethnic background, their color, place of birth, citizenship or ancestry. Examples of conduct which may be racial or ethnic harassment include:

a. Unwelcome remarks, jokes or innuendos about a person's racial or ethnic origin,
b. Color, place of birth, citizenship or ancestry,
c. Displaying racist or derogatory pictures or other offensive material,
d. Insulting gestures or practical jokes based on racial or ethnic grounds which create awkwardness or embarrassment,
e. Refusing to speak to or work with someone or treating someone differently because of their ethnic or racial background.

WORKPLACE VIOLENCE POLICY

Purpose

The purpose of this policy is to communicate Concrete North, Inc. approach to addressing workplace violence and to establish a "zero tolerance" policy for such behavior.

This policy requires that individuals on company premises or while representing Concrete North, Inc. conduct themselves in a professional manner consistent with good business practices and in absolute conformity with non-violence principles and standards.

Definition

"Violence" means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker and includes any threatening statement or behavior which gives a worker reasonable cause to believe that he or she is at risk of injury.

Policy

1. Concrete North, Inc. will not tolerate any form of intimidation, threats and acts of violence at any time and will make every effort to prevent violence and threats of violence from occurring.
2. People who commit these acts outside the workplace, but which impact the workplace are also violating this policy. The health, safety and wellbeing of our employees, is the company's foremost concern.
3. Any persons who do not comply with this policy will be subjected to disciplinary action.
4. Any employee who has a reasonable cause to believe that he or she is at risk of injury from any form of intimidation, threat and/or act of violence will report to their supervisor immediately to resolve their concern.
5. Management/supervisors (at all levels) will, in strict confidentiality, take immediate and appropriate action of all reports of intimidation, threats, and/or acts of violence.

Risks from Robbery Assault or Confrontation

Concrete North, Inc.' is aware that employees could be at risk from incidents in the workplace. This policy has been developed to warn employees on potential of violence and how to prevent and deal with incidents.

Some of these risks from incidents could be the following:

a. Robbery and Assault

b. Abusive and Difficult Clients and Visitors

c. Unwelcome Members of the Public

Policy

Ensure you always **DO** the following:

1. Be polite and friendly to all clients and visitors.

2. Make eye contact and greet clients and visitors as they enter the building.

3. Look for signs that clients and visitors are upset or under the influence of alcohol or drugs.

4. Encourage clients and visitors who are angry or upset to talk to the manager. If the manager is not available, give the clients and visitors a phone number to call.

5. Stay Calm. Listen to clients and visitors and respond calmly. If the clients and visitors is still verbally abusive and irritated, and it is safe to do so, move to a quieter location possibly with the help of a co-worker.

6. Make sure all important signs stay posted. (i.e. the front door might have signs that say: "Building has limited cash after dark".

7. Keep emergency numbers on hand. Post them on or beside each phone in the workplace.

8. Report to you Supervisor immediately if the situation is escalating and you feel threatened in any shape, way or form.

Ensure you **NEVER DO** the following:

1. Trade insults with clients and visitors or react to their anger.

2. Take clients and visitors complaints personally.

3. Talk down to clients and visitors.

4. Try and physically stop or hold someone (i.e. robber or shoplifter).

5. Never deal with escalating violent situations alone. Always ask for assistance.

Abusive and Difficult Clients / Visitors

1. Encourage clients and visitors who are angry or upset to talk to the manager.

2. If the manager is not available, give the clients and visitors a phone number to call

3. Stay Calm. Listen to clients and visitors and respond calmly

4. If the clients and visitors is still verbally abusive and irritated, and it is safe to do so, move to a quieter location possibly with the help of a co-worker.

Robbery and Assault

1. If someone tries to rob the building during working hours; don't be a hero.

2. Cooperate; give up the money and never resist.

3. Try and physically stop or hold someone (i.e. robber)

4. After the robber has left, lock the door and call the police (911) and report to your Supervisor immediately.

Unwelcomed Members of the Public

If unwelcomed members such as loiterers (i.e. youth, gangs, etc.), homeless people, addicts, etc.

are seen entering the building or located in front of the building premises, you should:

1. Must never attempt to deal with these situations alone;
2. Stay a safe distance away from the individual(s);
3. Report your concerns to your Supervisor immediately or ask the police to come to the building.

Risk Assessments

1. Concrete North, Inc. will conduct a risk assessment of the work environment to identify any issues related to potential violence that may impact the operation and will institute measures to control any identified risks to employee safety.

2. The risk assessment may include review of records and reports i.e., security reports, employee incident reports, staff perception surveys, health and safety inspection reports, first aid records or other related records.
3. Specific areas that may contribute to risk of violence may include contact with public, exchange of money, receiving doors, working alone or at night etc. Research may also include a review of similar workplaces with respect to their history of violence.

Mutual Respect

1. Concrete North, Inc. recognizes that to achieve its vision, the environment it provides must be one that demonstrates respect, dignity, equity, and safety for all Eagle Automotive Equipment IV, Inc. employees.

2. Concrete North, Inc. promotes responsibility, respect, civility, and professional excellence in a safe work environment. Any form of discrimination or harassment is prohibited, and Concrete North, Inc. considers all complaints seriously.

3. All investigations will be timely, thorough, objective and fair to all affected parties. Every person has the right to report an incident or suspected incident without fear of reprisal.

4. For complaints and further information regarding harassment or discrimination, please refer to Concrete North, Inc. Bullying and Harassment Policy.
5. The purpose of the Mutual Respect Policy is to maintain a working environment that is amenable to all, and free from acts of harassment, discrimination, and undue distraction or hardship.

This policy shall outline appropriate workplace conduct, including:

a. Personal privacy
b. Language
c. Noise
d. Distraction
e. Workplace cleanliness

Silica Exposure Control

General Information

Silica, or silicon dioxide, is a specific type of silicate and is found as a naturally-occurring component of sand, rock, soil, clays, granite, certain minerals, and some living organisms. There are different forms of silica: crystalline and non- crystalline forms (amorphous type). The three types of crystalline silica of concern to human health are quartz (most common), cristobalite, and tridymite.

Silica is used in many different industrial activities and commercial products. Some industries such as mining, construction, and granite quarrying involve disturbing silica- containing materials. Many industries, including dental labs, pottery and ceramics, glass making, abrasive blasting, and cement production utilize sand and other silica-containing products.

Health Hazards

Certain factors can affect the potential toxicity of silica. The crystalline form has sharp edges that can damage living tissue. Also, the age of the crystalline particle, the presence of impurities, or coating on the particle surface may either reduce or increase the health hazard. Since workplace settings and types of silica vary, the exposure risk to workers of a given level of respirable crystalline silica may not be equivalent in different work environments.

Several types of adverse lung health effects have been associated with respirable crystalline silica exposures. Some of these diseases are listed below.

Silicosis

Respirable crystalline silica structures, as opposed to non-crystalline (amorphous) structures, present a unique health hazard. The crystalline silica particles cause lung tissue to react and form fibrotic nodules and scarring around the trapped particles. The formation of these nodules can develop into a disease condition referred to as silicosis, a slowly progressive, irreversible, and potentially fatal disease. Even with cessation of exposure, disease progression can continue once established. There are three types of silicosis; acute, chronic, and accelerated.

Exposure

Inhalation is the route of exposure for respirable crystalline silica. In general, silica particles vary in size. Larger particles get entrapped in the nose, throat, larynx, trachea, and bronchi from which they can be expectorated (coughed up) or swallowed into the digestive tract.

Respirable-sized particles penetrate deeper into the lungs. Crystalline silica containing substances can become respirable sized particles when workers grind, cut, drill, or crush materials that contain crystalline silica.

Exposures to respirable crystalline silica can also occur when mixing or handling raw materials in other industrial activities if small particles become airborne and are inhaled. For example, cutting open bags that have silica-containing product and pouring out the contents can generate airborne silica dust.

Smoking and Silica Exposure

Research has shown that smoking doubles the negative effects of silica dust exposure. A strong correlation has been reported for increased risk of lung cancer among silica-exposed workers who smoke and have silicosis.

Factors affecting occupational exposure risk

The use of controls in the workplace to prevent exposures to respirable crystalline silica is required when air concentrations are above the permissible exposure limit. However, if these controls are not used or are used improperly, exposure risk increases. Personal protective equipment is often used in conjunction with engineering and other controls to protect workers. When respiratory protection is worn, a proper fit is a significant factor in reducing exposure risk.

Workplace Assessment

Material and Product Review

Many construction sites typically contain well-known sources of silica such as sand, stone, soil, and concrete. Geological surveys can provide some information on soil, rock, and minerals at a construction site.

Products containing silica are used in the construction and general (including maritime) industries. Glass makers, mineral wool manufactures, abrasive blasting operations, and dental

laboratories are just a few of the many industries that use silica-containing materials.

Some products that contain silica may not be so commonly known or easily identified. A safety data sheet (SDS) should provide information helpful in determining silica content of manufactured products. The hazard identification section and/or composition (ingredient) section should include this information. The exposure controls/personal protection section, and/or the toxicological information section should also indicate whether or not silica is in the product and explain potential health effects (such as silicosis or lung cancer). SDSs should have descriptive words that indicate silica content such as the following:

- Crystalline silica
- SiO2
- Silica dust
- Silica
- Quartz
- Sand

Conditions of Use and Work Activity Review

A review of work activities associated with silica-containing products and materials should be conducted. Any activities that may generate airborne dust should be carefully assessed. Some processes use silica bound in a matrix (occluded) or amorphous (non-crystalline) silica. These materials are not the same as crystalline silica particles and are considered not as hazardous. Process knowledge along with product knowledge is essential for assessing the workplace and work tasks for potential risk of crystalline silica exposures.

