

INJURY AND ILLNESS PREVENTION PROGRAM

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INJURY AND ILLNESS PREVENTION PROGRAM

I. RESPONSIBILITY

The Injury and Illness Prevention Program Office Manager, Jennifer Freitas, has the authority and responsibility for implementing the provisions of this program for Concrete North, Inc.

All managers and supervisors are responsible for implementing and maintaining the Injury and Illness Prevention Program (IIPP) in their work areas and for answering worker questions about the IIPP. A copy of this IIPP is available from each manager and supervisor.

We recognize that the responsibility for safety and health is a shared responsibility. As your employer, we accept the responsibility for leadership of the IIPP 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.

II. COMPLIANCE

Management is 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.

All 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 IIPP.
- Evaluating the safety performance of all workers using our performance evaluation forms.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices using the following four step approach:
 1. Should a safety and health violation be noted, the Supervisor will informally discuss the behavior with the employee, reviewing the potential for a dangerous result and outlining the correct procedure, then retraining the employee to ensure understanding.
 2. A second violation should generate either a formal verbal warning or a written warning to the employee, depending on the severity.
 3. The third infraction results in a formal written warning or suspension of the employee.
 4. A fourth violation may lead to employee termination.

Willful violations of safe work practices may result in disciplinary action in accordance with Company policy.

As employees, you are responsible for cooperating with all aspects of the IIPP, including complying with all rules and regulations, and continuously practicing safety while performing your duties.

To ensure the effective implementation of our program, employees must understand the following:

- No employee is expected 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 should 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 unsafe conditions encountered during work without fear of reprisal.
- Any work-related injury or illness must be reported to your supervisor immediately.
- Employees' duties consist of the following:
 1. Work in a safe manner by following safety rules and instructions.
 2. Be considerate of others in the workplace.
 3. Report hazards as seen by bringing safety matters to the attention of a supervisor.
 4. Report to work rested and physically able to perform the work.
 5. Report to management any and all injuries you sustain.
 6. Support the safety effort by performing all duties in a safe manner.

Employees who follow safe and healthy work practices will have this fact recognized and documented on their performance reviews.

III. 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 one or more of the following items:

- New employee orientation including a discussion of safety and health policies and procedures.
- Review of our Injury and Illness Prevention Program.
- Workplace safety and health training programs.
- Regularly scheduled safety meetings.
- Effective communication of safety and health concerns between employees and supervisors, including translation where appropriate.
- Posted or distributed safety information.
- A system for employees to anonymously inform management about workplace hazards.

The results of the investigation of any employee safety suggestion or report of hazard will be distributed to all employees affected by the hazard or posted on appropriate bulletin boards.

We encourage employee participation and involvement by notifying department heads either in writing or verbally of any helpful suggestion, recommendation, or observation regarding safety without fear of reprisal.

Your suggestion may be beneficial not only for your department, but may be applicable throughout the entire Company.

A SUGGESTION BOX for safety and health concerns is located _____.

All safety and health suggestions will remain anonymous.

IV. HAZARD ASSESSMENT/INSPECTIONS

Periodic inspections to identify and evaluate workplace hazards shall be performed by the following competent observer(s) in the following areas of our workplace:

Competent Observer	Area-Department

Periodic inspections are performed according to the following schedule:

1. Quarterly for facility inspections.
2. Daily inspections when required for Equipment.
3. Daily inspections for required construction tasks/operations.
4. When we initially established our Injury and Illness Prevention Program.
5. When new substances, processes, procedures or equipment, which present potential new hazards, are introduced into our workplace/jobsite.
6. When new, previously unidentified hazards are recognized.
7. When occupational injuries and illnesses occur.
8. 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.
9. Whenever workplace/jobsite conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the Hazard Assessment Checklist/Inspection Forms located in the Hazard Evaluation and Abatement section of this manual and any other effective methods to identify and evaluate workplace hazards.

V. ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the accident scene as soon as possible.
- Interviewing the injured employees and witnesses.
- Examining the workplace for factors associated with the accident/exposure.
- Determining the cause of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the finding and corrective actions taken on our Workers' Compensation injury and illness form.

VI. HAZARD CORRECTION

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

- 1. When observed or discovered.**
- 2. 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 shall be provided with the necessary protection.**
- 3. All such actions taken and dates they are completed shall be documented on the appropriate forms located in the Hazard Evaluation and Abatement section of this manual.**

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

Imminent hazards are to be reported at once to management. No individual is to take it upon him or herself to correct an imminent hazard.

VII. TRAINING AND INSTRUCTION

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

- 1. When the Injury and Illness Prevention Program is first established.**
- 2. To all new employees.**
- 3. To all employees given new job assignments for which training has not been previously provided.**
- 4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.**
- 5. Whenever the Company is made aware of a new or previously unrecognized hazard.**
- 6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.**
- 7. 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:

- 1. Explanation of the Company's Injury and Illness Prevention Program, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, and injuries.**
- 2. Uses of appropriate clothing, including gloves, footwear, and Personal Protective Equipment.**
- 3. Information about chemical hazards to which employees could be exposed and other hazard communication program information.**
- 4. Availability of toilet, hand-washing and drinking water facilities.**
- 5. 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 Office Manager 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. All employees are to be oriented on the checklist in the Orientation section of this manual. This checklist must be signed by a supervisor. Where further training is needed or requested, the training form in the Training section of this manual shall be used.

No employee is allowed to work before training is completed. This includes completion of the new employee checklist, which is to be signed by the Supervisor/Foreman.

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 and a new Code of Safe Practice is to be written. Training in 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 hazard.

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.

VIII. RECORDKEEPING

- 1. 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, are recorded on a hazard assessment and correction form. This documentation shall be maintained for a period of (1) year.**
- 2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form. This documentation shall be maintained for a period of (3) years.**
- 3. The Log of Work-Related Injuries and Illnesses (Form 300, 300A and Form 301) 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 (5) years.**
- 4. Ventilation system records shall be maintained for a period of (5) years.**
- 5. Medical and Occupational exposure records shall be maintained for a period of (30) 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.

Vice President

DATE: _____

SAFETY DIRECTOR

Concrete North, Inc. has named Jennifer Freitas to have the overall responsibility of our Injury and Illness Prevention Program.

_____ is Concrete North, Inc.'s Competent Person.

The Safety Director's primary purpose is to create and maintain safety interest at all levels of employment. The Safety Director is also involved in continually monitoring and evaluating overall Company loss prevention efforts. The Safety Director will be responsible for reviewing all accident investigation reports and implementing needed controls to prevent recurrence. In addition, he/she will also be responsible for 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.

The Safety Director's responsibility is to commit to implement an effective Injury and Illness Prevention Program and integrate it into the entire business operations. The Safety Director will oversee the program in its entirety and implement the Program into day-to-day business operations. Other supervisory personnel will be required to work closely with the Safety Director to ensure that the program is implemented throughout the Company.

Communications concerning occupational safety and health will include provisions for Management communication to employees and for employee communication to Management. 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 shop safety guidelines, Hazard Communication guidelines and safety practices with outside vendors and contractors.

RESPONSIBILITIES

SUPERVISORS

Our Supervisors are the foundation of the safety program. Their responsibilities are to:

- 1. Familiarize themselves with company safety policies, programs, and procedures.**
- 2. Provide complete safety training to employees prior to the assignment of duties.**
- 3. Be aware of all safety considerations when introducing a new process, procedure, machine or material to the worker.**
- 4. Consistently and fairly enforce all company safety rules.**
- 5. Give maximum support to all programs and committees whose function is to promote safety and health.**
- 6. Investigate injuries to determine cause, then take action to prevent repetition.**
- 7. 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.**
- 8. Review serious accidents to ensure that proper reports are completed, and appropriate action is taken to prevent repetition.**
- 9. Inspect work areas often to detect unsafe conditions and work practices**
- 10. Attend all company safety meetings**

EMPLOYEES:

Our employees are responsible for safety including the following:

- 1. Adhere to all safety rules and regulations**
- 2. Wear appropriate safety equipment as required**
- 3. Maintain equipment in good condition with all safety guards in place when in operation.**
- 4. Report all injuries, no matter how minor, immediately to a Supervisor.**
- 5. Encourage co-workers to work safely.**
- 6. Report unsafe acts and conditions to the Office Manager or a Supervisor.**

ACCESS TO MEDICAL AND EXPOSURE RECORDS

**BY CAL/OSHA REGULATION
- GENERAL INDUSTRY SAFETY ORDER 3204 -
YOU HAVE THE RIGHT TO SEE AND COPY:**

- **Your medical records and records of exposure to toxic substances or harmful physical agents.**
 - **Records of exposure to toxic substances or harmful physical agents of other employees with work conditions similar to yours.**
 - **Safety Data Sheets or other information that exists for chemicals or substances used in the workplace, or to which employees may be exposed.**
-

THESE RECORDS ARE AVAILABLE AT:

**CONCRETE NORTH, INC.
10274 Iron Rock Way
Elk Grove, CA 95624**

**A COPY OF GENERAL INDUSTRY
SAFETY ORDER 3204 IS AVAILABLE FROM:**

<http://www.dir.ca.gov/title8/3204.html>

Posting the above information is required by GISO 3204. This posting may be done by using of this placard or any similar method the employer chooses.

CODE OF SAFE PRACTICES

It is our policy that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action, as it is necessary to obtain compliance.

To carry out this policy, employees shall:

GENERAL PRACTICES

1. Report all unsafe conditions and equipment to their supervisor or safety coordinator.
2. Report all accidents, injuries and illnesses to their supervisor or safety coordinator immediately.
3. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
5. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
6. In the event of fire, call for supervisor or sound alarm and evacuate.
7. Upon hearing the alarm, stop work safely, turn off machines and evacuate to the parking lot immediately. If the way is blocked evacuate to the street through the office area.
8. Only trained workers may attempt to respond to a fire or other emergency.
9. Exit doors must comply with fire safety regulations during business hours.
10. 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.
11. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
12. Aisles must be kept clear at all times.
13. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
14. All spills shall be wiped up promptly.
15. 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.

(Continued on next page)

(GENERAL PRACTICES continued)

- 16. Never stack material precariously on top of lockers, file cabinets or other relatively high places.**
- 17. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.**
- 18. Do not stack material in an unstable manner.**
- 19. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.**
- 20. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.**
- 21. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.**
- 22. Do not use any portable electrical tools and equipment that are not grounded or double insulated.**
- 23. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity.**
- 24. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.**
- 25. Inspect motorized vehicles and other mechanized equipment daily or prior to use.**
- 26. Shut off engine, set brakes and block wheels prior to loading or unloading vehicles.**
- 27. Inspect pallets and their loads for integrity and stability before loading or moving.**
- 28. Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs or high temperature lines.**
- 29. Do not use compressed air for cleaning off clothing unless the pressure is less than 10 psi.**
- 30. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.**
- 31. Wear hearing protection in all areas identified as having high noise exposure.**
- 32. Face Shields must be worn when grinding.**
- 33. Do not use any faulty or worn hand tools.**
- 34. Guard floor openings by a cover, guardrail, or equivalent.**
- 35. Do not enter into a confined space unless tests for toxic substances, explosive concentrations, and oxygen deficiency have been taken.**
- 36. Always keep flammable or toxic chemicals in closed containers when not in use.**
- 37. Do not eat in areas where hazardous chemicals are present.**

(Continued on next page)

(GENERAL PRACTICES continued)

- 38. Be aware of the potential hazards involving various chemicals stored or used in the workplace.**
- 39. Cleaning supplies should be stored away from edible items on kitchen shelves.**
- 40. Cleaning solvents and flammable liquids should be stored in appropriate containers.**
- 41. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.**

CODE OF SAFE PRACTICES

CIRCULAR HAND SAW

JOB SUMMARY: Cuts wood.

SKILLS REQUIRED: Detail oriented. General shop skills.

EMOTIONAL STANDARDS: Ability to handle repetitive work. Follow directions. Safety conscious. Ability to interact in a multi-cultural environment.

PHYSICAL STANDARDS: Good eyesight with or without corrective lenses. Strong physical health. Ability to stand for long periods of time.

JOB HAZARDS: Repetitive motions. Working with bent neck. Bending over. Forceful motions. Exposure to vibrating equipment or tools. Lifting, twisting and turning. Bent wrist or extended elbow or both. Static load.

SAFETY EQUIPMENT REQUIRED: No open-toed shoes. Goggles/safety glasses.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Blade shall be permanently shielded on upper half.
2. Lower half of circular teeth shall be guarded with a hinged guard cover.
3. Both hands to be on provided handles so as not to expose hands/fingers to blade.
4. Hinge on lower half of blade shall not be obstructed by wedge to expose blade.
5. Never change blades unless saw has been disconnected from electricity (unplugged).
6. Change blade if dull or sap has built up.
7. Operate saw from a safe position. Adjust table on saw for depth of cut.
8. Do not handle saw by the cord.
9. Never cut over body parts. Keep hands away from blade.
10. Follow all Company safety rules and policies. No horseplay is permitted.
11. Employees must report all unsafe conditions immediately to a Supervisor.
12. Clean worksite conditions must be maintained at all times.
13. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
14. All equipment guards required by State and Federal Regulations must be in place.
15. Report all accidents immediately to a Supervisor.
17. Inspect equipment prior to each use.
18. Only operate equipment that you have been trained and authorized to use.
19. All electrical wiring shall be to code and maintained in safe condition.
20. Use proper lifting techniques.
21. Only qualified personnel can perform maintenance services.
22. Follow all Manufacturers safety guidelines.
23. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
24. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

MACHINERY/EQUIPMENT BASIC LOCKOUT PROCEDURE

- 1. Each employee has the responsibility for locking out and tagging every piece of equipment on which he/she is required to perform work that places the employee in a position of potential injury due to start-up or movement of the equipment or material in process.**
- 2. Do not operate, repair, clean, or test any machinery, electrical apparatus or other equipment unless it is part of your assigned duties.**
- 3. Your supervisor has the responsibility for making certain you are instructed in this procedure and to take appropriate action if procedure is violated. An employee who violates the lockout procedure is subject to disciplinary action up to and including termination.**
- 4. Do not remove a WARNING tag unless you placed it, and then not until the persons protected by it are in the clear.**
- 5. Locks or tags shall be removed only by the person who placed them.**
- 6. Locks or tags shall never be removed until the individual in charge of the work has made certain that all workmen are in a safe position.**

DEFECTIVE MACHINERY AND TOOLS:

If any tool, machine, or other piece of equipment is in an unsafe/defective condition, do not use it, but report it to your supervisor who will have it repaired or replaced.

GUARDS:

Machine guards and other safety devices are provided for your protection. They must not be removed except for making repairs, lubricating, or cleaning, and then only by authorized persons. They must be replaced before starting machinery. ANY PERSON WHO REMOVES OR INDUCES ANOTHER EMPLOYEE TO REMOVE OR RENDER ANY MACHINE GUARD INOPERABLE MAY, UNDER LAW, BE TERMINATED, IMPRISONED AND/OR FINED.

CODE OF SAFE PRACTICES

CRANES (ALL TYPES)

1. Do not stand or walk under loads suspended from cranes.
2. Do not stand or walk under the empty hook of a crane.
3. Do not go on any crane or crane runway for any purpose without permission from the supervisor in charge of crane operations, and then follow the procedure established for going on such cranes or such runways.
4. No one except those employees authorized or designated shall be allowed to operate cranes.
5. Wherever practicable, hookers shall walk ahead of loads carried by cranes.
6. Crane man and hookers shall see that workmen are in the clear before making or placing a lift.
7. A crane man shall not make a lift nor move his crane regardless of signals if someone is in a position to be injured.
8. No lift shall be made with wire rope or chain slings while magnet or other lifting equipment is still attached to the hook being used for the lift.
9. No crane load shall be moved without standard hand signals from a properly designated person. He shall take signals from one man only. Pictures showing standard crane signals are on the following pages.
10. When loads are being unloaded or loaded by crane, the workman shall maintain a minimum clearance of 8' from the lift at all times while the lift is in motion until such time as the lift is stationary and no higher than one foot above the blocking.
11. The movement of the lift shall be made at right angles to the side of the car being loaded or unloaded and never directly toward the workman in the car.
12. If there is less than 8' clearance between the workman and the lift, the workman shall get out of the car.
13. If material is being loaded or unloaded with a magnet, the workman shall get out of the car.
14. All hookers and other employees shall be outside the car when dirt boxes, pans, clamshells, or similar equipment is being hoisted from, or lowered into cars. The only time workman are permitted in the car is when they are resetting or hooking up equipment. This covers operations of all cranes handling this equipment.
15. Shall not ride on crane hooks, bails, or loads being carried by cranes.
16. Wire rope and chain slings shall not be knotted or twisted for lifting purposes.