Silica Exposure Standard

Exposure Limits

The development and application of an action level (AL) provides a trigger for implementing specific controls and efforts to reduce worker exposures. The AL is 25 micrograms of respirable silica quartz per cubic meter of air (25 µg/m3) averaged over an eight-hour period. The new action level aligns with the American Conference of Governmental Industrial Hygienists (ACGIH®) threshold limit value (TLV®) which was established in 2009.

The permissible exposure limit is 50 µg/m3 averaged over an eight-hour period. Employers must ensure that no employee is exposed above the established permissible exposure limit (PEL).

Exemptions from the respirable crystalline silica rules include:

1. Agricultural operations.
2. Exposures resulting from *processing sorptive clays* (such as kitty litter). This exclusion is based on the fact that this type of silica is typically occluded (blocked with ions) or coated and does not pose the same level of health risks as crystalline silica.
3. Operations where *objective data* demonstrate employee exposures will remain below the 25 micrograms per cubic meter (µg/m3) as an eight-hour time-weighted average (TWA) under any foreseeable conditions.

Exposure Assessment

Each employer is required to determine employee exposures to respirable crystalline silica unless one of the specific exposure control methods detailed in Table 1 of the OSHA

standard are used. There are two options provided for assessing employee exposures: the performance option and the scheduled monitoring option.

Performance Option

An assessment of employee exposure may consist of objective data and/or air monitoring data that accurately characterizes employee exposures to respirable crystalline silica. An employer must demonstrate through objective data that any material containing silica or any specific process, operation, or activity involving silica-containing materials cannot release respirable crystalline silica dust in concentrations at or above 25 µg/m3 as an eight-hour TWA under any expected conditions of use.

Objective data means "information, such as air monitoring data from industry - wide surveys or calculations based on composition of a substance, demonstrating employee exposure to respirable crystalline silica associated with a particular product or material or a specific process, task, or activity." The data must reflect work conditions closely resembling or with a higher exposure than the tasks, controls, processes, materials, and/or environmental conditions in the current work activities.

Objective data can consist of monitoring data obtained prior to the effective date of the rule. It can also consist of size-specific real-time monitoring, material information, such as safety data sheets or geoengineering sample analysis, or any other form of alternative information where the definition is satisfied. However, objective data cannot include exposures below the action level

due to engineering or other controls in place.

Scheduled Monitoring Option (a.k.a. periodic monitoring option)

Initial monitoring must first be performed to determine eight-hour TWA exposures for each employee. One or more breathing zone samples must be obtained that represent employees on each shift, job classification, and work area. If there are a number of employees who share the same tasks, shifts, and/or job classification, a representative number of samples can be taken to determine similar exposure groups. If representative sampling is done instead of sampling all employees, the employer shall sample the employee(s) expected to have the highest respirable crystalline silica exposures.

The employer requirements based on initial monitoring results are listed below:

1. If initial monitoring results are below AL (<25 µg/m3), monitoring may be discontinued for those employees.

2. If initial monitoring results are at or above AL and below PEL (≥25 µg/m3 and < 50 µg/m3), then monitoring must be repeated within six months of the most recent monitoring event.

3. If initial monitoring results are above the PEL (>50 µg/m3), then monitoring must be repeated within three months of most recent monitoring.

4. If monitoring results, other than initial sampling results, are below the AL (<25 µg/m3), then repeat monitoring within six months of most recent monitoring event until two consecutive measurements taken seven or more days apart are below the AL. If this occurs, then monitoring can be discontinued for those employees.

Methods of Sample Collection and Analysis

Employers must ensure that all samples taken to determine employee exposure are *collected* using approved sampling methods (for respirable-sized particles) and *evaluated* by an accredited laboratory that analyzes air samples for respirable crystalline silica according to approved analytical methods.

Air sampling results should be reported in total respirable crystalline silica (RCS) which contains analyzed concentrations for quartz, cristobalite, and tridymite forms of silica. The RCS concentration is compared to the exposure limits.

Reassessment of Exposures

If changes in the workplace may result in new or additional exposures at or above the action level, a new exposure assessment must be conducted to accurately represent the changed conditions and exposures.

Employee Notification of Exposure Assessment Results

Employers must notify all affected employees of the results either by providing individual results in writing or by posting the results in an appropriate, accessible location for all affected employees.

The time requirements for reporting exposure results are listed below:

- Construction employees must receive the results of exposure monitoring within five working days of employer receipt of results.
- All other employees must receive the results of exposure monitoring within 15 working days of employer receipt of results.

Observation of Exposure Monitoring Affected employees or their designated representatives must be provided an opportunity to observe any monitoring of employee exposure to respirable crystalline silica. If entry into a regulated or restricted access area is required to observe monitoring, personal protective equipment and clothing must be provided at no cost to the observer. The employer is required to ensure the observer used the equipment and clothing.

Specified Exposure Control Methods (including Table 1) Certain tools and equipment used in construction-type work activities can be retrofitted with dust controls. Specific work practices can provide additional dust controls. Wet methods, exhaust ventilation, and enclosures are some examples of specific exposure controls methods to reduce exposure when handling crystalline silica-containing materials.

Indoor and Enclosed Area Tasks

Tasks performed indoors or in enclosed areas must include a means of exhaust to minimize dust accumulation.

Wet Methods

Workers can wet surfaces or use equipment with water delivery systems designed to deliver

water at the cutting or grinding surface. The water flow rate must be sufficient to minimize the release of visible dust. An example of a wet method is a wet saw used for cutting tile or concrete.

Ventilation

Local exhaust ventilation systems capture dust at the source. This type of dust control method is very efficient when designed for the tool or equipment. High-efficiency particulate air (HEPA) filtration must be used to ensure redistribution of dust does not occur. An example of a ventilation control is a rotary hammer drill equipped with a vacuum and HEPA filter for dust control.

Enclosures

Enclosures provide a barrier to separate the worker from the dust source. Seals must be airtight to provide appropriate dust control. Enclosed cabs or booths on vehicles and large equipment must be under positive pressure and temperature controlled, have airtight seals and gaskets, and have properly functioning doors and closing mechanisms. In addition, the enclosure must have an air intake filter with a minimum efficiency rating value (MERV) rating of 16 or better and be maintained as free from settled dust as practicable. A rock drilling rig with an enclosed cab is an example of a dust control method for a construction activity.

Some specific exposure control methods have been deemed acceptable by OSHA. These methods are included in Table 1.

Air sampling is not required when construction employees engage in tasks using the specific exposure controls outlined in Table 1.

In addition, air sampling is not required when non-construction employees, such as building maintenance personnel, engage in tasks using the methods in Table 1 as long as:

- The task is indistinguishable from a construction task listed; and
- The task will not be performed regularly in the same environment; and
- The specific controls and respiratory protection are fully implemented according to the table.

NOTE: All other elements of the silica rules apply when using Table 1, (construction or non-construction employees) except for air sampling. This includes training, medical surveillance, control measures, and recordkeeping.

If an employee performs more than one task in Table 1 during their shift, the total duration of tasks must be used to determine the appropriate respiratory protection. For instance, tasks which total less than four hours may use the respiratory protection specified for less than four hours. If the total duration of tasks is greater than four hours, then the respiratory protection must be the level specified in the "> hours/shift" column.

Regulated and Restricted Access Areas

Fixed Sites – Regulated Areas

Regulated areas must be established at fixed sites where employee exposures to respirable crystalline silica exceed or can be expected to exceed the PEL of 50 µg/m3.

Regulated areas must also be demarcated from the rest of the worksite to reduce the number of employees exposed to respirable crystalline silica dust. Signs are required at all entrances and must read:

DANGER RESPIRABLE CRYSTALLINE SILICA MAY CAUSE CANCER CAUSES DAMAGE TO LUNGS

WEAR RESPIRATORY PROTECTION IN THIS AREA AUTHORIZED PERSONNEL ONLY

Access must be limited at regulated areas to authorized personnel only. Authorized personnel consist of employees or contractors required by work duties to be in the area, any designated representative of employees for the purpose of observing monitoring, and anyone authorized by the Occupational Safety and Health Act or regulations issued under it to be in a regulated area.

Respiratory protection must be required for and provided to every authorized person entering a regulated area.

Construction Activities – Restricted Areas

Written Procedures

Employers engaged in construction activities or using the specific exposure control methods in Table 1 must have written procedures to restrict work areas where respirable crystalline silica dust is generated and employees may be exposed. These procedures must be included in the written exposure control plan.

Competent Person

A competent person must be identified to control access to restricted areas and ensure exposure control procedures are followed at the site. This is an individual who is capable of identifying existing and foreseeable respirable crystalline silica hazards and who has the authorization to implement corrective measures.

Methods of Compliance (when exposures are above the PEL)

Engineering and Work Practice Controls

If an employee is exposed to respirable crystalline silica at or above the PEL, the employer must implement engineering and work practice controls (including administrative controls) to reduce and control employee exposures. There are many types of engineering and work practice controls.

Not all possible control methods have been included in the Specified Exposure Control Methods (see Table 1). Manufacturing activities cannot use the Table 1 methods since they are not considered construction or construction-like activities. Wet methods, ventilation, and enclosures are still excellent methods for controlling dust in any environment.

Whenever controls are not feasible to reduce employee exposures to or below the PEL, controls must still be implemented that will reduce employee exposure to the lowest feasible level. Respiratory protection must be provided and used for all activities where feasible controls cannot reduce the exposure to below the PEL or during the time period feasible engineering controls or work practices are being installed or implemented

Written Exposure Control Plan

A written exposure control plan is required for worksites where respirable crystalline silica exposures are above the PEL. The exposure control plan must include, at minimum, the following elements:

- Task descriptions that involve exposure to respirable crystalline silica in the workplace.
- Engineering controls, work practices, and respiratory protection used to limit employee exposure to respirable crystalline silica for each task.
- Housekeeping measures used to limit employee exposure to respirable crystalline silica.

- Annual review, at minimum, of the written exposure control plan to evaluate the effectiveness of the plan. Updates to the plan should be made as necessary.
- Designation of a competent person if employees are engaged in construction activities or if employees are using any of the specific exposure control methods allowed in Table 1 of the standard. The competent person must make frequent and regular inspections of job sites, materials, and equipment to ensure implementation and effectiveness of the written exposure control plan.
- · Provision of the written exposure control plan for review, or copies of the plan, upon request to affected employees, designated employee representatives, or required agencies.

Abrasive Blasting

Employers engaged in abrasive blasting activities where blasting agents contain crystalline silica or where abrasive blasting is conducted on substrates that contain crystalline silica must also comply with other OSHA standards, when applicable.

Respiratory Protection (including Table 2: Respiratory Protection for Silica Exposures)

Respiratory protection is required for reduction of employee exposure to hazardous levels of respirable crystalline silica when exposures cannot be feasibly controlled to below the PEL (50 µg/m3). Respirators are to be provided at no cost to employees and a respiratory protection program is required to be in place in accordance with OSHA regulations.

Specific circumstances when the appropriate respiratory protection is required include:

- When feasible engineering or work practice controls are not sufficient to reduce employee exposures to or below the PEL
- During periods when feasible engineering and work practice controls are being installed or implemented
- During certain maintenance and repair tasks where engineering controls and work practices are not feasible
- When specified by an exposure control method listed in Table 1: Specified Exposure Control Methods
- During periods when employees and employee representatives are in a regulated area

Housekeeping The following practices are prohibited under the silica rule where the activity could contribute to employee exposure to respirable crystalline silica:

- Dry sweeping or dry brushing
- Use of compressed air to clean clothing or surfaces Wet sweeping, HEPA-filtered vacuuming, cleaning with compressed air with a dust collection system, or other methods of minimizing exposure should be used to clean silica- containing dust. If none of these methods are feasible, this must be documented and exposures still maintained below the PEL using respiratory protection and other feasible control methods.

Medical Surveillance

Medical surveillance must be provided to each employee covered under the silica rule at no cost to the employee and at a reasonable time and place. The following are the requirements for inclusion in the medical surveillance program:

- Within 30 days of initial assignment (baseline) of work, unless they have received a medical exam within the last three years that meets the requirements (see exam requirements below); or
- They are exposed to respirable crystalline silica at or above the action level for 30 or more days per year; or
- They are required to wear a respirator for 30 or more days per year. A qualified physician or other licensed health-care professional (PLHCP) who manages silica medical surveillance programs and performs medical exams should have a thorough knowledge of silica-related diseases and health effects. A qualified NIOSH B-Reader must be utilized to interpret all chest X-rays. The B-Reader certification is a unique certification for physicians and specialists. A classification scheme was created to codify and describe radiographic abnormalities in a simple, systematic, and reproducible manner by the International Labour Organization (ILO), a specialized agency of the United Nations. This type of interpretation and classification has been shown to help in the early detection of silicosis. X-ray analysis alone was estimated to miss about 63 percent of patients who would have otherwise been diagnosed with silicosis. The employer is required to provide the PLHCP with a copy of the respirable crystalline silica rule and the information below:
- A description of the employee's former, current, and anticipated duties related to the employee's occupational exposure to respirable crystalline silica
- The employee's former, current, and anticipated levels of occupational exposure to respirable crystalline silica
- Personal protective equipment used or anticipated to be used and the expected time and

duration of use
- Previous employment-related medical exams provided to employee and still within control of the employer

Baseline (initial) Medical Surveillance The initial employee medical examination must consist of:

- A medical and work history, with emphasis on: past, present, and anticipated exposure to respirable crystalline silica, dust, and other agents affecting the respiratory system; any history of respiratory system dysfunction, including signs and symptoms of respiratory disease (e.g., shortness of breath, cough, wheezing); history of tuberculosis; and smoking status and history;
- A physical examination with special emphasis on the respiratory system
- A chest X-ray [a single poster anterior radiographic projection or radiograph of the chest at full inspiration recorded on either 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 Labour Office (ILO) International Classification of Radiographs of Pneumoconiosis 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; and
- Any other tests deemed appropriate by the PLHCP.

Periodic Medical Surveillance Medical exams are required every three years (excluding the TB test) for employees who remain in the medical surveillance program. The PLHCP may recommend a higher frequency for this medical exam based on individual medical and health factors.

PLHCP Written Medical Report for Employee The results of an employee medical exam must be explained to the employee by the PHCLP. A written medical report must also be provided to the employee within 30 days of each medical exam performed.

PLHCP Written Medical Opinion for Employer Employers should obtain a written medical opinion for each covered employee stating the employee has met the requirements to perform

their work and any recommended limitations. The employer must provide a copy of the written medical opinion to the employee within 30 days of the exam. The medical opinion instructions must be followed and may include employee referral to a specialist.

Employee Authorization An employee may provide written authorization to allow for more information to be included in the written medical opinion made available to the employer. The additional information can include recommended limitations on the employee's exposure to respirable crystalline silica and a statement that the employee should be examined by a specialist if chest X-rays are classified as 1/0 or higher by the B Reader or if the PLHCP deems a specialist visit is otherwise necessary.

Training

The elements required for communication to employees must be included in the overall hazard communication program and include at least the health hazards listed below:

1. Cancer
2. Lung effects
3. Immune system effects
4. Kidney effects Training and hazard communication must also include:
5. Any other health hazards associated with respirable crystalline silica;
6. Specific tasks that could result in exposure and any regulated or restricted access areas;
7. Specific protective measures to prevent or reduce exposures;
8. Medical surveillance program purpose and description; and
9. When a competent person is required and the identity of this person.

Employees must be able to demonstrate knowledge and understanding of the communication and training elements listed above.

Recordkeeping Employers are required to maintain records according to OSHA regulations depending on the type of record:

- Exposure records (including objective data records) must be retained for 30 years.
- Medical records must be retained for the duration of employment plus 30 years. All medical records and exposure assessment records must be made available to employees upon request.

Exposure Assessment Records Air monitoring records must include the following information:

- The date of sampling;
- The task(s) evaluated;
- Sampling and analytical methods used; The number, duration, and results of samples;
- The identity of the laboratory that performed the analysis;
- The type of PPE used during sampling; and
- The name, social security number, and job classification of all employees represented by the sampling with a note as to which employees actually participated in the sampling.

Objective data records used to determine employee exposures must include at least the following:

- The crystalline silica-containing material used by employees
- The source of the objective data
- The results of material testing and the testing protocol used
- Description of the process, task, or activity using the material
- Any other data relevant to the objective data and associated exposures

Medical Surveillance Records Records associated with medical surveillance must include the following employee information:

- Name and social security number
- A copy of the PLHCP's and specialists' written medical opinions
- A copy of the information provided to the PLHCPs and specialist

COVID-19 Prevention Procedures (CPP) for

Concrete North, Inc.

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

Date: 12/17/23

Authority and Responsibility

Jenny Freitas has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the procedures in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Application of the Concrete North, Inc. Injury & Illness Prevention Program (IIPP)

COVID-19 is a recognized hazard in our workplace that is addressed through our IIPP, which will be effectively implemented and maintained to ensure the following:

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:
    a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
    b. COVID-19 is treated as an airborne infectious disease. Applicable State of California and **local health department that has jurisdiction over the workplace covered by this CPP.** Orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:
        i. Remote work.
        ii. Physical distancing.
        iii. Reducing population density indoors.
        iv. Moving indoor tasks outside.
        v. Implementing separate shifts and/or break times.
        vi. Restricting access to work areas.
2. Training and instruction on COVID-19 prevention is provided:
    a. When this CPP was first established.
    b. To new employees.
    c. To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained.
    d. Whenever new COVID-19 hazards are introduced.

e. When we are made aware of new or previously unrecognized COVID-19 hazards.

f. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.

Appendix A COVID-19 **Training Roster** will be used to document this training.

3. Procedures to investigate COVID-19 illnesses at the workplace include:

   a. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-10 case first had one or more COVID-19 symptoms. Appendix B Investigating COVID-19 Cases will be used to document this information.

   b. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace.

   c. Encouraging employees to report COVID-19 symptoms and to stay home when ill.

4. Effective procedures for responding to COVID-19 cases at the workplace include:

   a. Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:

      i. COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.

      ii. COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:

         a. The infectious period.

         b. Through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.

      iii. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.

      iv. Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.

   b. Reviewing current **California Department of Public Health (CDPH)** guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.

   c. The following effective policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts.

   d. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.

   e. If removal of an employee would create undue risk to a community's health, **Concrete North, Inc.** may submit a request for a waiver to Cal/OSHA in writing to rs@dir.ca.gov to allow employees to return to work if it does not violate local or state health official orders for isolation, quarantine, or exclusion.

   f. Upon excluding an employee from the workplace based on COVID-19 or a close contact, **Concrete North, Inc.** will provide excluded employees information regarding COVID-19-

related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and **Concrete North, Inc.** leave policies and leave guaranteed by contract.