(continued on next page)

(CRANES continued)

17. **LISTEN** for the siren or other signaling devices: their purpose is to warn you of approach of the crane.
18. **Hookers** or other employees giving crane signals shall see that no one is in a position to be injured before signaling for lifts to be raised or lowered and shall keep anyone from getting close to lift while operations are being performed.
19. **Keep all parts of the body in the clear of lifts while tension is being applied. After tension is placed on the lift, everyone shall get in the clear.**
20. **Shall not use your feet to hold cables or chains in place while hoist is being raised or lowered or to steady or guide lifts.**
21. **When on duty, remain in the crane cab ready for prompt service.**
22. **Never go on top of the crane, or permit any one else to do so, without first opening the main power disconnect switch and locking it "off" with a padlock.**
23. **Before traveling the trolley or the crane bridge, be sure that the hook is high enough to clear obstacles.**
24. **Never permit your crane to bump into another crane.**
25. **Examine the crane at the start of every shift for loose or defective gears, keys, runways, railings, warning bells, signs, switches, sweep-brushes, cables, etc., and report defects. Make sure the crane is kept clean and well lubricated.**
26. **While hoisting equipment is in operation, the operator should not be permitted to perform any other work, and he should not leave his position at the controls until the load has been safely landed or returned to ground level.**
27. **Do not carry a load over men on the floor; sound the gong or siren when necessary.**
28. **If the power goes off, move the controller to OFF position until power is available again.**
29. **See that the fire extinguisher on the crane is kept filled and in good condition.**
30. **Do not operate a crane if you are not physically fit to do so. If you are ill, report to your foreman.**
31. **Do not drag slings, chains, or load block. After the load is taken off, do not move the crane until you have lowered the hook and the hook-on man has hooked up the chain or sling.**
32. **If you are asked to do something that seems unsafe, call your foreman or the repairman in charge for advice.**
33. **Before leaving the cab, open the main switch. Make sure the magnet or hook is empty and the magnet-controller (if any) is off. Lock, or otherwise secure equipment, to prevent starting by unauthorized persons.**

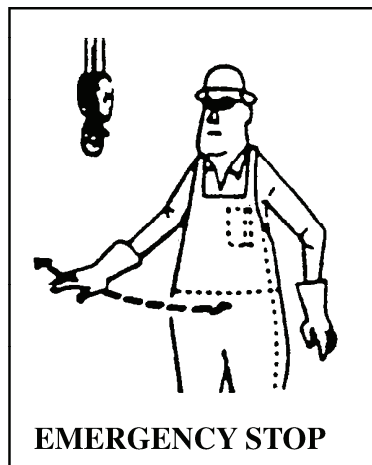
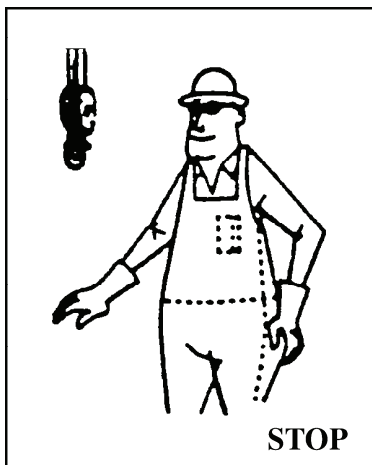
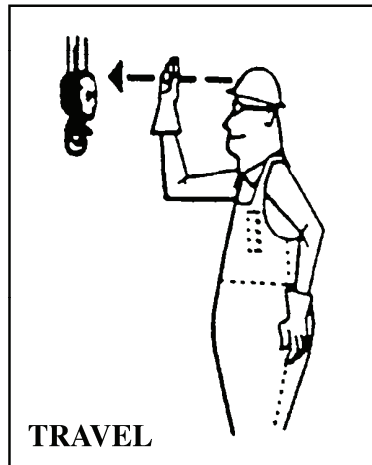
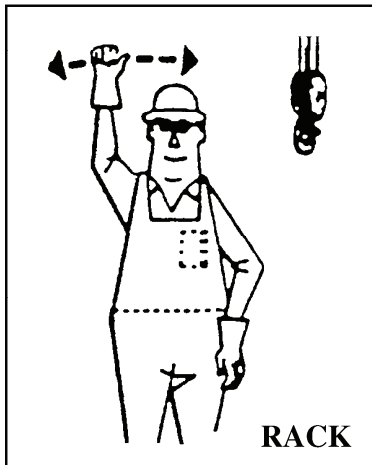
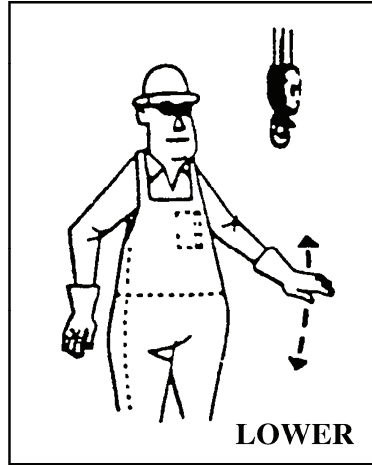
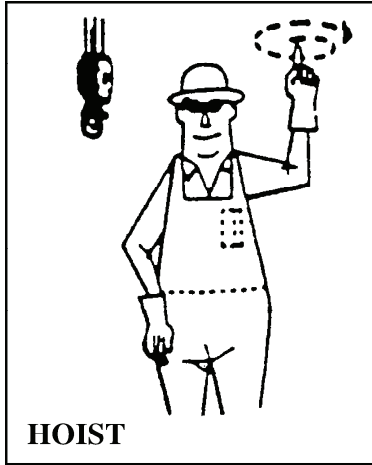
(continued on next page)

(CRANES continued)

- 34. When parking an outside crane at the end of the shift, always set the brake or chain the crane to the track. Lower booms to ground level or secure them against displacement by wind or other outside forces.**
- 35. Stop operation and open the power switch if your crane fails to respond correctly. Then call your foreman. Attempting to get out of difficulty by repeated operation may make the condition worse instead of better.**
- 36. Whenever a slack line condition occurs, prior to further operations, check the proper seating of the rope in the sheaves and on the drum.**
- 37. Never pick up a load beyond the rated load capacity of the crane. In case of doubt, call the foreman.**
- 38. Never move the load or the crane unless you are sure that you understand the floor signal.**
- 39. When there are several hook-on men, obey the signals of the head hooker only. (Obey an EMERGENCY stop signal given by anyone.)**
- 40. When raising or lowering the load, see that it safely clears adjacent stockpiles or machinery.**
- 41. Never leave a load suspended.**

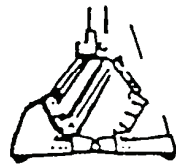
CODE OF SAFE PRACTICES

STANDARD CRANE SIGNALS

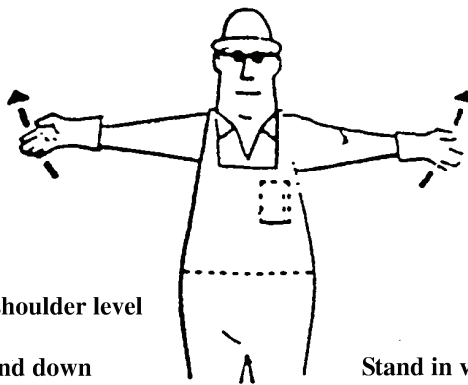


CODE OF SAFE PRACTICES

STANDARD CRANE SIGNALS



OPEN CLAMSHELL



- Arms extended shoulder level
- Hands cupped
- Move arms up and down

Stand in view of crane operator



POWER OFF



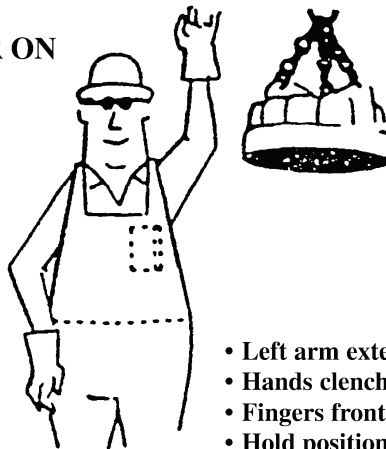
- Left arm extended overhead
- Hands open
- Palm, front
- Hold position rigidly

Stand in view of crane operator

CODE OF SAFE PRACTICES

STANDARD CRANE SIGNALS

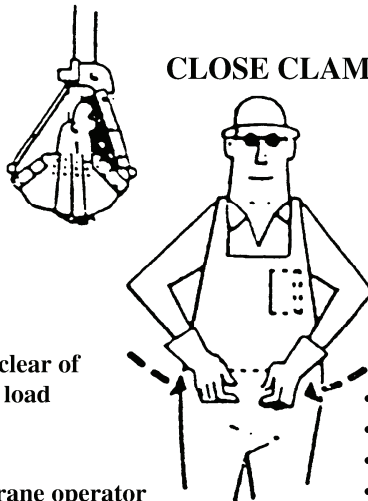
POWER ON



Make sure all men are clear of boom, block, hook and load

- Left arm extended overhead
- Hands clenched
- Fingers front
- Hold position rigidly

CLOSE CLAMSHELL



Make sure all men are clear of boom, block, hook and load

Stand in view of crane operator

- Forearms front
- Hands cupped
- Finger tips touching
- Swing arms open and closed

CODE OF SAFE PRACTICES

STANDARD MOBILE CRANE SIGNALS

RAISE HOOK

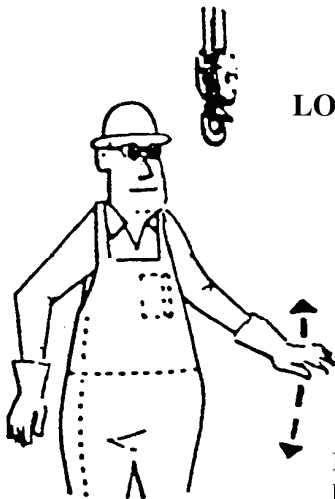
- Left arm extended
- Forearm vertical
- Forefingers pointing up
- Move hand in small horizontal circle



Stand in view of crane operator

LOWER HOOK

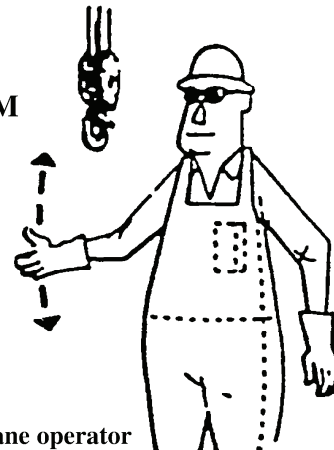
- Left arm extended
- Hand below hip
- Palm down
- Wave forearm down and up



Make sure all men are clear of boom, block, hook and load

RAISE BOOM

- Right arm extended shoulder level
- Fingers clenched
- Thumb pointing upward
- Move arm up and down



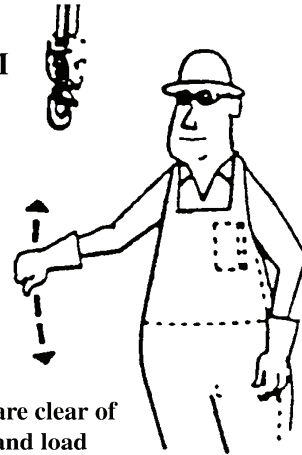
Stand in view of crane operator

CODE OF SAFE PRACTICES

STANDARD MOBILE CRANE SIGNALS

LOWER BOOM

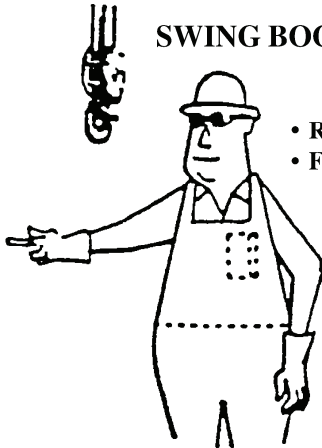
- Right arm extended shoulder level
- Fingers clenched
- Thumb pointing downward
- Move arm down and up



Make sure all men are clear of boom, block, hook and load

SWING BOOM

- Right arm extended shoulder level
- Forefinger pointing direction of swing



Stand in view of crane operator

RAISE BOOM – LOWER HOOK

- Right arm extended shoulder level
- Fingers clenched
- Thumb pointing upward
- Move arm up and down
 - Left arm extended
 - Hand below hip
 - Palm down
 - Wave forearm down and up

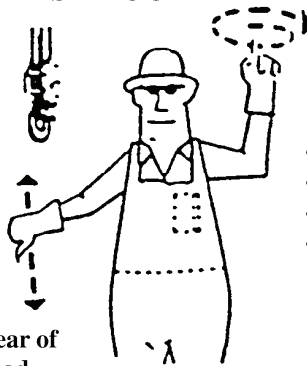


Make sure all men are clear of boom, block, hook and load

CODE OF SAFE PRACTICES

STANDARD MOBILE CRANE SIGNALS

LOWER BOOM – RAISE HOOK



Make sure all men are clear of boom, block, hook and load

- Right arm extended shoulder level
- Fingers clenched
- Thumb pointing downward
- Move arm down and up
 - Left arm extended
 - Forearm vertical
 - Forefinger pointing up
 - Move hand in small horizontal circle

RAISE BOOM – HOLD HOOK



- Right arm extended shoulder level
- Fingers clenched
- Thumb pointing upward
- Move arm up and down
 - Left arm extended
 - Hand open
 - Palm down level with hip
 - Hold left arm position rigidly

Stand in view of crane operator

CODE OF SAFE PRACTICES

STANDARD MOBILE CRANE SIGNALS



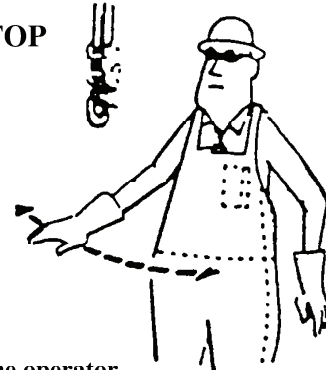
STOP

- Right arm extended
- Hand open
- Palm down level with hip
- Hold position rigidly

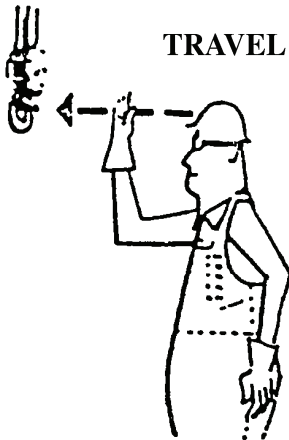
Make sure all men are clear of boom, block, hook and load

EMERGENCY STOP

- Right arm extended
- Hand open
- Palm down level with hip
- Move forearm rapidly right and left



Stand in view of crane operator









TRAVEL

- Right arm extended slightly
- Forearm raised
- Hand open
- Wave forearm in direction of travel while facing in that direction

Make sure all men are clear of boom, block, hook and load

CODE OF SAFE PRACTICES

RATED CAPACITIES

RATED CAPACITIES FOR IMPROVED PLOW STEEL, INDEPENDENT WIRE ROPE CORE, WIRE ROPE AND WIRE ROPE SLINGS.																		
Nominal Size of Wire Rope (in.)	Choker Hitch 			Single Vertical Hitch 			Basket Hitch 			2 Leg Hitch								
										60° 			45° 			30° 		
6 x 37 Classification																		
	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
1 1/4"	9.9	9.2	7.9	13.	12.	10.	26.	24.	21.	23.	21.	18.	19.	17.	15.	13.	12.	10.
1 3/8"	12.	11.	9.6	16.	15.	13.	32.	29.	25.	28.	25.	22.	22.	21.	18.	16.	15.	13.
1 1/2"	14.	13.	11.	19.	17.	15.	38.	35.	30.	33.	30.	26.	27.	25.	21.	19.	17.	15.
1 3/4"	19.	18.	15.	26.	24.	20.	51.	47.	41.	44.	41.	35.	36.	33.	29.	26.	24.	20.
2"	25.	23.	20.	33.	30.	26.	66.	61.	53.	57.	53.	46.	47.	43.	37.	33.	30.	26.
2 1/4"	31.	29.	25.	41.	38.	33.	83.	76.	66.	72.	66.	57.	58.	54.	47.	41.	38.	33.
(A) Socket or Swaged Terminal Attachment. (B) Mechanical Sleeve Attachment. (C) Hand Tucked Splice Attachment.																		
Reference – Union Wire Rope																		