Testing of Close Contacts

COVID-19 tests are available at no cost, during paid time, to all of our employees who had a close contact in the workplace. These employees will be provided with the information outlined in paragraph (4)(f), above.

Exceptions are returned cases as defined in CCR, Title 8, section 3205(b)(11).

Notice of COVID-19 cases

Employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact, will be notified as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements of paragraph (4)(a) above, are met.

When Labor Code section 6409.6 or any successor law is in effect, **Concrete North, Inc.** will:

- Provide notice of a COVID-19 case, in a form readily understandable to employees. The notice will be given to all employees, employers, and independent contractors at the worksite.
- Provide the notice to the authorized representative, if any of:
  - The COVID-19 case and of any employee who had a close contact.
  - All employees on the premises at the same worksite as the COVID-19 case within the infectious period.

Face Coverings

Employees will be provided face coverings and required to wear them:

- When required by orders from the CDPH. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors.
- During outbreaks and major outbreaks.
- When employees return to work after having COVID-19 until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test, or after a close contact. Please refer to the section in this FAQ on CDPH's Isolation and Quarantine Guidance.

Face coverings will be clean, undamaged, and worn over the nose and mouth.

The following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
3. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144.

4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing- impaired person. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
5. During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

If an employee is not wearing a face covering due to exceptions (4) and (5), above, the COVID-19 hazards will be assessed, and action taken as necessary.

Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard.

Respirators

Respirators will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be:

- Encouraged to use them.
- Provided with a respirator of the correct size.
- Trained on:
  - How to properly wear the respirator provided.
  - How to perform a user seal check according to the manufacturer's instructions each time a respirator is worn.
  - The fact that facial hair interferes with a seal.

The requirements of CCR, Title 8 section 5144(c)(2) will be complied with according to the type of respirator (disposable filtering face piece or elastomeric re-usable) provided to employees.

Ventilation

For our indoor workplaces we will:

- Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH **Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments**. **Concrete North, Inc.** will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
  - Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
  - In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
  - Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

- Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.

In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

Reporting and Recordkeeping

Appendix B **Investigating COVID-19 Cases** will be used to keep a record of and track all COVID-19 cases. These records will be kept by **Jenny Freitas** and retained for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.

The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.

Appendix A: COVID-19 Training Roster

Date training completed:

Person that conducted the training:

Employee Name	Signature

Employee Name	Signature

Appendix B: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Date COVID-19 case (suspect or confirmed) became known:

Date investigation was initiated:

Name of person(s) conducting the investigation:

Name	Contact Info	Occupation	Location	Last day and time present	Date of positive test and/or diagnosis	Date of first symptoms

COVID-19 Case Summary

Summary of employees, independent contractors, and employees of other employers that came in close contact

Name	Contact Info	Date notified	Date offered COVID-19 testing (employees only)

Summary notice of a COVID-19 case (employees, employers, independent contractors) – during the infectious period and regardless of a close contact occurring.

Name	Date notified

Summary notice of a COVID-19 case (authorized representative of the COVID-19 case and employee who had close contact).

Name	Date notified

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?

What could be done to reduce exposure to COVID-19?

Was local health department notified? Date?

Additional Consideration #1

COVID-19 Outbreaks

This addendum will stay in effect until there are one or fewer new COVID-19 cases detected in the exposed group for a seven-day period.

Exclude from Work

All COVID-19 cases, as well as employees who had close contacts but do not take a COVID-19

test, will be excluded from the workplace.

COVID-19 Testing

We immediately provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, and continue to make test available to employees at least weekly until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

Employees who had close contacts and remain at work will be required to take a COVID-19 test within three to five days after the close contact and those who test positive for COVID-19 will be excluded. Those who do not take a COVID-19 test will be excluded until our return-to-work requirements have been met.

Face Coverings

Employees in the exposed group, regardless of vaccination status, will wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in our CPP applies.

Respirators

Employees will be notified of their right to request and receive a respirator for voluntary use, as stipulated in our CPP.

COVID-19 investigation, review, and hazard correction

Concrete North, Inc. will perform a review of potentially relevant COVID-19 policies, procedures and controls, and implement changes as needed to prevent further spread of COVID-19 when this addendum initially applies and periodically thereafter. The investigation, review, and changes will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient supply of outdoor air to indoor workplaces.
  - Insufficient air filtration.
  - Insufficient physical distancing.
- Review updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing the outdoor air supply when work is done indoors.

- Improving air filtration.
- Increasing physical distancing to the extent feasible.
- Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
- Other applicable controls.

Ventilation

Buildings or structures with mechanical ventilation will have recirculated air filtered with Minimum Efficiency Reporting Value (MERV)-13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, filters with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units will be used in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

These ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

Major Outbreaks

The following will be done while CCR, Title 8 section 3205.1 applies if 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period:

- Exclude COVID-19 cases as well as employees in the exposed group who do not take a COVID-19 test.
- Immediately ensure that all employees in the exposed group who remain at work are tested for COVID-19 at least twice weekly until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period. Employees in the exposed group that do not take the COVID-19 test will be excluded until our return-to-work criteria have been met.
- Report the outbreak to Cal/OSHA.
- Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.
- Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include:
    - Telework or other remote work arrangements.
    - Reducing the number of persons in an area at one time, including visitors.
    - Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
    - Staggered arrival, departure, work, and break times.
    - Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

  When it is not feasible to maintain a distance of at least six feet, individuals will be as far apart as feasible

Concrete North, Inc. Workplace Violence Prevention Program

SECTION 1: Scope and Purpose

At Concrete North, Inc. we are committed to providing, to the extent possible, an environment free from all forms of violence including, but not limited to, harassment, intimidation, verbal, written and physical threats or acts of physical assault, as well as a threat or use of physical force against any employee. Concrete North, Inc. has a zero-tolerance policy when it comes to any form of violence in the workplace.

This Workplace Violence Prevention Plan (the "Plan") applies to all Concrete North, Inc. workplaces in California and is specific to the hazards and corrective measures for each work area and operation. The purpose of this Plan is to comply with California Labor Code section 6401.9 and any associated regulation promulgated by the Division of Occupational Safety and Health ("Cal/OSHA" or "the Division"). The purpose of the Plan is also to help prevent injuries and illness from foreseeable incidents that can occur at Concrete North, Inc. locations in California. In accordance with this purpose, the Plan provides guidelines for all employees, whether supervisory or non-supervisory, regarding their role and responsibility for identifying, reporting and prohibiting threats or acts of violence in the workplace.

This Plan is incorporated and part of the Company's Injury and Illness Prevention Plan ("IIPP"). If Concrete North, Inc. elects, it may utilize the processes and procedures in its IIPP to supplement this Plan.

This Plan is available to employees, authorized employee representatives, and representatives of the Division at any time upon request. Employees may access the plan by **requesting a copy from the HR Manager, Jenny Freitas in person or via email at Jenny@concretenorth.net.**

To the extent there is any conflict between this Plan and a collective bargaining agreement covering employees of the Company, the collective bargaining agreement controls.

SECTION 2: Definitions

Several terms below will be used throughout this Plan. The definitions below are included to assist managers and employees in understanding the Company's Plan.

"Emergency" means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

"Engineering controls" mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.

"Log" means the violent incident log required by this Plan and Labor Code section 6401.9.

"Plan" means the workplace violence prevention plan required by this Plan and Labor Code section 6401.9.

"Threat of violence" means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

"Workplace violence" means any act of violence or threat of violence that occurs in a place of employment. Workplace violence includes, but is not limited to, the following:

(i) The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
(ii) An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
(iii) The following four workplace violence types:

"Type 1 violence" which means workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.

"Type 2 violence" which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

"Type 3 violence" which means workplace violence against an employee by a present or former employee, supervisor, or manager.

"Type 4 violence" which means workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

"Workplace violence" does not include lawful acts of self-defense or defense of others.

"Work practice controls" means procedures and rules which are used to effectively reduce workplace violence hazards.

SECTION 3: Workplace Violence Prevention Plan

3.1 Authority and Responsibility

This Plan will be established, implemented, maintained, and coordinated by Concrete North, Inc. HR Manager as set forth below, supervisory and non-supervisory employees also have duties and obligations under this Plan:

Supervisors:

1. Reporting workplace violence incidents.
2. Reporting potential workplace violence incident.
3. Accepting and responding to reports of workplace violence incidents in accordance with this Plan.
4. Cooperating with all incident investigations.
5. Keeping vigilant at all times to avoid violent incidents.
6. Using de-escalation techniques to reduce violent incidents, as appropriate.
7. Ensuring employees under their supervision have been provided training as required by this Plan.
8. Ensuring employees are involved in the development and implementation of this Plan, as appropriate.
9. Complying with this Plan.

Employees:

1. Reporting workplace violence incidents.
2. Reporting potential workplace violence incidents.
3. Cooperating with all incident investigations.
4. Keeping vigilant at all times to avoid violent incidents.
5. Using de-escalation techniques to reduce violent incidents, as appropriate

6. Informing supervisors of any suspicious activity.
7. Actively participate in developing and implementing this Plan, as appropriate (including through participating in workplace violence hazard inspections and hazard correction as needed).
8. Participating in training and jobsite toolbox talks regarding this Plan.
9. Complying with this Plan.