CODE OF SAFE PRACTICES

GENERAL RULES FOR CONSTRUCTION

- 1. 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.**
- 2. All equipment, materials and, job sites should be regularly inspected for safety.**
- 3. All employees must be competently trained and/or have experience to operate equipment or machinery.**
- 4. All employees should be aware of hazards presented by materials, equipment, and job sites.**
- 5. Personal protective devices - all employees must wear the proper equipment for the job site and task at hand.**
- 6. 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.**
- 7. All employees must wear hearing protection on job sites exceeding 85 DBA. (Decibel level.)**
- 8. All employees must wear respiratory protection when dust exceeds limits specified by General Industry Safety Order.**
- 9. All employees should be aware of occupational hazards in construction industry.**
- 10. First Aid kits shall be provided on all job sites.**
- 11. All job sites must supply potable drinking water and adequate washing facilities.**
- 12. One toilet is required for every 20 employees where there is no transportation. Toilets must be cleaned and supplied with toilet paper.**
- 13. Fire protection materials must be portable and located 75 feet from all working areas: fire extinguisher must meet specifications for job at hand.**
- 14. Construction site must have person certified in First Aid.**

CODE OF SAFE PRACTICES

PERMITS, CERTIFICATIONS AND LICENSES

DOSH PERMIT IS REQUIRED FOR:

(California Only)

1. **Construction of trenches or excavation 5 feet or more in depth into which a person is required to descend.**
2. **Construction of buildings, structures, scaffolding or false work more than 3 stories high (36 feet).**
3. **Operation of tower cranes or erection, climbing and dismantling.**
4. **Demolition of buildings or structures or dismantling of scaffolding or false work more than 3 stories.**
5. **Any handling use or disruption of asbestos exceeding .05%.**
6. **Any use of carcinogens.**
7. **Check with the closest DOSH office for additional permits.**

CERTIFICATION:

1. **Forklift operators.**
2. **Cranes and derricks exceeding 3 tons rated capacity.**
3. **Powder activated tool - must be valid operator.**
4. **Check with the closest DOSH office for additional requirements.**

TO CARRY ON-SITE:

1. **Job-Site Safety Manual (IIPP) with Code of Safe Practices.**
2. **SDS-Hazard Communication Program.**
3. **Contingency Plan.**

CODE OF SAFE PRACTICES

CONSTRUCTION HOUSEKEEPING

- 1. Scrap lumber and debris must be kept reasonably cleared from work surfaces passageways and stairs. Combustible debris must be removed at regular intervals.**
- 2. Ground areas within 6 feet of buildings must be reasonably free from irregularities.**
- 3. Piles of debris must be stacked in a safe manner preventing falling, slipping or collapsing. Not to exceed 15 feet in height (5 feet for cement).**
- 4. Keep flammables and chemical products stored in compliance with Local, State and Federal regulations.**
- 5. Maintain compliance with all Storm Water regulations.**
- 6. All nails shall be removed from debris.**

CODE OF SAFE PRACTICES

CONSTRUCTION SIGNS, SIGNALS AND BARRICADES

- 1. Danger signs should be used when an immediate hazard exists.**
- 2. Caution signs should be used only to warn against potential hazards or to caution against unsafe practices.**
- 3. Construction sites that may be hazardous to the laymen must be posted with "Authorized Personnel Only" where barricades are not feasible.**
- 4. Signaling must be done when there is auto traffic or foot traffic that would be moving in a hazardous job site location. The flagmen must use and wear the proper equipment (orange vest) and materials (ANSI standards).**
- 5. Barricades for protection of employees, pedestrians and vehicles must be used to obstruct passage in hazardous areas.**
- 6. Ensure that all Warning, Caution and Danger signs are in place for compliance with Local, State and Federal regulations.**

CODE OF SAFE PRACTICES

SCAFFOLDS

JOB SUMMARY: Elevation of jobsite.

SKILLS REQUIRED: Able to follow directions. Good attitude. Safety conscious.

EMOTIONAL STANDARDS: Ability to mentally handle heights.

PHYSICAL STANDARDS: Ability to stand for long periods on hard surfaces.

JOB HAZARDS: Heights, limited space.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Scaffolds must be provided for work that cannot be done safely from a ladder. Work must be performed while standing on solid construction at least 20 inches wide.
2. Scaffolds must conform to design standards or be designed by a licensed engineer.
3. Must use stress grade lumber or metal; aluminum may be substituted.
4. Erecting and dismantling of scaffolds must be supervised by a Qualified Person.
5. Required safety factors:
 - a. outrigger beams: 4
 - b. manufactured planks: 4
 - c. ropes: 6
 - d. scaffold: 4
6. Platform must be capable of supporting the intended loads.
7. DOSH permit required when scaffolds exceed 36 feet.
8. Safe unobstructed access must be provided to all working platforms.
9. Ladders must conform to ladder standards.
10. Scaffolds must be built solidly and tied with a double wrap no. 12 wire (or equivalent).
11. Platforms on scaffolds must be planked solid. Planking standards are 2 inches by 10 inches. Span light, medium, heavy trades at 25 PSF-10 ft., 50 PSF-8 ft., 75 PSF - 7 feet respectively. Wood, metal scaffolds 8 and 10 inch openings under the back railing, respectively.
12. Overhead protection is required when people are working overhead.
13. No wet or sloping platforms, more than 20%.
14. Scaffolds must stay within height limits or be approved by engineer.
15. For specialized scaffold consult engineers and regulations.
16. Follow all Company safety rules and policies.
17. Employees must report all unsafe conditions immediately to a Supervisor.

(continued on next page)

(SCAFFOLDS continued)

- 18. No horseplay is permitted.**
- 19. Clean worksite conditions must be maintained at all times.**
- 20. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.**
- 21. All equipment guards required by State and Federal Regulations must be in place.**
- 22. Report all accidents immediately to a Supervisor.**
- 23. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.**
- 24. Inspect equipment prior to each use.**
- 25. Only operate equipment that you have been trained and authorized to use.**
- 26. All electrical wiring shall be to code and maintained in safe condition.**
- 27. Use proper lifting techniques.**
- 28. Only qualified personnel can perform maintenance services.**
- 29. Follow all Manufacturers safety guidelines.**
- 30. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.**
- 31. Ensure that all Warning, Caution and Danger signs are in place.**

CODE OF SAFE PRACTICES

GENERATORS

JOB SUMMARY: Generates electricity.

SKILLS REQUIRED: Able to follow directions. Good attitude. Safety conscious.

JOB HAZARDS: Electrical hazard.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Follow all Company safety rules and policies.
2. Employees must report all unsafe conditions immediately to a Supervisor.
3. No horseplay is permitted.
4. Clean worksite conditions must be maintained at all times.
5. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
6. All equipment guards required by State and Federal Regulations must be in place.
7. Report all accidents immediately to a Supervisor.
8. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
9. Inspect equipment prior to each use.
10. Only operate equipment that you have been trained and authorized to use.
11. All electrical wiring shall be to code and maintained in safe condition.
12. Use proper lifting techniques.
13. Only qualified personnel can perform maintenance services.
14. Follow all Manufacturers safety guidelines.
15. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
16. Ensure that all Warning, Caution and Danger signs are in place.
17. GFCI must be provided on generators or an Assured Grounding Program for all cords must be used.
18. Ground all generators when applicable.
19. Place caution sign warning of high voltage.

CODE OF SAFE PRACTICES

COMPRESSOR

JOB SUMMARY: Compresses air.

JOB HAZARDS: Compressed air.

**SAFETY
EQUIPMENT
REQUIRED:** Safety glasses. Earplugs when applicable.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Compressors on wheels must be prevented from rolling.
2. Safety valves must be popped weekly on portable compressors.
3. Tank must be drained daily on portable compressors.
4. Air tanks require DOSH permit.
5. Do not exceed P.S.I. levels for compressor or type of work being performed.
6. Follow all Company safety rules and policies.
7. Employees must report all unsafe conditions immediately to a Supervisor.
8. No horseplay is permitted.
9. Clean worksite conditions must be maintained at all times.
10. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
11. All equipment guards required by State and Federal Regulations must be in place.
12. Report all accidents immediately to a Supervisor.
13. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
14. Inspect equipment prior to each use.
15. Only operate equipment that you have been trained and authorized to use.
16. All electrical wiring shall be to code and maintained in safe condition.
17. Use proper lifting techniques.
18. Only qualified personnel can perform maintenance services.
19. Follow all Manufacturers' safety guidelines.
20. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
21. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

CEMENT MIXER

JOB SUMMARY: Mixes cement.

SKILLS REQUIRED: Able to follow directions. Good attitude. Safety conscious.

EMOTIONAL STANDARDS: Detail oriented. Ability to count pieces.
Ability to mentally handle repetitive work.

PHYSICAL STANDARDS: Ability to stand for long periods on hard surfaces.

JOB HAZARDS: Repetitive wrist, shoulder and arm movements.
Twisting and turning motions.

SAFETY EQUIPMENT REQUIRED: Safety glasses. Respirators. Earplugs when applicable.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. The auger must be fully guarded and 5 inches away from the guard when auger is rotating.
2. Follow all Company safety rules and policies.
3. Employees must report all unsafe conditions immediately to a Supervisor.
4. No horseplay is permitted.
5. Clean worksite conditions must be maintained at all times.
6. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
7. All equipment guards required by State and Federal Regulations must be in place.
8. Report all accidents immediately to a Supervisor.
9. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
10. Inspect equipment prior to each use.
11. Only operate equipment that you have been trained and authorized to use.
12. All electrical wiring shall be to code and maintained in safe condition.
13. Use proper lifting techniques.
14. Only qualified personnel can perform maintenance services.
15. Follow all Manufacturers safety guidelines.
16. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
17. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

CONCRETE POWER TROWELS

JOB SUMMARY: Smoothes cement.

SKILLS REQUIRED: Able to follow directions. Good attitude. Safety conscious.

EMOTIONAL STANDARDS: Detail oriented. Ability to mentally handle repetitive work

PHYSICAL STANDARDS: Ability to stand for long periods on hard surfaces.

JOB HAZARDS: Repetitive wrist, shoulder and arm movements.
Twisting and turning motions.

SAFETY EQUIPMENT REQUIRED: Ear protection if applicable.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Manually guided trowels must have automatic shut-off switch.
2. Follow all Company safety rules and policies.
3. Employees must report all unsafe conditions immediately to a Supervisor.
4. No horseplay is permitted.
5. Clean worksite conditions must be maintained at all times.
6. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
7. All equipment guards required by State and Federal Regulations must be in place.
8. Report all accidents immediately to a Supervisor.
9. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
10. Inspect equipment prior to each use.
11. Only operate equipment that you have been trained and authorized to use.
12. All electrical wiring shall be to code and maintained in safe condition.
13. Use proper lifting techniques.
14. Only qualified personnel can perform maintenance services.
15. Follow all Manufacturers safety guidelines.
16. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
17. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

CONCRETE AND VERTICAL SHORING

JOB SUMMARY: Shoring.

SKILLS REQUIRED: Able to follow directions. Good attitude. Safety conscious.

EMOTIONAL STANDARDS: Detail oriented. Ability to mentally handle repetitive work.

PHYSICAL STANDARDS: Ability to stand for long periods on hard surfaces.

JOB HAZARDS: Repetitive wrist, shoulder and arm movements.
Twisting and turning motions.

SAFETY EQUIPMENT REQUIRED: Face mask.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Follow all Company safety rules and policies.
2. Employees must report all unsafe conditions immediately to a Supervisor.
3. No horseplay is permitted.
4. Clean worksite conditions must be maintained at all times.
5. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
6. All equipment guards required by State and Federal Regulations must be in place.
7. Report all accidents immediately to a Supervisor.
8. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
9. Inspect equipment prior to each use.
10. Only operate equipment that you have been trained and authorized to use.
11. All electrical wiring shall be to code and maintained in safe condition.
12. Use proper lifting techniques.
13. Only qualified personnel can perform maintenance services.
14. Follow all Manufacturers safety guidelines.
15. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
16. Ensure that all Warning, Caution and Danger signs are in place.
17. Access the site location and/or building where Falsework will be used.
18. The erection and dismantling of Falsework must be performed under the supervision and direction of a qualified person. A "qualified person" is a person possessing a certification of competence in Falsework erection and dismantling.
19. Daily inspections of the Falsework to assure they are secured, in good working order and good repair, and installed correctly and completely.

CODE OF SAFE PRACTICES

ROTARY HAMMER

JOB SUMMARY: Rotates and drills.

SKILLS REQUIRED: General shop skills. (See Code of Safe Practices for "SHOP".)
Able to lift large pieces of metal. Able to work alone when cutting.

EMOTIONAL STANDARDS: Detail oriented. Ability to stay with job until completed. Repetitive work.

PHYSICAL STANDARDS: Strong arms.

HAZARDS: Repetitive motions. Forceful motions. Flying chips.

SAFETY EQUIPMENT REQUIRED: Safety glasses. Gloves. Earplug when needed.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Follow all Company safety rules and policies.
2. Employees must report all unsafe conditions immediately to a Supervisor.
3. No horseplay is permitted.
4. Clean worksite conditions must be maintained at all times.
5. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
6. All equipment guards required by State and Federal Regulations must be in place.
7. Report all accidents immediately to a Supervisor.
8. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
9. Inspect equipment prior to each use.
10. Only operate equipment that you have been trained and authorized to use.
11. All electrical wiring shall be to code and maintained in safe condition.
12. Use proper lifting techniques.
13. Only qualified personnel can perform maintenance services.
14. Follow all Manufacturers safety guidelines.
15. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
16. Ensure that all Warning, Caution and Danger signs are in place.
17. Operate from a position of strength to avoid losing control.

CODE OF SAFE PRACTICES

TARGET SAW

JOB SUMMARY: Cuts.

SKILLS REQUIRED: Ability to use proper equipment. Able to follow directions.
Good attitude. Safety conscious.

EMOTIONAL STANDARDS: Ability to handle repetitive work.

PHYSICAL STANDARDS: Strong back and arms.

JOB HAZARDS: Repetitive wrist, shoulder, arm and back movements.
Twisting and turning motions.

SAFETY EQUIPMENT REQUIRED: Gloves. Eye protection. Ear protection. Long sleeves. Long pants.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Make sure teeth of saw are clear of sap/pitch.
2. Lockout when changing blades.
3. Never turn saw up side down.
4. Follow all Company safety rules and policies.
5. Employees must report all unsafe conditions immediately to a Supervisor.
6. No horseplay is permitted.
7. Clean worksite conditions must be maintained at all times.
8. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
9. All equipment guards required by State and Federal Regulations must be in place.
10. Report all accidents immediately to a Supervisor.
11. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
12. Inspect equipment prior to each use.
13. Only operate equipment that you have been trained and authorized to use.
14. All electrical wiring shall be to code and maintained in safe condition.
15. Use proper lifting techniques.
16. Only qualified personnel can perform maintenance services.
17. Follow all Manufacturers safety guidelines.
18. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
19. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

SAWZALL/RECIPROCATING SAW

JOB SUMMARY: Power tool saw.

SKILLS REQUIRED: Able to follow directions.
Understanding of the safety issues involved in operating this power tool.

EMOTIONAL STANDARDS: Ability to mentally handle repetitive work.

PHYSICAL STANDARDS: Ability to stand for long periods on hard surfaces. Strong back and arms.

JOB HAZARDS: Repetitive wrist, shoulder and arm movements. Twisting and turning motions.

SAFETY EQUIPMENT REQUIRED: Safety glasses. Ear protection when exceeding 85 dba.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Make sure teeth of saw are clear of sap/pitch.
2. Disconnect power when changing blades.
3. Keep hands clear of the area being cut.
4. Saw to be held with both hands. Do not hang or handle by cord.
5. Never turn saw upside down.
6. Check area below cutting surface for potential hazards.
7. When cutting, work from a secure position. Do not reach. Beware of swinging saw into body.
8. Follow all Company safety rules and policies.
9. Employees must report all unsafe conditions immediately to a Supervisor.
10. No horseplay is permitted.
11. Clean worksite conditions must be maintained at all times.
12. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
13. All equipment guards required by State and Federal Regulations must be in place.
14. Report all accidents immediately to a Supervisor.
15. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
16. Inspect equipment prior to each use.
17. Only operate equipment that you have been trained and authorized to use.
18. All electrical wiring shall be to code and maintained in safe condition.
19. Use proper lifting techniques.
20. Only qualified personnel can perform maintenance services.
21. Follow all Manufacturers safety guidelines.
22. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
23. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

CEMENT CUTTER

JOB SUMMARY: Saws; blades in front. Cuts cement.