3.2 Active Employee Involvement and Compliance with the Plan

Concrete North, Inc. encourages the active involvement of employees and authorized employee representatives in developing and implementing the Plan. This includes, but is not limited to, employee and authorized employee representative participation in identifying, evaluating, and correcting workplace violence hazards, in designing and implementing required training under this Plan, and reporting and investigating workplace violence incidents. Employee involvement in the development and implementation of the Plan and training is accomplished through regularly scheduled safety meetings, suggestion boxes, safety audits and jobsite inspections.

Employees are required to comply with the requirements set forth in this Plan at all times. This includes, but is not limited to, reporting workplace violence incidents, reporting potential workplace violence incidents, cooperating with all incident investigations, keeping vigilant at all times to avoid workplace violence incidents, informing supervisors of any suspicious activity, completing all required training, and identifying potential or actual workplace violence hazards, among others. Employees who fail to meet the requirements outlined in this Plan will be retrained and disciplinary actions will be issued, if necessary.

Managers and Supervisors will ensure compliance by maintaining communication channels open, promptly notifying the HR Manager of any incidents or potential incidents, and complying with any investigations.

3.3 Communication with Employees

Communication between employees, authorized employee representatives, Managers, and Supervisors is paramount to the effective implementation of this Plan. Concrete North, Inc. HR Manager will communicate with employees regarding workplace violence matters, including but not limited to: (1) how an employee can report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal; (2) how employee concerns will be investigated as part of HR responsibility under this Plan, and (3) how employees will be informed of the results of the investigation and any corrective actions to be taken as part of the Company's responsibility under this Plan.

Concrete North, Inc. will utilize the initial and annual training required under this Plan (and other training as required). Additionally, at all times there is to be an open dialogue between employees, Managers, Supervisors and Human Resources regarding workplace violence matters.

As detailed below in Section 3.5, employees must report a workplace violence incident, threat or other workplace violence concern to Concrete North, Inc. HR Manager, Jenny Freitas in person at 10274 Iron Rock Way, Elk Grove, CA 95624, via phone call at (209) 745 – 7400 or email Jenny@concretenorth.net. Employees may also utilize our anonymous suggestion box.

When a workplace violence incident, or threat of violence is imminent or in progress, Employees should report the incident to law enforcement authorities by calling 9-1-1. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed employees will be removed from the work area except those necessary to correct the existing condition.

For all others, Employees may report a workplace violence incident, threat or other workplace violence concern to law enforcement at any time, including during working time, by calling the local authorities by calling 9-1-1. Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.

Concrete North, Inc. has a strict non-retaliation and non-discrimination policy, and will not tolerate anyone retaliating against, discriminating against, or harassing any employee for reporting a workplace violence incident, threat or other workplace violence concern to Concrete North, Inc. or law enforcement.

Once a workplace violence incident, threat or concern has been raised, Concrete North, Inc. will initiate an investigation as detailed below in Section 3.5. This includes, but is not limited to, conducting an inspection of the workplace to evaluate for potential workplace violence hazards and identify unsafe conditions and work practices. If the inspection reveals an unsafe work practice or condition, it will be corrected in a timely manner based on the severity of the hazard. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed employees will be removed from the work area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards. The inspection shall be documented in writing, including an identification of any workplace violence hazards and the corrective action taken. As set forth in Section 3.9, inspection records shall be maintained for at least five (5) years. Concrete North, Inc. will inform employees of the results of the investigation and any corrective actions taken by posting a message on our community board at the main office.

3.4 Identification, Evaluation and Correction of Workplace Violence Hazards

Concrete North, Inc. welcomes employees to identify workplace violence hazards that may or may not have been identified by Concrete North, Inc. In order to provide a safe environment for all employees, we need to work together to identify potential workplace violence hazards that may be undetected and alert the Company if a workplace violence incident has occurred. This includes informing Managers and Supervisors of unidentified potential or perceived workplace violence hazards that are new to the workplace, or existing hazards that have not yet been identified. Employees may also alert Concrete North, Inc. HR Manager of a perceived workplace violence hazard in person at 10274 Iron Rock Way, Elk Grove, CA 95624, via phone call at (209) 745-7400, or email jenny@concretenorth.net

To help identity and evaluate potential workplace violence hazards, the Company conducts periodic inspections of the work environment, including all parking and outdoor work areas. Special attention shall be provided, where applicable, to: (1) employees working in locations isolated from other employees; (2) employees engaging with the public; (3) lack of physical barriers between employees and the public; (4) exit and emergency exit routes; (5) obstacles or impediments to accessing alarm system; (6) locations where alarm systems are not operational or have not been installed; (7) entryways where unauthorized entrance may occur, such as doors designated for staff entrance or emergency exits; (8) presence of furnishings or any other objects that can be used as weapons in areas where customer activities are performed; (9) storage of valuable property or currency any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of workplace violence; (10) frequency and/or severity of threatening ort hostile situations that may lead to violent acts by persons who are service recipients of the establishment.

Identification of potential workplace violence hazards are set forth on the Company's workplace violence hazard assessment(s), attached and incorporated by reference as Appendix A of this Plan. Appendix A identifies a series of Hazard Assessment Checklists to assist in this effort that include: 1. Assessing Risk Factors for Workplace Violence; 2. Inspecting Construction Jobsites; 3. Inspecting Construction Jobsite Parking Areas; 4. Assessing

Security Measures for Construction Offices; 5. Inspecting Parking Areas for Construction Offices, Equipment Storage.

Workplace violence hazard inspections will be conducted when the Plan is first established, after each workplace violence incident, and when the employer is made aware of a new or previously unrecognized hazard. Records of periodic inspections will be in writing and maintained by the Company for at least 5 years.

When a workplace violence hazard is identified, it will be corrected in a timely manner based on the severity of the hazard. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed employees will be removed from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

Where technologically and economically feasible, the facilities have implemented engineering and administrative hazard controls including but not limited to: (1) locked or secured entrances/exits; (2) video monitoring within and outside of the facility; (3) glass paneling on doors for monitoring; (4) employee-only locking restrooms; (5) Plexiglas or other barriers between employees and/or employees and the public; (6) controlled entrance and exit of the facility by visitor sign-in at security; (7) use of the buddy system to prevent employees from working alone; (8) speaker system at door or gate for entry; (9) use of walkie-talkies or cellular phones to contact law enforcement or security; (10) use of hold-up button/silent alarm to alert law enforcement and/or security; (11) the use of work practices such as the "buddy system" for specified emergency events; (12) Post emergency telephone numbers for law enforcement, fire, and medical services; and (13) implement a no-weapons policy at the workplace; (14) limit the amount of cash on hand and use time access safes for larger bills.

3.5 Reporting and Responding to Workplace Violence Incidents or Concerns

Employees must report any workplace violence incident to Human Resources. It is irrelevant whether the employee sustains an injury. If the incident results in a serious injury or illness, or death of an employee occurring at a California Tile Installer's work location or in connection with employment, it must be reported to the nearest Cal/OSHA District Office. Please contact Concrete North, Inc. HR Manager if you are unclear whether the incident must be reported or need instructions regarding reporting.

Employees who fail to report a workplace violence incident may be disciplined up to and including termination. Any employee who reports a workplace violence incident should do so without fear of reprisal. Retaliation, discrimination and/or harassment is prohibited against an employee who reports workplace violence. Such conduct could result in discipline up to and including termination.

(a) Workplace Violence Incidents or Concerns Not Likely to Pose an Immediate Danger

Any employee who encounters or witnesses a situation or act including, but not limited to, workplace harassment, intimidation or verbal abuse or threat which the employee reasonably believes does not pose an immediate danger to others must immediately report the incident to their Supervisor, Manager, and/or Human Resources. The employee reporting the incident must provide written or verbal documentation if possible, including specifics such as the name of the individual posing the threat (if known), the date and time of the incident, what was said, to whom it was directed and any other information which will assist in ensuring safety and expediting an investigation of the reported incident. Concrete North, Inc. strictly prohibits any and all retaliation, discrimination and harassment against the individual making the report.

(b) Workplace Violence Incidents or Concerns Likely to Pose an Immediate Danger (i.e., Workplace Violence Emergencies)

When a workplace violence incident, or threat of violence is imminent or in progress, to the extent Employees are safely able to do so, they should report the incident to law enforcement authorities by calling 9-1-1.

- Employees should give law enforcement as many details as possible including the name and address of the workplace, the specific area or building where the individual(s) are located, descriptions of the people involved, what kind of weapons are involved (if known or applicable) and how many individuals may be involved.
- Employees should follow the direction provided by law enforcement if they can safely do so.
- Employees should also immediately report this incident to their Supervisor or Manager.

In the event of an actual or potential workplace violence emergency (i.e., circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons, or there is an individual possessing a weapon in the workplace), Concrete North, Inc. will alert employees of the presence, location, and nature of workplace violence emergencies by sending a mass text message to all employees. Employees should remain calm and not challenge or try to approach the individual(s) possessing the weapon.

If employees can safely do so, they should follow the evacuation plan for the worksite. Supervisors are directed, to the extent possible, to take the lead in any evacuation. Evacuation routes and procedures will be addressed in initial and annual employee training. Employees should follow the sheltering plan if appropriate and feasible under the circumstances.

(c) Post-Incident Response and Investigation

All reported workplace violence incidents or concerns, as defined above, will be taken seriously and investigated promptly by Concrete North, Inc. Concrete North, Inc. will complete a case-by-case analysis of each reported workplace incident. Reporting employees will be informed of the results of the investigation and any corrective actions taken to remedy any workplace violence hazard.