SKILLS REQUIRED: Ability to use proper equipment. Able to follow directions.
Good attitude. Safety conscious.

EMOTIONAL STANDARDS: Ability to handle repetitive work.

PHYSICAL STANDARDS: Strong back and arms.

JOB HAZARDS: Repetitive wrist, shoulder, arm and back movements. Twisting and turning.

SAFETY EQUIPMENT REQUIRED: Respirator. Eye protection. Ear protection. Long pants. Safety shoes.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Lockout when changing blades.
2. Never turn saw upside down.
3. Have only professionals clean or repair saw.
4. Do not leave on.
5. Saw all to be held with both hands.
6. Use gas cutter in well-ventilated areas.
7. Follow all Company safety rules and policies.
8. Employees must report all unsafe conditions immediately to a Supervisor.
9. No horseplay is permitted.
10. Clean worksite conditions must be maintained at all times.
11. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
12. All equipment guards required by State and Federal Regulations must be in place.
13. Report all accidents immediately to a Supervisor.
14. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
15. Inspect equipment prior to each use.
16. Only operate equipment that you have been trained and authorized to use.
17. All electrical wiring shall be to code and maintained in safe condition.
18. Use proper lifting techniques.
19. Follow all Manufacturers safety guidelines.
20. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
22. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

WACKER

JOB SUMMARY: Compresses ground dirt.

SKILLS REQUIRED: Able to follow directions and basic knowledge of electricity.

EMOTIONAL STANDARDS: Ability to interact in a multi-cultural environment.

PHYSICAL STANDARDS: Able to lift lights - strength is required.

JOB HAZARDS: Repetitive wrist, shoulder and arm movements.
Lifting, twisting and turning motions.

SAFETY EQUIPMENT REQUIRED: Hard-toed shoes. Gloves. Ear protection. Safety glasses.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Three-minute breaks should be taken every 15 minutes.
2. Back stretching exercise to be done every break.
3. Follow all Company safety rules and policies.
4. Employees must report all unsafe conditions immediately to a Supervisor.
5. No horseplay is permitted.
6. Clean worksite conditions must be maintained at all times.
7. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
8. All equipment guards required by State and Federal Regulations must be in place.
9. Report all accidents immediately to a Supervisor.
10. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
11. Inspect equipment prior to each use.
12. Only operate equipment that you have been trained and authorized to use.
13. All electrical wiring shall be to code and maintained in safe condition.
14. Use proper lifting techniques.
15. Only qualified personnel can perform maintenance services.
16. Follow all Manufacturers safety guidelines.
17. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
18. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

GENERAL OFFICE

- 1. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.**
- 2. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.**
- 3. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from wastebaskets. Newer heaters equipped with tip-over switches should be used.**
- 4. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.**
- 5. "Microwave in Use" signs are required to be posted near microwave ovens.**
- 6. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.**
- 7. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.**
- 8. Equipment such as scissors, staples, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers etc. Misuse can cause damage to the equipment and possible injury to the user.**
- 9. Ensure that carpet and flooring are in good condition to avoid tripping hazards.**
- 10. Do not overload electrical outlets.**

CODE OF SAFE PRACTICES

COMPUTER WORKSTATION

1. When working at a computer workstation, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
2. Workstation should be such that it can be set up so that:
 - a. keyboard is approximately elbow height.
 - b. screen display is below eye level with primary viewing area from 0 to 60 degrees below the horizontal plane at eye level.
 - c. there is adequate space beneath desk for employees legs.
3. The front edge of the keyboard and/or the keyboard support surface where wrist or forearm contact occur, should be rounded and /or padded.
4. Shared workstations should be adjustable with adjustable keyboard heights.
5. The work surface should be sufficient to accommodate the monitor and components and other task dependent items, such as hard copy.
6. Chairs should have adjustable seat pan and back support with or without arm support. If armrests are used they should be height adjustable.
7. Easily positioned document holders should be used as well as footrests.
8. Computer users should be permitted to take at least a 3-minute break for each hour of continuous use. A "break" means time spent doing something other than work on a computer.
9. Lighting should be directed so it does not shine into operator's eyes when the operator is looking at the screen. It should be adequate to enable the operator to see the text and screen, but not bright enough to cause glare.
10. Employees must advise their supervisor if their background lighting causes glare or a reduced clarity of vision on their monitor. Screen position should be adjusted to the proper eye level.
11. The screen and document holder should be placed the same distance from the eye in order to avoid constant changes of focus. The document holder needs to stand vertically to the eyes in order to prevent excessive movement of the neck and eyes.
12. Practice good, relaxed posture, proper seating, foot support and take adequate stretch breaks.
13. Retain sensitivity of appropriate keyboard height and use proper wrist angle.
14. Employees shall follow training on preventing problems associated with computer use.

CODE OF SAFE PRACTICES

MACHINE SHOP /MATERIAL HANDLERS

1. **Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.**
2. **Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to their supervisor.**
3. **Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.**
4. **When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.**
5. **Do not lift over 40 lbs. with out assistance; do not lift any thing that would impair your vision without assistance.**
6. **Inappropriate footwear or shoes with thin or badly worn soles must not be worn.**
7. **Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.**
8. **Work shall be so arranged that employees are able to face a ladder and use both hands while climbing.**
9. **No gasoline shall be used for cleaning purposes.**
10. **No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the supervisor.**
11. **All tools and equipment shall be maintained in good condition.**
12. **Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE".**
13. **Pipe or Stillson wrenches shall not be used as a substitute for other wrenches.**
14. **Only appropriate tools shall be used for a specific job.**
15. **Wrenches shall not be altered by the addition of handle-extensions or "cheaters".**
16. **Files shall be equipped with handles and not used to punch or pry.**
17. **A screwdriver shall not be used as a chisel.**
18. **Wheelbarrows shall not be pushed with handles in an upright position.**

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(MACHINE SHOP /MATERIAL HANDLERS continued)

- 19. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.**
- 20. Electric cords shall not be exposed to damage from vehicles.**
- 21. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.**
- 22. Only authorized persons shall operate machinery or equipment.**
- 23. Loose or frayed clothing, long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other areas where they may become entangled.**
- 24. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.**
- 25. Where appropriate, lockout procedures shall be used.**
- 26. Employees shall not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists should fail.**
- 27. Air hoses shall not be disconnected at compressors until the hose line has been bled.**
- 28. Employees must keep floors clean, dry and free of oil.**
- 29. Employees shall not lift any more than one case at a time. Multiple caseloads must be placed on pallets and moved with a pallet lift (walkie) or by a forklift.**
- 30. All employees must wear safety shoes.**

CODE OF SAFE PRACTICES

CONSTRUCTION

1. All persons shall follow these safe practice rules and render every possible aid to safe operations, and report all unsafe conditions or practices to the Foreman or Superintendent.
2. Foreman shall insist on employees observing and obeying every applicable Company, State or Federal regulation and order as is necessary to the safe conduct of the work and shall take such action as is necessary to obtain compliance.
3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days in the form of a tailgate meeting.
4. Anyone known to be under the influence of drugs or intoxicating substances which impair the employees ability to safely perform assigned duties shall not be allowed on the job while in that condition.
5. No one shall knowingly be permitted or required to work while the employees' ability or alertness is so impaired by fatigue, illness, or other causes that they might unnecessarily expose the employee or others to injury.
6. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation unless it has been determined that it is safe to enter. In addition, proper confined space training is required.
7. Employees shall be instructed to ensure that all guards and other protective devices and safety equipment are in proper place and adjusted, and shall report deficiencies to Foreman or Superintendent.
8. Hod or cement carriers should avoid the use of extension ladders when carrying loads. Such ladders may provide adequate strength, but the rung position and rope arrangement make such climbing difficult and hazardous for this trade.
9. Workers shall not handle or tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties.
10. Employ proper lifting techniques by using the large muscles of the leg rather than the smaller muscles of the back.
11. Inappropriate footwear or shoes with thin or badly worn soles must not be worn.
12. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
13. Cleanse yourselves thoroughly after handling hazardous substances and follow special instructions from authorized sources.
14. Gasoline shall not be used for cleaning purposes.

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(CONSTRUCTION continued)

- 15. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has been determined that no possibility of explosion exists and authority for the work is obtained from the Foreman or Superintendent. Follow all confined space requirements.**
- 16. Any damage to scaffolds, false work, or other supporting structures shall be immediately reported to the Foreman or Superintendent.**
- 17. All tools and equipment shall be maintained in good condition.**
- 18. Damaged tools or equipment shall be removed from service and tagged, "Defective – Danger, Do Not Use".**
- 19. Only appropriate tools shall be used for a specific job.**
- 20. All excavations shall be visually inspected before backfilling to ensure that it is safe to backfill.**
- 21. Excavating equipment shall not be operated near tops of cuts, banks, or cliffs if employees are working below.**
- 22. Tractors, bulldozers, scrapers, and carryalls shall not operate where there is a possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.**
- 23. When loading where there is a probability of dangerous slides or movement of material, the wheels or treads of loading equipment, other than that riding on rails, should be turned in the direction which will facilitate escape in case of danger, except in a situation where this position of the wheels or treads would cause a greater operational hazard.**
- 24. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees is prohibited.**
- 25. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.**

CODE OF SAFE PRACTICES

SHOP (GENERAL)

- 1. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.**
- 2. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to their Supervisor.**
- 3. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their Supervisor.**
- 4. When lifting heavy objects, obtain help, or use designated equipment. Use proper lifting technique.**
- 5. Inappropriate footwear or shoes with thin or badly worn soles must not be worn. Steel-toed shoes should be worn in the shop area.**
- 6. Work shall be so arranged that employees are able to face a ladder and use both hands while climbing/descending.**
- 7. No gasoline shall be used for cleaning purposes.**
- 8. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the Supervisor.**
- 9. All tools and equipment shall be maintained in good condition.**
- 10. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE – Danger, Do Not Use".**
- 11. Do not lift beyond your capabilities.**
- 12. Only appropriate tools shall be used for a specific job.**
- 13. Wrenches shall not be altered by the addition of handle-extensions or "cheaters".**
- 14. Files shall be equipped with handles and not used to punch or pry.**
- 15. A screwdriver shall not be used as a chisel.**
- 16. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.**

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(SHOP continued)

- 17. Electric cords shall not be exposed to damage from vehicles.**
- 18. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.**
- 19. Only authorized persons shall operate machinery or equipment.**
- 20. Loose or frayed clothing, long hair, dangling ties, etc., shall not be worn around moving machinery or other areas where they may become entangled. No baggy clothes.**
- 21. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.**
- 22. Where appropriate, Lockout/Tagout/Blockout procedures shall be used.**
- 23. Employees shall not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists should fail.**
- 24. Air hoses shall not be disconnected from compressors until the hose line has been bled.**

CODE OF SAFE PRACTICES

DRIVERS

- 1. Wear seat belt/shoulder harness at all times.**
- 2. Do not exceed speed limits for conditions.**
- 3. Practice defensive driving.**
- 4. Park in legal spaces/not obstructing traffic.**
- 5. Consumption of alcoholic beverages or use of other intoxicants prior to, or during work is prohibited.**
- 6. Lock vehicles when unattended.**
- 7. Park close to entrances.**
- 8. Report faulty and unsafe vehicles to supervisor and keep daily maintenance records.**
- 9. Keep logs in order if required.**
- 10. Cell phones will not be used for talking or for text messaging while driving. Only approved, hands-free communication devices can be used.**

GETTING IN AND OUT OF VEHICLES

- 1. Always put any supplies/briefcases on floor instead of car seat.**
- 2. Get out of car and go to other side of car to remove supplies.**
- 3. Employ proper lifting techniques and back injury prevention.**
- 4. Use of handcarts or other mechanical material handling devices is recommended.**
- 5. Exercise care to avoid overexertion.**

CODE OF SAFE PRACTICES

RESPIRATORY PROTECTION DEVICE

TRAINING: Employees shall be trained on the usage of the device and be fit tested when required.

INSPECTED: Protective equipment shall be inspected regularly and maintained in good condition. Gas mask canisters and chemical cartridges shall be replaced on a set schedule, and provided by employer.

PROTECTION: Previously used equipment shall be disinfected before it is issued by the employer to another employee.

MEDICAL: Medical questionnaires must be completed by all employees required to wear respirators. Questionnaires will be evaluated by a Physician or R.N. to determine ability to use.

CODE OF SAFE PRACTICES

CEMENT/MATERIAL HANDLING

- 1. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.**
- 2. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to their supervisor.**
- 3. Throwing of bags is prohibited.**
- 4. When lifting heavy objects, the large muscles of the legs instead of the smaller muscles of the back shall be used.**
- 5. Inappropriate footwear or shoes with thin or badly worn soles must not be worn. Industrial boots should be worn.**
- 6. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.**
- 7. Mark all open bags and repair as soon as possible so dust will not become a factor or problem**
- 8. All tools and equipment shall be maintained in good condition.**
- 9. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE – Danger, Do Not Use".**
- 10. No screwdrivers should be used to open bags.**
- 11. Only appropriate tools shall be used for a specific job.**
- 12. Respiratory protection is required when handling raw material.**
- 13. Knowledge of the location of the eye wash area is a must for all employees.**

CODE OF SAFE PRACTICES

FILLING PROPANE TANK (TRANSFER OF LP GAS) TRAINED PERSONNEL ONLY

Instructions for the Transfer of LP-Gas:

- 1. Suitable gloves and eye protection must be worn during transfer.**
- 2. Tanks and cylinders not in compliance with these safety orders shall not be filled.**
- 3. The vehicle engine must be shut off.**
- 4. The vehicle hand or emergency brake must be set.**
- 5. All other sources of ignition on the vehicle must be turned off. Check the vicinity for other sources of ignition. No LP-Gas shall be transferred less than 50 feet from a potential source of ignition.**
- 6. The filling connection(s) must be made before the filler valve is opened and pump is turned on.**
- 7. If filling by volume, the stop-filling valve must be opened not more than 2 turns.**
- 8. The attendant shall stand by the filling control during transfer.**
- 9. Tanks or cylinders shall not be overfilled. Close the filling connection valve immediately when liquid appears at small outage valve.**
- 10. Close the filling valve and turn off pump.**
- 11. Back off filling connection not more than 1 turn. Do not disconnect until bleeding through vent hole in the connection stops.**
- 12. Disconnect filling hose connection completely.**
- 13. Replace cap on filling connection of filled tank or cylinder.**
- 14. Re-check stop-filling valve to make sure it is tightly closed.**
- 15. Walk completely around vehicle to make sure all hose(s) are disconnected and properly secured.**
- 16. No smoking or open flames.**
- 17. Assure proper vessel testing and permit (OSHA).**

CODE OF SAFE PRACTICES

ELECTRICAL SPIDER BOX

JOB SUMMARY: Disperses electricity.

JOB HAZARDS: High voltage/Electric shocks.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Avoid areas where water accumulates.
2. Follow all Company safety rules and policies.
3. Employees must report all unsafe conditions immediately to a Supervisor.
4. No horseplay is permitted.
5. Clean worksite conditions must be maintained at all times.
6. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
7. All equipment guards required by State and Federal Regulations must be in place.
8. Report all accidents immediately to a Supervisor.
9. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
10. Inspect equipment prior to each use.
11. Only operate equipment that you have been trained and authorized to use.
12. All electrical wiring shall be to code and maintained in safe condition.
13. Use proper lifting techniques.
14. Only qualified personnel can perform maintenance services.
15. Follow all Manufacturers safety guidelines.
16. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
17. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

CEMENT HOPPER AND SCREW

JOB SUMMARY: Transports cement to mixer.

SKILLS REQUIRED: Safety conscious. Complete assignments as directed.

EMOTIONAL STANDARDS: Ability to follow directions. Ability to handle repetitive work.

PHYSICAL STANDARDS: Strong physical health. Excessive reaches. Ability to stand for long periods of time on hard surfaces.

JOB HAZARDS: Bending over. Forceful motions. Lifting, twisting and turning. Repetitive motions.

SAFETY EQUIPMENT REQUIRED: Earplugs. Gloves. Respirators. Hard-toed shoes. Safety glasses.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Check electrical connection before starting.
2. Clean at end of each shift.
3. Follow all Company safety rules and policies.
4. Employees must report all unsafe conditions immediately to a Supervisor.
5. No horseplay is permitted.
6. Clean worksite conditions must be maintained at all times.
7. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
8. All equipment guards required by State and Federal Regulations must be in place.
9. Report all accidents immediately to a Supervisor.
10. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
11. Inspect equipment prior to each use.
12. Only operate equipment that you have been trained and authorized to use.
13. All electrical wiring shall be to code and maintained in safe condition.
14. Use proper lifting techniques.
15. Only qualified personnel can perform maintenance services.
16. Follow all Manufacturers safety guidelines.
17. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
18. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

SHOVEL

JOB SUMMARY: Moves material.

SKILLS REQUIRED: Safety conscious. Complete assignments as directed.

EMOTIONAL STANDARDS: Ability to follow directions. Ability to handle repetitive work.

PHYSICAL STANDARDS: Strong physical health. Excessive reaches. Ability to stand for long periods on hard surfaces.

JOB HAZARDS: Repetitive motions. Direct pressure on palm. Bending over. Forceful motions. Lifting, twisting and turning.

SAFETY EQUIPMENT REQUIRED: Ear protection when required. Gloves. Hard-toed shoes. Safety glasses. Respiratory protection when required.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Follow all Company safety rules and policies.
2. Employees must report all unsafe conditions immediately to a Supervisor.
3. No horseplay is permitted.
4. Clean worksite conditions must be maintained at all times.
5. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
6. All equipment guards required by State and Federal Regulations must be in place.
7. Report all accidents immediately to a Supervisor.
8. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
9. Inspect equipment prior to each use.
10. Only operate equipment that you have been trained and authorized to use.
11. All electrical wiring shall be to code and maintained in safe condition.
12. Use proper lifting techniques.
13. Only qualified personnel can perform maintenance services.
14. Follow all Manufacturers safety guidelines.
15. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
16. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

BACK BELT

JOB SUMMARY: Use when lifting or when you are in an awkward position when lifting.

SKILLS REQUIRED: Follow directions.

PHYSICAL STANDARDS: Strong legs and physical being.

HAZARDS: Over-lifting.

SAFE CONDITIONS:

1. Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.
2. Never over-lift.

SAFE PRACTICES

1. Know your limits and do not exceed.
2. Always use proper lifting techniques. Always use legs when lifting, not back.
3. Always undo the belt right after lifting, as continued wearing of back belts could weaken the back.
4. We prefer proper lifting techniques rather than a back belt.
5. Back belts should be worn loose when not lifting. Tighten when lifting.
6. Use lifting aids when possible.
7. Never twist and lift at the same time.
8. Never lift with cold muscles – warm up!
9. Follow all Company safety rules and policies.
10. Employees must report all unsafe conditions immediately to a Supervisor.
11. No horseplay is permitted.
12. Clean worksite conditions must be maintained at all times.
13. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
14. All equipment guards required by State and Federal Regulations must be in place.
15. Report all accidents immediately to a Supervisor.
16. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
17. Inspect equipment prior to each use.
18. Only operate equipment that you have been trained and authorized to use.
19. All electrical wiring shall be to code and maintained in safe condition.
20. Use proper lifting techniques.
21. Only qualified personnel can perform maintenance services.
22. Follow all Manufacturers safety guidelines.
23. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
24. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

CONCRETE PUMPING

JOB SUMMARY: Pouring concrete.

SKILLS REQUIRED: Ability to follow directions.

EMOTIONAL STANDARDS: Ability to handle repetitive work. Ability to work in multi-cultural environment.

PHYSICAL STANDARDS: Excessive reaches.
Strong physical health.

JOB HAZARDS: Bending over. Forceful motions. Lifting, twisting and turning.

SAFETY EQUIPMENT REQUIRED: Gloves. Hard Hat. Hard toed shoes. Safety glasses.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Report all damaged hoses immediately.
2. Wear safety glasses near splashing concrete.
3. Wear rubber boots in concrete.
4. Lift with legs; Do not bend at waist.
5. Report all openings in floor that may be a trip hazard.
6. Follow all Company safety rules and policies.
7. Employees must report all unsafe conditions immediately to a Supervisor.
8. No horseplay is permitted.
9. Clean worksite conditions must be maintained at all times.
10. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
11. All equipment guards required by State and Federal Regulations must be in place.
12. Report all accidents immediately to a Supervisor.
13. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
14. Inspect equipment prior to each use.
15. Only operate equipment that you have been trained and authorized to use.
16. All electrical wiring shall be to code and maintained in safe condition.
17. Use proper lifting techniques.
18. Only qualified personnel can perform maintenance services.
19. Follow all Manufacturers safety guidelines.
20. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
21. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

LIFTING

JOB SUMMARY: Lifting equipment, etc. Maintenance.

SKILLS REQUIRED: Knowledge of lifting techniques.

EMOTIONAL STANDARDS: Ability to follow directions. Ability to handle repetitive work.

PHYSICAL STANDARDS: Strong physical health. Excessive reaches. Ability to stand for long periods on hard surfaces.

JOB HAZARDS: Bending over. Forceful motions. Lifting, twisting, turning.

SAFETY EQUIPMENT REQUIRED: Safety glasses suggested and gloves suggested when applicable.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Lift with legs not back.
2. Request help if you evaluate item/job to be too heavy.
3. Use tools to aid when lifting such as dollies, carts or forklifts.
4. Do stretching exercises. Warm up prior to lifting.
5. Keep your back straight.
6. Always check the weight of an item before lifting.
7. Be sure your body is square to the item being lifted. Never twist.
8. Follow all Company safety rules and policies.
9. Employees must report all unsafe conditions immediately to a Supervisor.
10. No horseplay is permitted.
11. Clean worksite conditions must be maintained at all times.
12. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
13. All equipment guards required by State and Federal Regulations must be in place.
14. Report all accidents immediately to a Supervisor.
15. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
16. Only operate equipment that you have been trained and authorized to use.
17. Use proper lifting techniques.
18. Only qualified personnel can perform maintenance services.
19. Follow all Manufacturers safety guidelines.
20. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
21. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

GRADER

JOB SUMMARY: Moves earth.

SKILLS REQUIRED: Detail oriented.

EMOTIONAL STANDARDS: Complete assignments as directed.
Ability to handle repetitive work. Ability to follow directions.

PHYSICAL STANDARDS: Excessive reaches. Ability to sit on chairs for long periods of time.
Good eyesight with corrective lenses. Strong physical health.

JOB HAZARDS: Repetitive motions. Exposure to vibrating equipment or tools.
Posture: bent wrist or extended elbow or both.

SAFETY EQUIPMENT REQUIRED: Safety glasses suggested. Hard Hat. Seatbelts at all times.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Follow all Company safety rules and policies.
2. Employees must report all unsafe conditions immediately to a Supervisor.
3. No horseplay is permitted.
4. Clean worksite conditions must be maintained at all times.
5. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
6. All equipment guards required by State and Federal Regulations must be in place.
7. Report all accidents immediately to a Supervisor.
8. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
9. Inspect equipment prior to each use.
10. Only operate equipment that you have been trained and authorized to use.
11. All electrical wiring shall be to code and maintained in safe condition.
12. Use proper lifting techniques.
13. Only qualified personnel can perform maintenance services.
14. Follow all Manufacturers safety guidelines.
15. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
16. Ensure that all Warning, Caution and Danger signs are in place.
17. All maintenance should be done by professionals.
18. Never enter roadway or grade unless the access roadway or grade is constructed and maintained to accommodate safely the movement of the vehicles involved.

(Continued on next page)

(GRADER continued)

- 19. Every emergency access ramp and beam used by an employee shall be constructed to restrain and control runaway vehicles.**
- 20. Brake all earth-moving equipment shall have braking systems capable of stopping and holding the equipment full load.**
- 21. Maximum speed 15 MPH.**
- 22. All equipment shall have rollover protection structures (ROPS).**
- 23. Always make sure the audible alarms are working forward and when reversed.**
- 24. Never operate with an obstructed view, front or rear.**
- 25. Do not alter without notification to manufacturers.**
- 26. No steering knobs.**
- 27. Overhead guards are to be in place.**
- 28. No unauthorized personnel shall be permitted to drive/ride.**
- 29. Always visually inspect all equipment and fill out the daily log. Always keep a maintenance log book.**

CODE OF SAFE PRACTICES

HAMMER

JOB SUMMARY: Drives nails, etc.

SKILLS REQUIRED: Ability to follow directions.

PHYSICAL STANDARDS: Inadequate heights, work surfaces. Excessive reaches.
Strong physical health.

JOB HAZARDS: Repetitive motions. Bending over. Forceful motions.
Direct pressure on palm. Crushing.

SAFETY EQUIPMENT REQUIRED: Eye Protection.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Check head of hammer for loose parts.
2. Follow all Company safety rules and policies.
3. Employees must report all unsafe conditions immediately to a Supervisor.
4. No horseplay is permitted.
5. Clean worksite conditions must be maintained at all times.
6. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
7. All equipment guards required by State and Federal Regulations must be in place.
8. Report all accidents immediately to a Supervisor.
9. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
11. Inspect equipment prior to each use.
12. Only operate equipment that you have been trained and authorized to use.
13. All electrical wiring shall be to code and maintained in safe condition.
14. Use proper lifting techniques.
15. Only qualified personnel can perform maintenance services.
16. Follow all Manufacturers safety guidelines.
17. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
18. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

HIGH-VOLTAGE PROCEDURES

JOB SUMMARY: Working Near Overhead High-Voltage Lines

1. Prior to beginning job, examine the worksite to determine if there are any overhead high-voltage lines (600 volts or higher) at the worksite. If it is necessary to perform work within six feet (or ten feet for equipment) of overhead high-voltage lines (600 volts or higher), the project supervisor shall immediately contact the utility company, but no later than 48 hours prior to the beginning of the job. The project supervisor shall provide the utility company or their representatives the following information:
 - His/her name, address and telephone number.
 - The location of the proposed work.
 - The name, address and telephone number of the person responsible for the work.
 - The field telephone of the worksite if available.
 - The type, duration and extent of the proposed work.
 - The name of the person for whom the proposed work is being performed.
 - The time and date of the notice.
 - The approximate date and time when the work is to begin.
2. If it is necessary to perform work within six feet (or ten feet for equipment) of overhead high-voltage lines (600 volts or higher), the project supervisor shall make precautionary safety measures with the utility company that may include any or all of the following:
 - The overhead high-voltage lines being de-energized.
 - Temporary placement of mechanical barriers being done to separate and prevent contact between equipment, material, other objects, or persons and high-voltage lines.
 - Temporary relocation or raising of the high-voltage lines being done.
 - Other precautionary safety measures as recommended by the utility company.
3. Perform pre-operational checks of the equipment prior to beginning the job.
4. Ensure that warning signs that state, "UNLAWFUL TO OPERATE THIS EQUIPMENT WITHIN TEN FEET OF OVERHEAD HIGH-VOLTAGE LINES", are located within the equipment to be readily visible to other personnel at the work site.
5. All personnel on the worksite shall wear Class B hard hats which provide protection against high-voltage. Additionally, any other electrical protective devices (e.g., rubber insulating gloves, rubber matting, etc.) shall be used as applicable.
6. No materials or any covered item is to be stored within ten feet of the overhead high-voltage line.
7. The overhead high-voltage line is not to be raised, moved or displaced for any reason unless precautionary safety measures have been made with the utility company.

(Continued on next page)

(HIGH VOLTAGE PROCEDURES continued)

- 8. No excavation of any portion of any foundations of the structures, including guy anchors which support any overhead high-voltage lines is permitted.**
- 9. If the equipment does contact an overhead high-voltage line, the equipment operator and other onboard personnel shall remain on that piece of equipment until the overhead high-voltage line is de-energized.**
- 10. If a fire breaks out from the contact between the equipment and the overhead high-voltage line, the equipment operator and any other persons, shall jump off the piece of equipment with both legs against each other (not spread apart). These individuals shall then “bunny jump/hop” with both legs against each other for no less than 25 feet, but as far as the individuals can get away from the overhead high-voltage line.**

CODE OF SAFE PRACTICES

CONCRETE CUTTING SAW

JOB SUMMARY: Cuts concrete.

SKILLS REQUIRED: Ability to follow directions.

EMOTIONAL STANDARDS: Ability to handle repetitive work.

PHYSICAL STANDARDS: Excessive reaches. Ability to stand for long periods on hard surfaces.

JOB HAZARDS: Bending over. Lifting, twisting and turning. Forceful motions. Repetitive motions. Direct pressure on palm. Exposure to vibrating equipment or tools.

SAFETY EQUIPMENT REQUIRED: Face shield. Gloves. Safety glasses.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Follow all Company safety rules and policies.
2. Employees must report all unsafe conditions immediately to a Supervisor.
3. No horseplay is permitted.
4. Clean worksite conditions must be maintained at all times.
5. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
6. All equipment guards required by State and Federal Regulations must be in place.
7. Report all accidents immediately to a Supervisor.
8. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
9. Inspect equipment prior to each use.
10. Only operate equipment that you have been trained and authorized to use.
11. All electrical wiring shall be to code and maintained in safe condition.
12. Use proper lifting techniques.
13. Only qualified personnel can perform maintenance services.
14. Follow all Manufacturers safety guidelines.
15. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
16. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

WHEEL BARROW

JOB SUMMARY: Moves material.

SKILLS REQUIRED: Safety conscious.

PHYSICAL STANDARDS: Excessive reaches. Strong physical health.

JOB HAZARDS: Lifting, twisting and turning. Direct pressure on palm. Forceful motions. Posture: bent wrist or extended elbow or both.

SAFETY EQUIPMENT REQUIRED: Safety glasses. Hard-toed boots. Gloves.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Follow all Company safety rules and policies.
2. Employees must report all unsafe conditions immediately to a Supervisor.
3. No horseplay is permitted.
4. Clean worksite conditions must be maintained at all times.
5. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
6. All equipment guards required by State and Federal Regulations must be in place.
7. Report all accidents immediately to a Supervisor.
8. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
9. Inspect equipment prior to each use.
10. Only operate equipment that you have been trained and authorized to use.
11. All electrical wiring shall be to code and maintained in safe condition.
12. Use proper lifting techniques.
13. Only qualified personnel can perform maintenance services.
14. Follow all Manufacturers safety guidelines.
15. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
16. Ensure that all Warning, Caution and Danger signs are in place.
17. Do not overload.
18. Keep tire inflated.

CODE OF SAFE PRACTICES

CONCRETE PUMP TRUCK

JOB SUMMARY: Pumps concrete.

SKILLS REQUIRED: Ability to follow directions. Detail oriented. Safety conscious.

PHYSICAL STANDARDS: Strong physical health.

JOB HAZARDS: Lifting, twisting and turning.
Exposure to vibrating equipment or tools. Falling debris.

SAFETY EQUIPMENT REQUIRED: Hard hat. Safety glasses.
Hard-toed boots. Ear protection when above 85 dba.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Follow all Company safety rules and policies.
2. Employees must report all unsafe conditions immediately to a Supervisor.
3. No horseplay is permitted.
4. Clean worksite conditions must be maintained at all times.
5. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
6. All equipment guards required by State and Federal Regulations must be in place.
7. Report all accidents immediately to a Supervisor.
8. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
9. Inspect equipment prior to each use.
10. Only operate equipment that you have been trained and authorized to use.
11. All electrical wiring shall be to code and maintained in safe condition.
12. Use proper lifting techniques.
13. Only qualified personnel can perform maintenance services.
14. Follow all Manufacturers safety guidelines.
15. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
16. Ensure that all Warning, Caution and Danger signs are in place.
17. Use outrigger on firm foundations or supply pads that will distribute weight so that the truck remains level during the extension of boom.
18. Only use certified welders on boom.
19. Watch for falling debris.
20. Level truck prior to pouring.

(continued)

(CONCRETE PUMP TRUCK continued)

- 21. Set-up site safety zone when initial elevating of boom and during pouring operations.**
- 22. No unauthorized personnel in pump area.**
- 23. Follow all highway and DOT laws.**
- 24. Inspect vehicle prior to use.**
- 25. Inspect soil condition prior to use to assure against movement of truck while pumping.**
- 26. Inspect hoses for cracks or bulges. Do not use if damaged.**
- 27. Assure safety strap is in place and in good condition between hose and boom.**
- 28. Do not exceed PSI for concrete pump.**
- 29. Stay away from all power lines at least 10 feet or the minimum safe approach distance for the rated voltage.**
- 30. Pump operator must stay in direct line of site and within 25 feet of truck while boom is extended.**

CODE OF SAFE PRACTICES

CONCRETE SAFETY

Concrete is a mixture of cement, water, and aggregates, and often one or more additives. It is used on just about every construction project - footings, caissons, foundations, slabs on grade, walls, curbs and gutters, to name just a few. Some safety issues need to be addressed when working with concrete.