Any person found to have committed any act of violence in any Concrete North, Inc. facility or at a location where any of our employees work will be subject to corrective action up to and including termination. Individuals engaging in acts of violence will be reported to the proper authorities.

3.6 Plan Review

The Plan will be reviewed (1) at least annually, (2) when a deficiency is observed or becomes apparent, (3) after each reported workplace violence incident, and (4) as needed. Concrete North, Inc. HR Manager in conjunction with the Safety Committee is responsible for reviewing the Plan (including the effectiveness of the Plan) under the above circumstances. When review of the Plan is necessary, HR will seek the active involvement of employees and authorized employee representatives. The Violent Incident Log will be reviewed quarterly as part of the periodic reviews of the Plan.

3.7 Violent Incident Log

Concrete North, Inc. records information for every workplace violence incident in a Violent Incident Log. The HR Manager will be responsible for completing and maintaining the Violent Incident Log.

Information obtained in the Violent Incident Log is based on information solicited from the employee(s) who experiences the workplace violence incident, witness statements (if any), and on investigation findings. The Violent Incident Logs will not include any personal identifying information sufficient to allow identification of any person(s) involved in the workplace violence incident, such as: (1) person's name; (2) address; (3) e-mail address; (4) telephone number; (5) social security number; or (6) other information that alone or in combination with other publicly available information would reveal the person's identify.

On multi-employer worksites, employers whose employee(s) experienced the workplace violence incident are responsible for recording the incident on their Violent Incident Log. If that employer is not the controlling employer, the employer must provide a copy of the Violent Incident Log to the controlling employer.

The information recorded in the Violent Incident Log must include all of the following:

- The date, time, and location (including specific department) of the incident.
- The type or types of workplace violence, i.e., "Type 1 Violence", "Type 2 Violence", "Type 3 Violence" or "Type 4 Violence" as defined in this Plan, above.
- A detailed description of the incident.
- A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
- A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- The type of incident, including, but not limited to, whether it involved any of the following:
    - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
    - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
    - Threat of physical force or threat of the use of a weapon or other object.
    - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
    - Animal attack.
    - Other.
- Consequence(s) of the incident including, but not limited to: (1) Whether security or law enforcement was contacted and their response; and (2) Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
- Information about the person creating the log entry including: their name, job title and the date completed.

3.8 Employee Training

Concrete North, Inc. will provide training and/or information to all employees regarding this Plan. The training material will be appropriate in content and vocabulary to the education level, literacy, and language of employees. Training will be provided when the Plan is first established and annually thereafter on the following topics:

(a) The Plan, including how to obtain a copy of the Plan at no cost, and how to participate in development and implementation of the Plan.

(b) The definitions and requirements of the Plan and Labor Code section 6401.9.

(c) How to report workplace violence incidents or concerns to Concrete North, Inc. or law enforcement without fear of reprisal.

(d) Workplace violence hazards specific to the employees' jobs, the corrective measures State Roofing Systems, Inc. has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.

(e) The Violent Incident Log, including what it is and what information it contains.

(f) How to obtain copies of: (1) records of workplace violence hazard identification, evaluation, and correction (e.g., workplace violence hazard inspections required under this Plan); (2) employee workplace violence prevention training records; and (3) Violent Incident Logs.

Training provided under this Plan will provide an opportunity for interactive questions and answers with a person knowledgeable about the Plan. Additional training will be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the Plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the Plan.

3.9 Recordkeeping and Access

Concrete North, Inc. will maintain records of workplace violence hazard identification, evaluation, and correction for at least five (5) years.

Concrete North, Inc. will maintain workplace violence prevention training records for at least one (1) year. Training records will include training dates, contents or summary of the training sessions, names and qualifications of the persons conducting the training, and names and job titles of attendees.

Concrete North, Inc. will maintain Violent Incident Logs for at least five (5) years.

Concrete North, Inc. will maintain records of workplace violence incident investigations for a minimum of five (5) years. The workplace violence incident investigations will not contain medical information as defined in Cal. Civ. Code § 56.05(j).

Concrete North, Inc. will make available to its employees authorized employee representatives and the Division for examination and copying: (1) records of workplace violence hazard identification, evaluation, and correction; (2) workplace violence prevention training records; and (3) Violent Incident Logs. These records will be made available to employees and their representatives, if applicable upon request and without cost, within 15 calendar days of a request. Concrete North, Inc. will also provide the Division copies of workplace violence incident investigations upon requests.

3.10 Coordination with Other Employers

Concrete North, Inc. will communicate with all other employers employing individuals at the worksite regarding implementation of the Plan and each employer's respective roles.

All employees on the worksite will be provided training and all workplace violence incidents involving any employee must be reported, investigated, and recorded by their employer.

The employer must then communicate that information to the controlling employer and provide them with a copy of the violent incident log.

1 VIOLENT INCIDENT LOG

Instructions

Please fill out the information in the chart below. This log shall be completed for every workplace violence incident. Information that is recorded in the log for each incident shall be based on information solicited from the employees who experienced the workplace violence, on witness statements, and on investigation findings.

The employer shall omit any element of personal identifying information sufficient to allow identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

Incident date: **Incident time:** **Incident location (including Department):**	
Date incident was reported: **Time incident was reported:**	
Type of violence (e.g., Type 1, Type 2, Type 3, or Type 4). Refer to Plan for definitions.	
Detailed description of the incident.	
Classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.	
Classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.	
Classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.	
The type of incident, including, but not limited to, whether it involved any of the following: **(i) Physical attack without a weapon**, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting; **(ii) Attack with a weapon or object**, including, but not limited to, a	

firearm, knife, or other object**; (iii) Threat of physical force or threat of the use of a weapon or other object**; **(iv) Sexual assault or threat**, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact; **(v) Animal attack**; **(vi) Other**.	
Was security or law enforcement contacted, if so, what was the response.	
Actions taken to protect employees from continuing threat or from other hazards identified as a result of the incident.	
Any lost time from work?	
Information Regarding Person Who Completed Incident Log: **Date Log Completed:** **Name:** **Job Title:** **Telephone Number:** **Email Address:**	

This record must be maintained for at least five (5) years.

2 WORKPLACE VIOLENCE PREVENTION TRAINING RECORDS

Date of Training _____

Name of Trainer(s) _____

Topics Discussed And Summary of Training Session (or training contents attached):

_____
_____
_____
_____
_____

Name	Job Title	Department	Type of Training Initial/Annual/Refresher/Post-Incident/New Hazard/Plan Change

This record must be maintained for at least one (1) year.

3 WORKPLACE VIOLENCE HAZARD INSPECTION AND CORRECTION RECORD

Names of Persons Conducting Inspection:_____
Date of Inspection:_____
Inspector(s) Telephone Number: _____
Reason(s) for Inspection (initial/post-incident/new hazard/other):_____

Description and Location of Hazard Identified and Evaluated	Action To Be Taken to Correct Hazard*	Completion Date	
		Projected	Actual

*Note:
Observed or discovered hazards, unsafe or unhealthy conditions, work practices, and work procedures shall be corrected in a timely manner based on the severity of the hazard.

When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

This record must be maintained for at least five (5) years.

APPENDIX A

CONSTRUCTION CHECKLISTS WHEN CONDUCTING WORKPLACE VIOLENCE HAZARD ASSESSMENTS

1. ASSESSING RISK FACTORS FOR WORKPLACE VIOLENCE:

Name of Person Conducting Inspection: _____
Date of Inspection: _____
Inspector(s) Telephone Number: _____
Reason for Inspection (Initial / post-incident / new hazard / other): _____

Risk Factor	Yes	No	Notes/Follow-up Action/Date if Applicable
Do employees have contact with the public?			
Is cash kept on the jobsite, in the office, or facility?			
Do employees work alone?			
Do employees work in the early morning or late at night?			
Is the jobsite, office, or facility understaffed or with only a few workers at a time?			
Is the jobsite, office, or facility located in an area with a high crime rate?			
Do employees deal with people known or suspected of having a history of violence?			
Do any employees or supervisors have a history of assault, verbal abuse, threats, harassment, or other threatening behavior?			
Are you aware of any temporary restraining orders, temporary or permanent protection orders, or other issues that may affect workers on the jobsite, office, or facility?			
If known, describe any other risk factors:			

Additional Comments:

_____
_____
_____

2. INSPECTING CONSTRUCTION JOBSITES – WORKPLACE VIOLENCE RISKS:

Name & contact for person responsible for jobsite security: _____
Name of Person Conducting Inspection: _____
Date of Inspection: _____
Inspector(s) Telephone Number: _____
Reason for Inspection (Initial / post-incident / new hazard / other): _____

Security Measures for Jobsites	Yes	No	Notes/Follow-up Action/Date if Applicable
Do workers know whom to contact onsite in the event of an emergency?			
Are "No Trespassing" signs posted around the jobsite?			
Are trained security personnel used on the jobsite?			
If security personnel are used, are they available to assist in a timely manner?			
If security personnel are used, do they have sufficient authority take action to protect worker safety?			
Does the jobsite have adequate security systems, such as door locks for construction offices or trailers, gate locks, perimeter fencing, or video monitoring in/around the site?			
Does the jobsite contain video monitoring in or around the site?			
If video monitoring methods are used, are signs posted notifying the public and employees that these methods are always in use and monitoring the site?			
If security devices are used (video monitoring, locks, alarms, etc.), are they tested on a regular basis?			