Here are some precautions to take to avoid injury during concrete pours:

REBAR - All protruding reinforcing steel should be guarded to eliminate the hazard of impalement or puncture wounds.

FLOATS - Be on guard to prevent metal bull float handles from moving out into open lanes of traffic. Watch for people behind you and always watch for the floats.

KEEP CEMENT PRODUCTS OFF THE SKIN - Fresh concrete is highly alkaline (caustic), and can cause skin irritation and burns. You know how uncomfortable it feels if you've ever suffered a concrete burn. Protect yourself by wearing boots, gloves and appropriate clothing. If you get any in your boots be sure to wash it out and change into clean, dry socks. Rubber boots are a must to prevent you from getting lime burns on your feet and ankles. If you get wet concrete on your socks change them immediately to prevent concrete burns.

WASH YOUR SKIN PROMPTLY - after contact with concrete. A good and convenient water source is available on all jobs.

KEEP CEMENT PRODUCTS OUT OF YOUR EYES - by wearing the proper type of protective eye wear. Certain jobs, such as grinding concrete, require face shields and some need only regular safety glasses. Safety glasses must be worn 100% of the time.

USE GOOD LIFTING TECHNIQUES - whenever wheeling, dumping, shoveling or handling concrete.

KEEP A SHARP LOOKOUT FOR BACKING MIXER TRUCKS - they carry tons of concrete and if you get too close you can be crushed or run over. Keep a safe distance from moving trucks or equipment, especially when they are backing up. The operator may have limited vision.

WATCH FOR PINCH POINTS - concrete chutes have been known to amputate a finger or fingers in just a split second. Special attention must be given when loading or unloading chutes.

CHECK HAND TOOLS - shovels, concrete rakes, vibrators, come-alongs, bull floats, kelly floats, etc., all have the potential of causing an injury if not kept in good repair.

CHECK INTERNAL VIBRATORS - for broken electrical components.

LOOK OVERHEAD FOR LOW POWER LINES - metal parts, float handles, tools and dump chutes need to avoid these wires.

CONCRETE IS HEAVY-Do you know how much concrete weighs? A cubic yard (3 feet by 3 feet by 3 feet) weighs 4000 pounds! That's 2 tons; more than twice the weight of the average small car on the road today. Think about that when a concrete truck is placed next to an excavation. All that weight, plus the load shift during mixing will cause a super imposed load on the sides of an excavation or trench and could result in a cave-in. Be on guard during any concrete placement.

CODE OF SAFE PRACTICES

ERECTION AND DISMANTLING OF FALSEWORK

JOB SUMMARY: Erection and Dismantling of Falsework.

SKILLS REQUIRED: Knowledge of Falsework, erection and dismantling, use and daily evaluation.

EMOTIONAL STANDARDS: Safety conscious. Employee must report all unsafe work conditions.
Ability to acknowledge manufacturer's instructions and guidelines.
Ability to follow contractor/engineer plans for the erection and dismantling of Falsework.

PHYSICAL STANDARDS: Capable of lifting, reaching, bending. Physically strong. Aware of surroundings.

JOB HAZARDS: Fall hazards, collapse hazards, heavy lifting.

RECOMMENDED PROTECTION WHILE WORKING ON THE REMOVAL OF FALSEWORK:

- Hardhats
- Gloves
- Safety Glasses
- Respirator as applicable

SAFE WORKPLACE CONDITIONS:

1. Access the site location and/or building where Falsework will be used.
2. The erection and dismantling of Falsework must be performed under the supervision and direction of a qualified person. A "qualified person" is a person possessing a certification of competence in Falsework erection and dismantling.
3. Employees shall be properly instructed on the hazards of the work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.
4. Daily inspections of the Falsework to assure they are secured, in good working order and good repair, and installed correctly and completely.

ERECTION AND DISMANTLING OF FALSEWORK:

ERECTION

1. Site inspection should be conducted to check the physical conditions and hazards involved.
2. The ground condition should be made firm, level and suitable.
3. All materials should be checked for fitness prior to being on site.
4. Defective materials should be prohibited to be used and removed from site. Label for discard as applicable.
5. The design will be made to support the load.

(Continued on next page)

(ERECTION AND DISMANTLING OF FALSEWORK continued)

- 6. Always follow manufacturer's instructions for use.**
- 7. A walkway will always be clearly provided and marked.**
- 8. Must be inspected prior to concrete placement.**
- 9. Must be inspected continually during all work for bowing, concrete shrinkage, etc.**
- 10. All materials will be furnished including but not limited to bracing, shoring, and supports.**
- 11. There will be no mingling of different manufacturer's shoring.**

DISMANTLING

- 1. Falsework must remain in place for a specified time period or until the concrete attains a specified strength.**
- 2. For cast-in-place pre-stressed construction, until stressing (but not grouting) is completed.**
- 3. Falsework cannot be removed until all work is completed within the area.**
- 4. The removal of the Falsework will be planned and reviewed with all employees involved. There will be a sequence of events of removal which will also include the equipment to be used.**
- 5. Create a CAZ during dismantling to keep unauthorized personnel out of area.**

FALSEWORK IN PLACE

- 1. Traffic close to or through Falsework areas should be controlled to ensure that supports are not disturbed until the permanent works have gained sufficient strength to be self-supporting.**
- 2. During the pouring of concrete, no personnel will be working in vicinity of or under structures supported by Falsework.**
- 3. Daily inspections of materials and supports.**
- 4. Inspections will take place at each stage of structure.**
- 5. No materials or spoils are being deposited against the side of Falsework.**

CODE OF SAFE PRACTICES

IMPALEMENT HAZARD

This Code of Safe Practices applies to all work sites and locations where employees work around or over exposed, projecting, reinforcing steel or other similar projections.

Definitions

Job-Built: As used in this section, protective covers and troughs usually constructed at the job-site of wood or other materials of equal or greater strength and designed specifically for covering exposed ends of reinforcing steel or other similar projections at a specific job-site.

Protective Covers: Manufactured or job-built apparatus designed to cover exposed ends of reinforcing steel or other similar projections so as to prevent impalement.

Troughs: Manufactured or job-built protective covers designed to cover two or more exposed ends of reinforcing steel or other similar projections so as to prevent impalement, and which meet the applicable requirements in subsection (A) below.

Protection from Reinforcing Steel and Other Similar Projections

Employees working at grade or at the same surface as exposed protruding reinforcing steel or other similar projections, shall be protected against the hazard of impalement by guarding all exposed ends that extend up to 6 feet above grade or other work surface, with protective covers, or troughs.

Employees working above grade or any surface and exposed to protruding reinforcing steel or other similar projections shall be protected against the hazard of impalement. Protection shall be provided by:

- The use of guardrails, or
- Approved fall protection systems meeting the design requirements of Article 24, or
- Protective covers as specified in subsection (A) below.

Protective covers shall not be used to protect against impalement where the maximum height of fall exposure, to the top of the protective cover, exceeds 7 1/2 feet, unless the protective covers meet the requirement of subsection (A)(1)(b) below.

(A) Protective Covers, Specifications, Testing and Approval

Protective covers shall be made of wood, plastic, or other materials of equal or greater strength.

Protective covers shall have a minimum 4-inch by 4-inch square surface area, or if round, a minimum diameter of 4 1/2 inches.

Manufactured protective covers shall meet the following requirements:

- Manufactured protective covers shall be approved as provided for in Section 1505 and be legibly marked with the manufacturer's name or logo.
- Manufactured protective covers made before October 1, 2000 shall, at the minimum, be capable of withstanding the impact of a 250-pound weight dropped from a height of 10 feet without penetration failure of the cover.

(continued on next page)

(IMPALEMENT HAZARD continued)

- **Manufactured protective covers made on or after October 1, 2000 shall meet the testing requirements of Section 344.90.**

(1) Job-built protective covers shall meet the following requirements:

- **Job-built protective covers shall be designed as specified by an engineer currently registered in the State of California. A copy of the engineering drawing(s) depicting the job-built protective covers shall be kept at the worksite and made available to the Division upon request.**

***Exception:* Job-built troughs may be used as a substitute for engineered or manufactured protective covers when employees are working at heights not greater than 6 feet above grade or other working surface.**

Job-built wood protective covers and troughs shall be constructed of at least “Standard Grade” Douglas Fir, as graded by either the Western Lumber Grading Rules 98, handbook, effective March 1, 1998, published by the Western Wood Products Association, or the Standard No. 17 Grading Rules for West Coast Lumber, handbook, effective September 1, 1991 and revised January 1, 2000, published by the West Coast Lumber Inspection Bureau, which are hereby incorporated by reference.

(a) Job-built protective covers, except for troughs, shall, at the minimum, be capable of withstanding the impact of a 250-pound weight dropped from a height of 10 feet without penetration failure of the cover.

Note: The drop test requirement in subsection (A)(1)(a) applies to protective covers used to prevent employee impalement where the employee is exposed to fall heights of up to 7 1/2 feet.

(b) Drop test specifications for job-built protective covers listed in subsection (A)(1)(a) shall be modified where fall heights greater than 7 1/2 feet are anticipated, to ensure that the protective cover can withstand increased impact loading.

COVID-19 Prevention Program

Company Name: _____

Location: _____

Authority and Responsibility of the COVID-19 Prevention Program:

has overall authority and responsibility for implementing the provisions of this COVID-19 Prevention Program in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the program in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

This COVID-19 Prevention Program is established to protect employees from workplace COVID-19 hazards in compliance with California Code of Regulation Title 8 §3205. This COVID-19 Prevention Plan is an integrated part of the company's Injury & Illness Prevention Program (IIPP). The company's main priority is the safety, health, and well-being of our staff, contractors, and our community.

All federal, state, and local regulations and directives must be followed, which will be monitored frequently for new requirements.

System for Communicating:

Employees are required to report without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards in the workplace.

The company will make every attempt to accommodate employees with medical or other conditions that put them at increased risk of severe COVID-19 illness with modified working conditions. Modified temporary conditions may include a change in job assignment, location, or remote work from home.

COVID-19 testing may be required under specific conditions. If testing is required, the company will inform affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test. Where testing is not required, or provided by the company, employees can access voluntary COVID-19 testing through health plans or local testing centers. Testing will be provided at no cost to the employee during normal working hours. All COVID-19 testing or related medical services provided by the company under this program will be provided in a manner that ensures the confidentiality of the employees and are not disclosed or reported without the employee's express written consent. Information on COVID-19 cases will be provided to the local health department, California Department of Public Health (CDPH), the Division (Cal/OSHA), the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

Information about COVID-19 hazards which employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures will be provided during employee training, workplace posting and the company's COVID-19 Prevention Program.

Identification and Evaluation of COVID-19 Hazards:

Employees and authorized employee representatives are allowed to and encouraged to participate in the identification and evaluation of COVID-19 hazards.

The company has developed and implemented a process for screening employees for, and responding to, employees with COVID-19 symptoms.

- Employees are asked to evaluate their own health and/or symptoms before reporting to work. Employees are required to stay home from work if they have a fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
- If any employee presents or is experiencing COVID-19 symptoms during their workday, they will immediately notify their supervisor. The supervisor will determine a course of action up to and including sending the employee home to prevent or reduce the risk of transmission of COVID-19 in the workplace. Sick employees are encouraged to follow CDC guidelines by contacting their healthcare provider and following medical recommendations.
- The company has conducted a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.
 - This includes identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, during meetings or trainings, and including in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.
 - This includes an evaluation of employees' potential workplace exposure to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, delivery personnel, members of the public, customers or clients, and independent contractors. How employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Identified interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards:

- Indoor locations have been evaluated to maximize the quantity of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system.
- The company will continually evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls.
- The company will conduct periodic inspections, as needed, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the company's COVID-19 policies and procedures.

Investigation and Responding to COVID-19 Cases in the Workplace:

All possible COVID-19 exposures will be investigated and documented. The company will treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious. Management will conduct all investigations and medical information will remain confidential. Employees with possible exposure in their work area will be notified of the exposure.

The company will take the following actions when there has been a COVID-19 case at the place of employment:

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - a. All employees who may have had COVID-19 exposure and their authorized representatives.
 - b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
4. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits.
5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms will be kept confidential. All COVID-19 testing or related medical services provided by the company under this program will be provided in a manner that ensures the confidentiality of employees. COVID-19 testing or related medical services provided by the company will be conducted in a manner that ensures the confidentiality of the employees and are not disclosed or reported without the employee's express written consent. Information on COVID-19 cases will be provided to the local health department, CDPH, the Division (Cal/OSHA), the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

Correction of COVID-19 Hazards:

The company will correct identified unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard. This includes, but is not limited to, implementing controls and/or policies and procedures in response to evaluations, investigations, and inspections conducted under this program. The identified hazards will be followed up on to ensure timely correction.

Training and Instruction:

The company will provide effective training and instruction to employees that include the following:

1. The company's COVID-19 policies and procedures to protect employees from COVID-19 hazards.
2. 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 workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the company's own leave policies, and leave guaranteed by contract.
3. The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
4. Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
5. The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
6. The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
7. Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
8. COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

Physical Distancing:

All employees will be separated from other persons by at least six feet, except where the company can demonstrate that six feet of separation is not possible, 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; and adjusted work processes or procedures.

When it is not possible to maintain a distance of at least six feet, individuals will be as far apart as possible.

Face Coverings:

The company will provide face coverings and ensure they are worn by employees over the nose and mouth when indoors, when outdoors and less than six feet away from another person, and where required by orders from the CDPH or local health department. The company will ensure face coverings are clean and undamaged. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

The following are exceptions to the face coverings requirement:

1. When an employee is alone in a room.
2. While eating and drinking at the workplace, provided employees are at least six feet apart and outside air is supplied to the area, if indoors, has been maximized to the extent possible.
3. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders (Respiratory Protection Standard).
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.
5. 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, and the unmasked employee will be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability will wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

Signage has been posted at all entrances notifying employees, visitors and the public that face covering are required and permission to enter is prohibited without a face covering.

Other Engineering Controls, Administrative Controls, and Personal Protective Equipment:

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the company will install cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.

For buildings with mechanical or natural ventilation, or both, the company will maximize the quantity of outside air provided 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 letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

The company will ensure all building HVAC systems and restroom exhaust fans are fully functional. Good quality and/or HEPA filters will be in use. During maintenance proper PPE will be used.

Personal fans will be removed or redirected to prevent blowing air from one worker to another.

The company has implemented cleaning and disinfecting procedures in compliance with the CDC and EPA. Supplies will be monitored, purchased, and stocked on regular basis.

Employees and authorized employee representatives will be informed of the frequency and scope of cleaning and disinfection. Employees will be trained on how to clean/disinfect if applicable.

Regular cleaning and disinfecting of frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. Cleaning and disinfecting schedule and measures:

Area or Object to be Cleaned	Frequency

The company prohibits the sharing of personal protective equipment (PPE) and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing will be minimized, and such items and equipment will be disinfected between uses by different people. Sharing of vehicles will be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Areas, material, and equipment used by a COVID-19 case during the high-risk exposure period will be cleaned and disinfected in accordance with the CDC. PPE and training will be provided to employees conducting the cleaning and disinfecting.

The company has determined we have adequate handwashing facilities. We encourage and allow time for employee handwashing and provide employees with an effective hand sanitizer. The company encourages employees to wash their hands with soap and water for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited. Any new location/site will be assessed to ensure that an adequate number of hand washing stations are available.

Protective Equipment (PPE):

The company has evaluated the need for personal protective equipment (PPE) to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such personal protective equipment as needed.

The company will evaluate the need for respiratory protection in accordance with Title 8 Section 5144 when physical distancing requirements are not feasible or are not maintained.

All personal protective equipment (PPE) is provided by the company at no cost to the employees.

Reporting, Recordkeeping, and Access:

The company will adhere to the following:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related “serious” illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Record COVID-19 cases as applicable on OSHA Recordkeeping Log.

- Maintain records of the steps taken to implement the company’s written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make the company’s written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Keep a record of and track all COVID-19 cases with the employee’s name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information will be kept confidential. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Exclusion of COVID-19 Cases:

The purpose of this subsection is to limit transmission of COVID-19 in the workplace.