Access to the Jobsite	Yes	No	Notes/Follow-up Action/Date if Applicable
Does the jobsite have a designated or main entrance for use by all workers, vendors, and authorized visitors?			
Does the jobsite have controlled entrances and exits using sign-in/out requirements?			
Does the jobsite have screening in place for employees and authorized visitors to prevent contraband and/or weapons on the jobsite?			
Are employees or workers required to wear name tags or use RFID personnel tracking when on the site?			
Are authorized visitors required to check in before accessing the jobsite?			
Are authorized visitors required to wear a visitor badge?			
Are emergency contact numbers (police, fire, medical aid) posted at the jobsite office?			
Do procedures exist to limit personal visits from family and friends at the jobsite?			
Is adequate lighting provided on the jobsite during hours of darkness or low light conditions?			
Are tools or other equipment secured or locked up at the end of the workday?			
Is the jobsite able to be secured at the end of each workday and on weekends?			
Communication With Employees on the Jobsite	**Yes**	**No**	**Notes/Follow-up Action/Date if Applicable**
Does the employer have a “buddy” system for specified emergency events as set out in the Construction Workplace Violence Prevention Plan (“Plan”)?			

Does the employer have an emergency notification system to warn employees or workers on the jobsite in the event of an emergency? For example, using several information delivery methods to reach workers such as mobile phone text alert applications, overhead paging system with paging codes known only to employees, onsite alarms, or panic buttons.			
Do employees know about these procedures or whom to contact if an emergency arises?			
If an evacuation is not feasible in an emergency, does the jobsite, office or facility have shelter in place plans on the site?			
If the jobsite involves multiple employers, have they established procedures to coordinate emergency communications to all workers on the site?			
Describe any additional work practice controls or administrative controls available or in use:			

Additional Comments:

_____
_____
_____

3. INSPECTING CONSTRUCTION JOBSITE PARKING AREAS – WORKPLACE VIOLENCE RISKS:

Name of Person Conducting Inspection: _____
Date of Inspection: _____
Inspector(s) Telephone Number: _____
Reason for Inspection (Initial / post-incident / new hazard / other): _____

	Yes	No	Notes/Follow-up Action/Date if Applicable
Does the jobsite have parking for employees or workers only?			
If there is dedicated parking at the jobsite, is the lot attended or otherwise secured?			
Does the parking lot or designated area have adequate lighting during dark or lowlight conditions?			
If known, describe any other risk factors or conditions:			

Additional Comments:

_____
_____
_____

4. ASSESSING SECURITY MEASURES FOR CONSTRUCTION OFFICES, EQUIPMENT STORAGE – WORKPLACE VIOLENCE RISKS:

Name of Person Conducting Inspection: _____
Date of Inspection: _____
Inspector(s) Telephone Number: _____
Reason for Inspection (Initial / post-incident / new hazard / other): _____

Security Measures	Yes	No	Notes/Follow-up Action/Date if Applicable
Do workers know whom to contact onsite in the event of an emergency?			
Are "No Trespassing" signs posed around the office or facility?			
Are building entrances clearly visible from the street?			
Is adequate lighting available to see outside the building during hours of darkness or low light conditions?			
Is the area surrounding the building free from bushes or other hiding places?			
Are trained security personnel used at the office or facility?			
If security personnel are used, are they available to assist in a timely manner?			
If applicable, do security personnel have sufficient authority take action to protect worker safety?			
Does the office or facility have adequate security systems, such as door locks for offices, gate locks, perimeter fencing, or video monitoring?			
Does the employer have an emergency notification system to warn employees or workers in the event of an emergency? For example, using several information delivery methods to reach workers such as mobile phone text alert applications, overhead paging system with paging codes known only to employees, onsite alarms, or panic buttons.			

Is there an internal telephone system to activate for emergency assistance?			
Do office or facility telephones have an outside line pre-programmed to call 911?			
Does the office or facility contain video monitoring or other visual surveillance methods?			
If video monitoring or other visual surveillance methods are used, are signs posted notifying the public and employees that these methods are always in use and monitoring the workplace?			
If security devices are used (video monitoring, locks, alarms, etc.), are they tested on a regular basis?			
Does the office or facility have a designated or main entrance for use by all workers, vendors, and authorized visitors?			
Does the office or facility contain physical barriers such as counters or plexiglass partitions, to separate visitors from employees?			
Does the office or facility have controlled entrances and exits using sign-in/out requirements?			
Does the office or facility have screening in place for employees and authorized visitors to prevent contraband and/or weapons on the jobsite?			
Does the office or facility have a secured entry (e.g., key card, buzzers, etc.)?			
Are there employee-only work areas separate from any public areas (such as a reception or waiting area)?			
Are employees or workers required to wear name tags?			
Are authorized visitors required to check in and be escorted before accessing the office or facility?			
Are authorized visitors required to wear a visitor badge?			

Are emergency contact numbers (police, fire, medical aid) posted at the office or facility?			
Do procedures exist to limit personal visits from family and friends at the office or facility?			
Are private, locked restrooms available for employees?			
Is there a secure place available for employees to store their personal belongings?			
Does the employer have a “buddy” system for specified emergency events as set out in the Construction Workplace Violence Prevention Plan (“Plan”)?			
Does the office or facility have provisions for emergency exists or evacuation plans in place?			
If the office or facility does have emergency exits or evacuation plans in place, are these clearly marked or posted throughout the location?			
If an evacuation is not feasible in an emergency, does the office or facility have shelter in place plans on the site?			
Describe any additional work practice controls or administrative controls available or in use:			

Additional Comments:

_____
_____
_____

5. INSPECTING PARKING AREAS FOR CONSTRUCTION OFFICES, EQUIPMENT STORAGE OR MANUFACTURING FACILITIES – WORKPLACE VIOLENCE RISKS:

Name of Person Conducting Inspection: _____ Date of Inspection: _____
Inspector(s) Telephone Number: _____
Reason for Inspection (Initial / post-incident / new hazard / other): _____

	Yes	No	Notes/Follow-up Action/Date if Applicable
Does the office or facility have parking for employees or workers only?			
If there is dedicated parking, is the lot attended or otherwise secured?			
Does the parking lot or designated area have adequate lighting during dark or lowlight conditions?			
Is the parking area free of bushes or other hiding places?			
If known, describe any other risk factors or conditions?			

Additional Comments:

_____
_____
_____

JOB SAFETY INSPECTION FORM

COMPANY_____

JOB NAME_____ WEEK _____

Place an (x) if no correction needed, N/A for not applicable, or (c) if correction is needed

Item	M	T	W	T	F	S	S
Postings, Safety Program, SDS, Heat Illness							
Permits							
Tailgate Meetings							
Trenching & Excavation							
Personal Protective Equipment							
Walkways, Runways, and Aisles							
Emergency Exits							
Ladders							
Housekeeping							
Fall Protection / Guardrails							
Illumination / Lighting							
Sanitation Facilities							
Tools and Equipment							
Electrical							
Confined Spaces							
Scaffolding							
Material Handling							
Overhead Hazards							
Fire Prevention / Fire Extinguishers							
Silica Exposure Control							
Lockout / Tagout Procedures							
Other							

Items requiring correction notes:

Person conducting inspection:

DAILY JOB SAFETY INSPECTION

_____ _____

JOB NAME AND NUMBER WEEK

Check **(X)** if no correction needed; **(O)** for not applicable; and **(C)** for correction

	Mon	Tues	Wed	Thur	Fri	Sat
1. Publicaciones estatales y de OSHA						
2. Manual de seguridad en sitio						
3. Inspeccion del equipo que se esta llevando a cabo						
4. Carpeta de hojas de datos de seguridad en sitio						
5. Almacenamiento de material						
6. Equipo de proteccion personal						
7. Aberturas de techo/cubiertas/protejidas						
8. Salidas						
9. Escaleras						
10. Limpieza						
11. Barandillas						
12. Andamios						
13. Instalaciones de saneamiento						
14. Herramientas						
15. Electrico						
16. Agua potable, vasos, contenedores de basura						
17. Botiquin de primeros auxilios						
18. Aparejo						
19. Proteccion de caidas						
20. Peligros por encima de la cabeza						
21. Manejo de Materiales						
22. Extintores						

Los marcados para correccion se han corregido con las siguientes excepciones:

_____

_____

_____

Notas:

_____

_____

Fecha de reduccion para elementos no corregidos (lista# y fecha):

_____

_____

_____

Superintendent/Foreman Signature

WATER REPLENISHMENT / SHADE PROCEDURES FORM (4-1-2015)
ABASTECIMIENTO DE AGUA/PROCEDIMIENTOS DE SOMBRA

Company / Compañía: _____

Jobsite Name / Nombre de sitio de trabajo: _____

Jobsite Location and Cross Streets / La Ubicación del lugar de trabajo y Cruza las Calles:
_____

Person(s) in Charge of Replenishment / El dirigente de abastecimiento: _____

Person(s) in Charge of Shade / El dirigente de Sombra: _____

Person(s) in Charge of Program / El dirigente de Programa: _____

Person(s) in Charge of Calling 911 / El dirigente de llamar al 911: _____

Number and location of water containers / Numere y la ubicación de contenedores de agua.
_____

What indicators will be used to determine if the water supply requires replenishment? /
¿ Cuales indicadores seran utilizados para determinar se el abastecimiento de agua requiere rellenar?
_____
_____

How will the water supply be replenished? / ¿Cómo suministrará el agua es abastecida de nuevo?
_____

Type of Shade to be provided and locations / El tipo de Sombra para ser proporcionado y la ubicacións:
_____

How will the jobsite temperature be monitored? / ¿Cómo será la temperatura se puede controlar?
_____

Special Notes and Conditions / Notas y Condiciones especiales:
_____
_____

INCIDENT NOTIFICATION

This form must be completed when an employee has been involved in an accident during work hours that might require medical treatment.

COMPANY NAME_____

DATE OF INCIDENT_____EMPLOYEE'S NAME_____
(print)

EXPLANATION OF INCIDENT:

_____ I do feel that medical treatment is necessary at this time.
Initial

_____ I do not feel that medical treatment is necessary at this time.
Initial

Employee's Signature_____Date_____

Supervisor's Signature_____Date_____

FIRST AID FORM

COMPANY NAME: _____

NAME OF INJURED:_____

DATE OF INJURY_____ TIME OF INJURY_____

OUTSIDE TREATMENT REQUIRED. YES: _____ NO_____

IF YES, WHERE? _____

DESCRIPTION OF INJURY

TYPE OF FIRST AID

SIGNATURE OF INJURED DATE

SIGNATURE OF PREPARER DATE

ACCIDENT, INJURY & ILLNESS
INVESTIGATION FORM

Company Name: _____

Person(s) Conducting Investigation: _____

Title(s): _____

Date of Accident/Injury/Illness: _____

Name(s) of Affected Employee(s):
(1)_____. (2)_____

Nature of Accident/Injury/Illness: _____

Part(s) of Body Affected: _____

What Workplace Condition, Work Practice, or Protective Equipment Contributed to the Incident:
_____

Was a Code of Safe Practice Violated? _____ If so, Which One? _____

What Corrective Actions will Prevent Another Occurrence? _____
_____

Was the Unsafe Condition, Practice, or Protective Equipment Problem Corrected Immediately? ___

If No, What Has Been Done to Ensure Correction? _____

Until Corrected, What Actions Have Been Taken to Prevent Recurrence? _____
_____

Will the Inspection Checklist for the Area Require Modification to Prevent Recurrence? _____

If so, What Will Be Added? _____

Signature of Investigator _____Date _____

Person Responsible for Corrective Actions _____

EMPLOYEE VIOLATION WARNING NOTICE

DATE: _____ LOCATION: _____

EMPLOYEE NAME: _____

==========

☐ lst Violation ☐ 2nd Violation ☐ 3rd Violation

==========

You are hereby warned and have been counseled on:

Disciplinary action taken:

Issued by: _____ Reviewed by: _____

Supervisor Director of Safety / Human Resources

I agree to comply with the safety procedures as discussed and outlined above.

_____ _____

Employee Signature Date

COMPANY: _____ **PROJECT:** _____

ADDRESS: _____

EMERGENCY EVACUATION MAP

MEWPS PRE-START INSPECTION CHECKLIST

MAKE_____MODEL_____WEEK_____

QUALIFIED INSPECTOR/OPERATOR_____

All inspections should be conducted in accordance with manufacturer's manual and guidelines.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Operators Manual(s) in a waterproof box						
Safety decals are in place and readable						
Wind load chart						
All guardrails are sound and in place, basket chains and gate door						
Control panel is clean and all buttons/switches are clearly visible (no paint or overspray)						
Emergency lowering function operates properly						
Lower controls override the upper controls						
Drive controls function properly and are accurately labeled (verify up, down, left, right, forward, backward)						
Audible and visual alarms and beacons						
Motion alarms are functional						
PPE – Hardhats, safety glasses, face shields, safety vests, boots						
Air, hydraulic and fuel system leaks						
Electrical cables and wiring harness						
Loose, damaged, worn or missing parts						
Tires, pressure as applicable, wheels and wheel fasteners						
Instructions, warnings, control markings						
Structural – extended platforms						
Structural – outriggers						
Work platform – guardrail, floor, anchorage and mounting						
Work platform – cleanliness, rust, bent frames						
Brake operation and performance						
Fluid levels – engine coolant, engine oil, hydraulic oil						
Pins, pin securing devices						
Visible damage to the platform and extended structure						
Visible damage to the access to the work platform						
Cleanliness of the access to the work platform						
Operation of stabilizers/outriggers, extendable oscillating axles						
Manufacturer Specific items Required:						

All malfunctions, defects, safety violations, safety issues, hazards MUST BE IMMEDIATELY REPORTED TO SUPERVISOR

Only persons who are trained and authorized by their employer should operate this equipment.

MEWPS SELECTION

MEWPS SCOPE OF WORK:
MEWPS SCOPE OF WORK:
SPECIFIC LOCATION OF WORK:
DATE AND TIME OF WORK TO BE DONE:
MATERIALS TO BE USED:
Height – How high will you need to go?
Horizontal Outreach – How far will you need to reach?
Load Capacity – How much weight do you need to lift?
Terrain – is a 4x4 rough terrain needed?
Platform Rotation – How much maneuvering does the platform need to do to accomplish task?
Turning Radius – How much space do you need?
Small Space – What size equipment will fit in work area?
Platform Height – Will the MEWP fit through the door or entrance to the work area?
Platform Weight – Can the ground or work surface support the weight of the MEWP?
How many people are needed on the MEWP to do the task?
Lighting?
Hazardous Atmosphere Conditions? - Confined Space training for employees? Emissions and/or fueling safety? Air monitoring?
This is a general worksheet to reference when deciding what MEWP to use. It does not designate or eliminate a piece of equipment to be used. The decision is the responsibility of a Qualified Person Supervisor of the company.

MEWPS JOBSITE RISK ASSESSMENT

ASSESSMENT	YES	N/A	CONTROL MEASURES
Trades working below or in vicinity – Secure area?			
Path of worker travel in vicinity – Secure area and/or scaffold cover/canopy needed?			
General public exposure – Sidewalk canopy needed?			
What access is there to deliver and pick up a MEWP?			
What access and terrain will there be for the MEWP to travel to the work location?			
Are there overhead powerlines?			
Are there trenches or excavations?			
What is ground bearing capacity? Backfilled soil?			
How many people need to be lifted?			
What is safe working load of MEWPS?			
Are there overhead structures that could cause crushing? Tight working conditions, adjacent structures, beams, pipe racks, ducts, ceiling grids?			
What is weight of materials to be lifted? What is shape/length?			
What type of fuel and where can refueling transpire?			
Is lighting and/or additional lighting needed in work area needed?			
Are there ground openings/manholes? Slopes?			
Housekeeping: Debris, floor obstructions, cords, construction materials?			
Hazardous Energy - Electrical power cables or panels, chemical/gas/drain lines, utilities?			

RESCUE PLAN EXAMPLE

Company Name: _____

Company Address:_____

Jobsite Location: _____

Date: _____

Emergency Services Contact Info

Name: _____ Contact Number: _____

Hours of Operation: _____ Response Time: _____

Identification of Fall Hazards:

1. **Tipping over**
2. **Falling out of platform**
3. **System failure on elevated platform**
4. **_____**
5. **_____**
6. **_____**

Work Procedures:

1. **Wear a short lanyard on platform**
2. **Never stand on railing of platform**
3. **Do an onsite evaluation of jobsite hazards**
4. **Auxiliary power function of controls**
5. **_____**
6. **_____**

Engine-Powered Lift Truck Daily Inspection Form

_____ _____

Truck Number/Make WEEK

Check **(X)** if no correction needed; **(O)** for not applicable; and **(C)** for correction

	Mon	Tues	Wed	Thur	Fri	Sat
1. Operator manual in place?						
2. Load chart in place?						
3. Does the horn work?						
4. Backup/moving alarm working?						
5. Parking break working?						
6. Are the indicator lights working?						
7. Forks checked for damage?						
8. Do all controls operate smoothly						
9. Outriggers?						
10. Are all mirrors in place and adjusted?						
11. Seat belt?						
12. Steering?						
13. Is the manufacture nameplate in place and legible?						
14. Is the mast securely in place?						
15. Are there any observable oil, or hydraulic leaks detected?						
16. Are the tires in safe condition?						
17. Is the lifts level working properly						
18. Is the operators cab securely in place and in safe condition?						

Those marked for correction have been corrected with the following exceptions:

_____

_____

Notes:

_____

_____

Date of Abatement for items not corrected (list # and date):

_____

_____

Equipment operator signature

Engine-Powered Lift Truck Daily Inspection Form

_____ _____

Truck Number/Make WEEK

Check **(X)** if no correction needed; **(O)** for not applicable; and **(C)** for correction

	Mon	Tues	Wed	Thur	Fri	Sat
1. Manual de operador en su lugar?						
2. Tabla de carga en su lugar?						
3. funciona el claxon?						
4. Alarma de retroceso funciona?						
5. Funciona el freno de mano?						
6. las direccionales funcionan?						
7. Los tenedores fueron inspeccionados por danos?						
8. Todos los controles funcionan sin problemas?						
9. La cabina del operador esta en condiciones seguras?						
10. Los espejos estan en su lugar y ajustados?						
11. Cinturon de seguridad?						
12. Steering/Volante?						
13. Esta la placa de identificacion del fabricante en su lugar y legible?						
14. Esta el mastil en su lugar?						
15. Se han detectado fugas de aceite or hidraulicas?						
16. Las llantas estan en condiciones seguras?						
17. El nivel del ascensor funciona correctamente?						

Los marcados para correcciones se han corregido con las siguientes excepciones:

_____

_____

Notas:

_____

_____

Fecha de reduccion para elementos no corregidos (lista # y fecha):

_____

_____