The company will ensure that COVID-19 cases are excluded from the workplace until the return to work requirements are met.

- The company will exclude employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Employees excluded from work due to a COVID-19 work-related exposure and otherwise able and available to work, will continue to maintain earnings, seniority, and all other employee rights and benefits. Policy for maintaining earnings benefits:

Exemptions:

- Does not apply to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.
- Does not apply where the company demonstrates that the COVID-19 exposure is not work related.

- At the time of the exclusion the company will provide the employee with information on benefits.

Return to Work Criteria:

The company will adhere to the following:

- COVID-19 cases with COVID-19 symptoms will not return to work until:
 1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
 2. COVID-19 symptoms have improved; and
 3. At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not be allowed to return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine 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. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Multiple COVID-19 Infections and COVID-19 Outbreaks (§3205.1):

This section applies if the workplace is identified by a local health department as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period.

This section would apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

COVID-19 testing

1. The company will provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s). COVID-19 testing will be provided at no cost to employees during employees' working hours.
2. COVID-19 testing will consist of the following:
 - Immediately upon being covered by this program section, all employees in the exposed workplace will be tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, the company will provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies.
 - The company will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases.

The company will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with the company's COVID-19 Prevention Program.

The company will immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak in accordance with Cal/OSHA. In addition, the company will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls, and implement changes, as needed, to prevent further spread of COVID-19.

The investigation and review will be documented and will include:

- Investigation of new or unabated COVID-19 hazards including:
 - Leave policies and practices and whether employees are discouraged from remaining home when sick
 - COVID-19 testing policies
 - Insufficient outdoor air
 - Insufficient air filtration
 - Lack of physical distancing
- The review will be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
- The company will implement changes to reduce the transmission of COVID-19 based on the investigation and review. The company will consider moving indoor tasks outdoors or having them performed remotely when possible, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, and other applicable controls.

Notifications to the local health department

- Immediately, but no longer than 48 hours after the company knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
- Provide the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department.

The company will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

Major COVID-19 Outbreaks (§3205.2):

This section applies when there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.

This section would apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

In the event of a major outbreak, the company will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

The company will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with the company's COVID-19 Prevention Program and any relevant local health department orders.

The company will comply with the requirements of our COVID-19 Prevention Program investigating and responding procedures.

In addition to the requirements of our COVID-19 hazard correction procedures, the company will take the following actions:

- In buildings or structures with mechanical ventilation, the company will filter recirculated air 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, the company will use filters with the highest compatible filtering efficiency. The company will evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission and will implement their use to the degree feasible.
- The company will determine the need for a Cal/OSHA §5144 respiratory protection program or changes to an existing respiratory protection program to address COVID-19 hazards if applicable.
- The company will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Notifications will be made to the local health department in compliance with the company's COVID-19 Prevention Program.

COVID-19 Prevention in Employer-Provided Transportation to and from Work (§3205.4):

This section applies when the company provides motor vehicle transportation to and from work, which is any transportation of an employee, during the course and scope of employment, provided, arranged for, or secured by an employer including ride-share vans or shuttle vehicles, car-pools, and private charter buses, regardless of the travel distance or duration involved.

The following exceptions apply:

- This section does not apply if the driver and all passengers are from the same household outside of work, such as family members.
- This section does not apply when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations.

The company will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Physical distancing and face coverings - the company will ensure that:

- Physical distancing and face covering requirements are followed for employees waiting for transportation.
- The vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity.
- The vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by the company's COVID-19 Prevention Program.

The company will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting – the company will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, will be cleaned and disinfected between different drivers.
- The company provides sanitizing materials and ensure they are kept in adequate supply.

Ventilation - the company will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene – the company will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

COVID-19 Prevention in Employer-Provided Housing (§3205.3):

This section applies when the company provides housing. Employer-provided housing is any place or area of land, any portion of any housing accommodation, or property upon which a housing accommodation is located, consisting of: living quarters, dwelling, boardinghouse, tent, bunkhouse, maintenance-of-way car, mobile home, manufactured home, recreational vehicle, travel trailer, or other housing accommodations. Employer-provided housing includes a “labor camp” as that term is used in title 8 of the California Code of Regulations or other regulations or codes. The employer-provided housing may be maintained in one or more buildings or one or more sites, including hotels and motels, and the premises upon which they are situated, or the area set aside and provided for parking of mobile homes or camping. Employer-provided housing is housing that is arranged for or provided by an employer, other person, or entity to workers, and in some cases to workers and persons in their households, in connection with the worker’s employment, whether or not rent or fees are paid or collected.

The following exceptions apply:

- This section does not apply to housing provided for the purpose of emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations, if:
- The employer is a government entity; or
- The housing is provided temporarily by a private employer and is necessary to conduct the emergency response operations.

The requirements below for physical distancing and controls, face coverings, cleaning and disinfecting, screening, and isolation of COVID-19 cases and persons with COVID-19 exposure do not apply to occupants who maintained a household together prior to residing in employer-provided housing, such as family members, when no other persons outside the household are present.

Assignment of housing units

The company will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

Physical distancing and controls

The company will:

- Ensure the premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Ensure beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e. side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e. end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- In housing units, maximize the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system.

Face coverings

The company will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfecting

The company will ensure the following:

- That housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting will be done in a manner that protects the privacy of residents.
- That unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening

The company will encourage residents to report COVID-19 symptoms to the company.

COVID-19 testing

The company will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

Isolation of COVID-19 cases and persons with COVID-19 exposure.

The company will do the following:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19 case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms in accordance with the company's COVID-19 Prevention Program.
- End isolation in accordance with the company's COVID-19 Prevention Program and any applicable local or state health officer orders.

This Model COVID-19 Prevention Program is founded on the Cal/OSHA Emergency Temporary Standard CCR, Title 8 §3205, it is to be modified and made specific to your organization. This template is intended for California employers not covered by the Aerosol Transmissible Diseases (ATD) Standard. This program should be reviewed and updated frequently to account for any changes with the CDC, Cal/OSHA, or state and local guidelines.

This model program is based on available information at the time of its publication. This model program does not supplant or replace the guidelines and/or recommendations set forth by Cal/OSHA, CDC and/or Federal, State and Local guidelines, laws, ordinances or directives. This guide does not constitute medical advice. For advice on your specific situation, it is recommended that you engage a qualified professional directly.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for tailoring and implementing the COVID-19 Prevention Program should carefully review and understand:

California Code of Regulations, Title 8 Sections:

§3205, COVID-19 Prevention

§3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks

§3205.2, Major COVID-19 Outbreaks

§3205.3, Prevention in Employer-Provided Housing

§3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work

VALLEY FEVER PROGRAM

Concrete North, Inc.

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VALLEY FEVER PROGRAM

PURPOSE

The intent of this program is to provide employees with general knowledge and guidelines to understand Valley Fever. This program provides information on how to anticipate and recognize Valley Fever exposure by providing information on environmental exposures, scope of work, and how to use control methods to limit or eliminate Valley Fever exposure.

This program is intended for support of company operations. This program is for hazard recognition and education. This program, or any training associated with this program, does not certify or qualify any supervisor or employee to analyze, measure spores, or determine safe exposure levels.

POLICY

All employees are authorized to stop work on the jobsite to immediately notify the supervisor if they believe an operation is unsafe or presents hazards that have not been identified.

All employees assigned to jobsites within endemic areas shall be trained on Valley Fever hazard awareness.

All employees assigned to jobsites within suspected endemic areas shall participate in the identification, evaluation and controls of Valley Fever hazards.

There are no methods to determine safe exposure levels of Valley Fever spores in the ground or air. This program is to educate and make aware of hazards and reduce risks.

RESPONSIBILITIES

Management

- Ensure program is reviewed periodically for continued compliance.
- Provide training to all employees to be working in endemic areas.
- Provide engineering controls and personal protective equipment (PPE) for exposure prevention.
- Document, per regulations, all employees infected.

Supervision

- Understand the Valley Fever Program.
- Provide training to employees.
- Provide guidance to employees on recognition and controls.
- Implement site controls reducing risk to Valley Fever hazards.
- Report suspected Valley Fever infection cases.
- Enforce controls and PPE requirements, and discipline control and PPE violations.

Employees

- Understand Valley Fever Awareness training.
- Follow rules and guidelines for Valley Fever protection.
- Stop work if you identify a hazard or hazardous condition.
- Use PPE and controls to prevent and limit Valley Fever hazards.

TRAINING ON VALLEY FEVER IS REQUIRED PER AB 203, SECTION 6709

Valley Fever training is required for all construction employees at risk of prolonged exposure to dust in affected areas by May 1, 2020, annually by that date thereafter, and again before an employee begins work that is reasonably anticipated to cause exposure to substantial dust disturbance. Substantial dust disturbance means visible airborne dust for a total duration of one hour or more on any day. The training may be included in the employer's injury and illness prevention program training or as a standalone training program.

WHAT VALLEY FEVER AND HOW IS IT CONTRACTED?

Valley Fever

aka coccidioidomycosis or “cocci”

Valley fever is also known as California fever, desert rheumatism and San Joaquin fever.

Valley Fever is a fungal infection that usually affects the lungs. It is caused by the fungus *Coccidioides immitis* that lives in soil in many parts of California. When soil that contains this fungus is disturbed through digging by hand or with heavy equipment, or is disturbed by wind, the fungal spores get into the air. When people breathe the spores into their lungs, they may get Valley Fever (also called “coccidioidomycosis” or “cocci”). Often the illness is without any symptoms, but in many cases, a serious disease can develop which can cause a previously healthy individual to be hospitalized, miss more than one month of work, and/or die. Valley Fever is a major cause of community acquired pneumonia.

Populations with more than 20 cases annually of Valley Fever per 100,000 people are considered highly endemic.

How is Valley Fever Contracted?

- Inhalation
- Puncture wound by contaminated object
- Organ transplant

When people breathe in the fungus, they are at risk of contracting Valley Fever – a disease whose symptoms mimic other common ailments. The illness is not spread from one person to another.

Depending on the severity, those who contract Valley Fever will experience flu symptoms and will usually recover from it on their own. Unlike the flu, however, recovery can take weeks or months to complete, which could result in significant missed work time.

In more severe cases, pneumonia may develop, patients may suffer lung damage, or the disease can advance into disseminated Valley Fever where it spreads beyond the lungs to other organs.

Generally, there is no person to person transmission.

This is not just in humans, animals and pets can get Valley Fever.

AREAS, ENVIRONMENTAL CONDITIONS, AND TYPES OF WORK THAT POSE HIGH RISK OF CONTRACTING VALLEY FEVER

Areas Endemic to Valley Fever

A construction employer with employees working at worksites in counties where Valley Fever is highly endemic, including, but not limited to, the **Counties of Fresno, Kern, Kings, Madera, Merced, Monterey, San Joaquin, San Luis Obispo, Santa Barbara, Tulare, and Ventura** - where work activities disturb the soil, including, but not limited to, digging, grading, or other earth moving operations, or there is vehicle operation on dirt roads, or high winds - are required to provide effective safety training. Highly endemic means that the annual incidence rate of Valley Fever is greater than 20 cases per 100,000 persons per year.

If you perform dirt moving activities (targeted activities) where Valley Fever is endemic, you will be required to provide effective safety training. The areas include, but are not limited to, the **Counties of Fresno, Kern, Kings, Madera, Merced, Monterey, San Luis Obispo, and Tulare**. Targeted activities are any activity that disturbs the soil, including, but not limited to, digging, grading, or other earth moving operations, or vehicle operation on dirt roads, where the activity or operation can expose employees to spores of the Valley Fever fungus that become airborne.

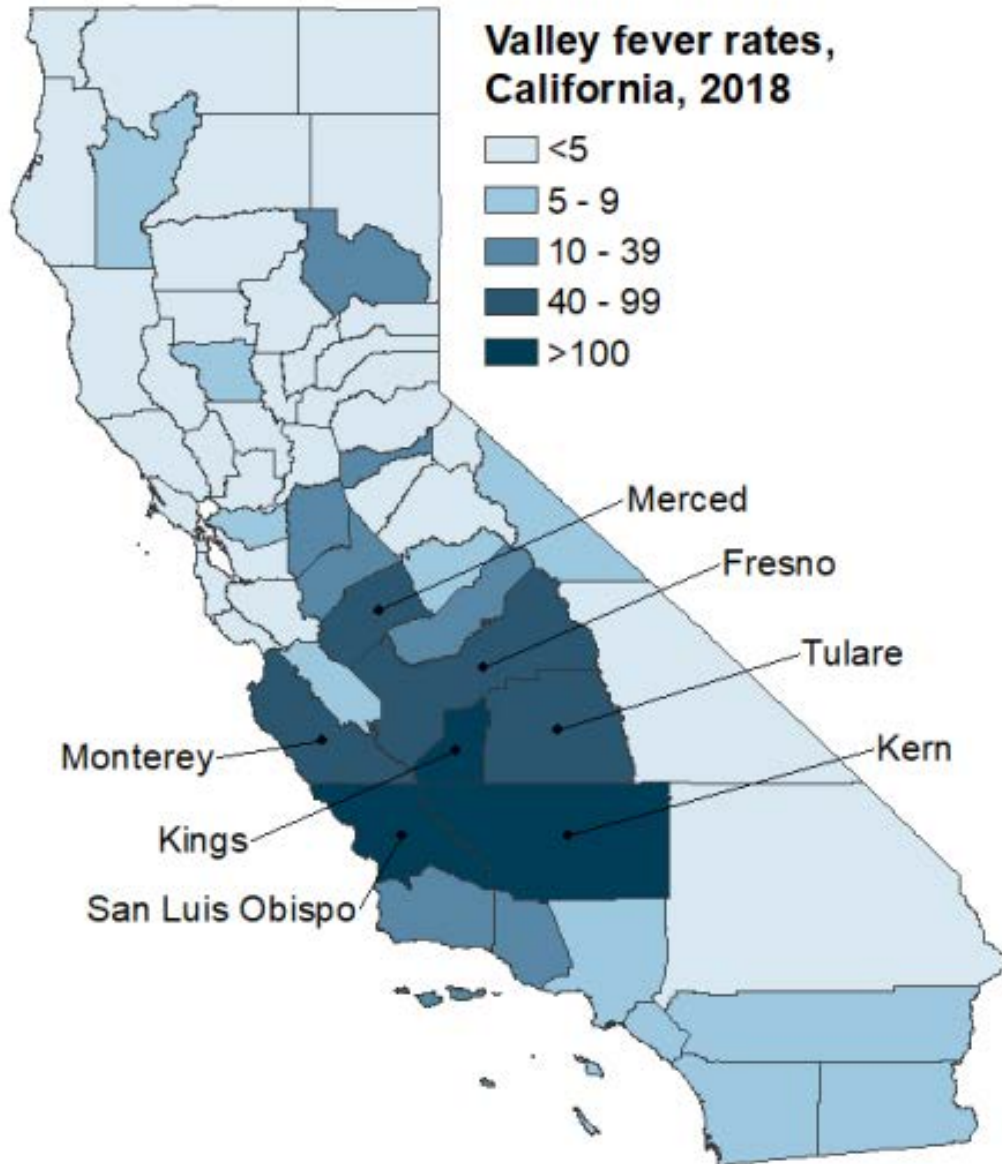
It is also found Arizona, especially the Phoenix and Tucson areas. It is also found in parts of Nevada, Utah, New Mexico, Texas and Washington.

It is also found in Northern Mexico, Sonora and Chihuahua.

It is also found in semi-arid parts of Central and South America.

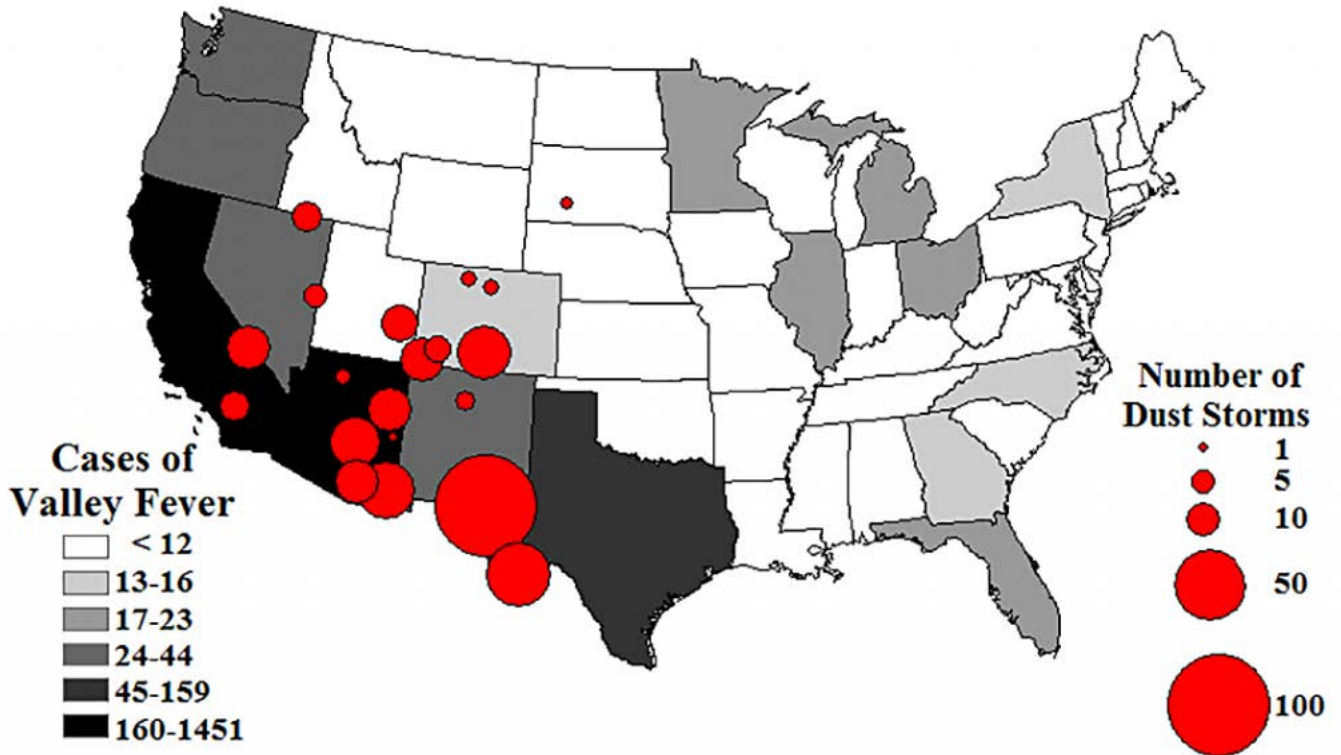
The environment that supports Valley Fever is arid to semi-arid (dry and parched with heat) - having a low to moderate rainfall in the 5-20 inches per year range with high summer temperatures with mild winter temperatures.

CALIFORNIA



Rates of reported Valley fever cases per 100,000 population. Darkest colored counties had the highest rates of Valley fever.

UNITED STATES



General Soil Disturbances:

- Construction
- Agricultural activities
- Dust storms
- Strong winds
- Fires
- Earthquakes
- Archaeological digs

Examples of Exposed Workers:

- Construction workers and other workers on construction sites, including road, building, and excavation crews.
- Agricultural workers
- Archaeologists
- Geologists
- Firefighters
- Military personnel
- Workers in mining, quarrying, gas, and oil extraction jobs
- Border patrol
- Prisoners and correctional facility workers

PERSONAL FACTORS THAT PUT EMPLOYEES AT HIGHER RISK

Personal risk factors that may create a higher risk for some individuals:

- Pregnancy
- Diabetes
- A compromised immune system due to causes including, but not limited to, human immunodeficiency virus (HIV) or acquired immunodeficiency syndrome (AIDS)
- Having received an organ transplant
- Taking immune suppressant drugs such as corticosteroids or tumor necrosis factor inhibitors.

People at higher risk of having severe or disseminated disease if infected:

- Older adults (generally 60 +)
- African-Americans and Filipinos
- Pregnant women, especially in the later stages of pregnancy
- People with diabetes

Are certain people at greater risk for Valley Fever?

Anyone can get Valley Fever, including healthy adults and children. Certain groups may be at a higher risk of getting Valley Fever, and other groups may be at a higher risk of having severe or disseminated disease if infected.

People at higher risk of getting Valley Fever

People who live, work, or travel in areas with high rates of Valley Fever (see maps on page 5-6) may be at higher risk of getting infected than others, especially if they:

- Participate in outdoor activities that involve close contact to dirt or dust, including yard work, gardening and digging
- Live or work near areas where dirt and soil are stirred up, such as construction or excavation sites
- Work in jobs where dirt and soil are stirred up or disturbed, including construction, farming, military work and archaeology
- Work in a job where dirt or soil is disturbed in a place where Valley Fever is common.

More cases of Valley Fever have been reported among men than among women.

More cases of Valley Fever have been reported among adults than among children.

PERSONAL AND ENVIRONMENTAL EXPOSURE PREVENTION METHODS

Actions to take to minimize dust exposure and prevent Valley Fever:

- When soil will be disturbed by heavy equipment or vehicles, continuously wet the soil before disturbing the earth.
- Do not work in windy conditions.
- Avoid unnecessary digging.
- When digging or performing other soil disturbing tasks, reduce the amount of dust by using wet methods to control dust.
- Try to work and stay upwind.
- Heavy equipment operators with high risk of exposure to dust should use, and stay inside, enclosed vehicles. Use air conditioned cabs with windows closed. A HEPA filter should be used.
- Cover dirt loads when hauling.
- Consider dust levels when performing brush clearing or moving anything where dust has landed. Disturbing plants, tree trimming, and outside mechanical maintenance causes dust to become airborne.
- Clean tools, equipment, and vehicles with water to remove soil before transporting off site so that any spores present will not be re-suspended in air and inhaled later.
- Remove dusty clothing and shoes after work and before entering your home to avoid bringing dust in. Do not shake out clothing. If someone else washes clothes, let them know how to handle clothing.
- Good hygiene practices of bathing frequently
- Avoid contaminated drinks and food.
- Wear a respirator when exposure to dust cannot be avoided.

RESPIRATORS

When exposure to dust is unavoidable, reduce dust exposure by wearing a well fitted NIOSH-approved half-mask respirator with N95, N100, or P100 filters.

Respirators must be used within a comprehensive Respiratory Protective Program that covers all respirator wearers and includes fit-testing and training on respirators, and medical clearance for personnel.

It is very difficult to avoid breathing in the Valley Fever fungus in areas where it is common in the environment. People who live, work, or travel in these areas can try to avoid spending time in dusty areas as much as possible to reduce the risk of breathing in the Valley Fever fungus from dust in the air. There is no vaccine to prevent Valley Fever. Some common-sense tips may help reduce the risk of getting Valley Fever. It is important to know that these steps have not been proven to prevent Valley Fever.

Avoid dust in places where Valley Fever is common or high:

- Stay inside and keep windows and doors closed when it is windy outside and the air is dusty, especially during dust storms.
- Consider avoiding outdoor activities that involve close contact to dirt or dust, including yard work, gardening, and digging, especially if you are in one of the groups at higher risk for severe or disseminated Valley Fever.
- Cover open dirt areas around your home with grass, plants, or other ground cover to help reduce dusty, open areas.
- While driving in these areas, keep the vehicle's windows closed and use recirculating air, if available.
- Try to avoid dusty areas, like construction or excavation sites.
- If you cannot avoid these areas, or if you must be outdoors in dusty air, consider wearing an N95 respirator.

THE IMPORTANCE OF EARLY DETECTION, DIAGNOSIS, AND TREATMENT TO PREVENT THE DISEASE FROM PROGRESSING

Because the effectiveness of medication is greatest in the early stages of the disease, awareness is key.

In areas where Valley Fever is common, it is difficult to completely avoid exposure to the fungus because it is in the environment. There is no vaccine to prevent infection. That's why knowing about Valley Fever is one of the most important ways to avoid delays in diagnosis and treatment. People who have Valley Fever symptoms and live in or have visited an area where the fungus is common should ask their doctor to test them for Valley Fever.

Healthcare providers should be aware that Valley Fever symptoms are similar to those of other respiratory illnesses and should consider testing for Valley Fever in patients with flu-like symptoms who live in or have traveled to an area where *Coccidioides* lives.

RECOGNIZING COMMON SIGNS AND SYMPTOMS OF VALLEY FEVER

How is Valley Fever diagnosed and treated?

If you think you have Valley Fever, visit your healthcare provider. Since Valley Fever symptoms are similar to those of other common illnesses, your provider may order a blood test or other tests (such as a chest x-ray) to help diagnose Valley Fever.

Treatment may not be needed for mild infections, which can sometimes get better on their own. However, all people with symptoms should see a healthcare provider who can determine if treatment is needed. There are no over-the-counter medications to treat Valley Fever.

If you are diagnosed with Valley Fever, it is very important to follow the instructions given by your healthcare provider about treatment, follow-up testing and appointments.

If a person has already had Valley Fever, their immune system will most likely protect them from getting it again. Although it is rare, some people who have already had Valley Fever could get sick again if their immune system weakens because of certain medical conditions (such as cancer) or by taking certain medications, like those for cancer, organ transplant or autoimmune disease.

What are the signs and symptoms of Valley Fever?

About 60% of people infected with Valley Fever have no symptoms, and their bodies will fight off the infection naturally. People who get sick usually develop symptoms 1-3 weeks after breathing in the fungus.

Valley Fever usually infects the lungs, and some people can develop respiratory symptoms or pneumonia. People who get sick may have some of the following symptoms:

- **Fatigue (tiredness)**
- **Cough**
- **Chest pain, shortness of breath**
- **Fever**
- **Rash on upper body or legs**
- **Headaches**
- **Muscle or joint aches**
- **Night sweats**
- **Loss of appetite / Unexplained weight loss**
- **Red painful bumps that gradually turn brown (erythema nodosum rash)**
- **Symptoms similar to influenza that linger longer than usual**

These symptoms can last a month or more, but most people fully recover. In rare cases, Valley Fever can spread to other parts of the body and infect the brain, joints, bone, skin, or other organs. This form of Valley Fever can be very serious and fatal.

How Does the Disease Progress?

A small percentage of people develop life-long disease, chronic pulmonary disease, disseminated disease, disfigurement, meningitis, or death.

Disseminated disease: fungus spreads outside of the lungs into:

- **Bones**
- **Joints**
- **Skin**
- **Eyes**
- **Brain (Meningitis)**
- **Abdominal organs and lymph nodes**

THE IMPORTANCE OF REPORTING SYMPTOMS TO THE EMPLOYER AND SEEKING PROMPT MEDICAL ATTENTION FROM A PHYSICIAN FOR APPROPRIATE DIAGNOSIS AND TREATMENT

The earlier it is diagnosed, the better the recovery and prevention of spreading the disease.

If you have a flu-like illness that lasts longer than a week after working outdoors in an area that is endemic to Valley Fever:

- Report symptoms to your crew leader and arrange to see a health care provider for evaluation and treatment, if needed.
- Tell your health care provider that you worked in an area where Valley Fever occurs and ask to be tested.

Take Home Messages

- Request a blood test (serology) from your physician if you suspect Valley Fever.
- Be aware of the environment and weather.
- Stay away from activities that kick up dirt.
- Stay indoors during high winds and dust storms.
- Educate others, especially new residents.

PROGNOSIS AND COMMON TREATMENT FOR VALLEY FEVER

Most people have a complete recovery in 6 months

- Usual course in otherwise healthy people
- No treatment needed and life-long immunity obtained

Nodules in the Lung

- 5% of cases with pneumonia
- Often no symptoms
- Resembles lung cancer on chest x-ray which can be problematic because diagnosis requires biopsy

Lung Cavities

- 5% of cases after primary infection
- Most often in older adults, usually without symptoms
- 50% of lung cavities rupture and cause chest pain and difficulty breathing. Ruptures require surgical repair.

Treatment

Antifungal medication (e.g., amphotericin B, itraconazole, fluconazole, ketoconazole)

Recommended for

- Disseminated disease
- Primary lung infection with increased risk for disseminated disease
- Surgical removal of cavities in lung
- Surgical drainage of abscesses in bones/joints

Significance of Valley Fever

Costly and Debilitating

- 75% of patients miss work due to illness.
- 40% require hospitalizations (averaging \$50,000 per stay).
- A small percent develop life-long disease, chronic pulmonary disease, disseminated disease, disfigurement, meningitis, or death.

HEAT ILLNESS PREVENTION PROGRAM (4-1-2015)

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.

Company Office Manager:

The following designated person or persons (Safety Coordinator/Supervisor/Foreman/Field Supervisor/Crew Leader) have the authority and responsibility for implementing the provisions of this program at this worksite:

Name	Title	Phone Number

Procedures for Provision of Water (include but are not limited to the following):

- 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 (include but are not limited to the following):

- 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:

- (a) Shall be monitored and asked if he or she is experiencing symptoms of heat illness;
 - (b) Shall be encouraged to remain in the shade; and
 - (c) 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 (include but are not limited to):

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:
 - (a) Supervisor or designee observation on jobsites of 20 or fewer employees; or
 - (b) 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
 - (c) Regular communication with sole employee such as by radio or cellular phone; or
 - (d) 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 (include but are not limited to):

- 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:
 - (a) 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.
 - (b) 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.
 - (c) 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 (include but are not limited to):

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-Supervisory & Non-Supervisory (include but are not limited to):

- 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 (includes but is not limited to):

- 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.

Procedures for Monitoring the Weather (include but are not limited to):

- 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.
- The National Weather Service Heat Index may also be utilized to evaluate the risk level for heat illness related to relative humidity (see attachment).

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:

Buddy System High Heat-Acclimatization

The Buddy System may be used during high heat conditions and/or for employees who have been newly assigned. High Heat procedures are additional preventative measures that this company will use when the temperature equals or exceeds 95 degrees Fahrenheit. 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. Additionally, the buddy system may be utilized.

Company _____
Location _____

Date _____

Print Name Buddy

Print Name Buddy

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Heat Illness Prevention

Protecting Yourself from

Heat Stress

Heat stress, from exertion or hot environments, places workers at risk for illnesses such as heat stroke, heat exhaustion, or heat cramps.

Heat Stroke

A condition that occurs when the body becomes unable to control its temperature and can cause death or permanent disability.

Symptoms

- High body temperature
- Confusion
- Loss of coordination
- Hot, dry skin or profuse sweating
- Throbbing headache
- Seizures, coma

First Aid

- Request immediate medical assistance.
- Move the worker to a cool, shaded area.
- Remove excess clothing and apply cool water to their body.

Heat Exhaustion

The body's response to an excessive loss of water and salt, usually through sweating.

Symptoms

- Rapid heart beat
- Heavy sweating
- Extreme weakness or fatigue
- Dizziness
- Nausea, vomiting
- Irritability
- Fast, shallow breathing
- Slightly elevated body temperature

First Aid

- Rest in a cool area.
- Drink plenty of water or other cool beverages.
- Take a cool shower, bath, or sponge bath.

Heat Cramps

Affect workers who sweat a lot during strenuous activity. Sweating depletes the body's salt and moisture levels.

Symptoms

- Muscle cramps, pain, or spasms in the abdomen, arms or legs

First Aid

- Stop all activity, and sit in a cool place.
- Drink clear juice or a sports beverage, or drink water with food.
 - Avoid salt tablets.
- Do not return to strenuous work for a few hours after the cramps subside.
- Seek medical attention if you have the following: heart problems, are on a low-sodium diet, or if the cramps do not subside within one hour.

Protect Yourself

Avoid heavy exertion, extreme heat, sun exposure, and high humidity when possible. When these cannot be avoided, take the following preventative steps:

- Monitor your physical condition and that of your coworkers for signs or symptoms of heat illnesses.
- Wear light-colored, loose-fitting, breathable clothing such as cotton.
 - Avoid non-breathable synthetic clothing.
- Gradually build up to heavy work.
- Schedule heavy work during the coolest parts of day.
- Take more breaks when doing heavier work, and in high heat and humidity.
 - Take breaks in the shade or a cool area.
- Drink water frequently. Drink enough water that you never become thirsty.
- Be aware that protective clothing or personal protective equipment may increase the risk of heat-related illnesses.

**DEPARTMENT OF HEALTH AND
HUMAN SERVICES**

Centers for Disease Control and Prevention
National Institute for Occupational Safety and Health

Heat Illness Prevention - Prevención de la Enfermedad Calor

Protéjase del Estrés por calor

El estrés por calor, originado por esfuerzos intensos o ambientes calientes, puede ser para los trabajadores un riesgo de enfermarse por golpe de calor, agotamiento por calor y calambres por calor.

Golpe de calor

Es un trastorno que ocurre cuando el cuerpo ya no puede controlar su temperatura, y puede causar la muerte o discapacidad permanente.

Síntomas

- Temperatura corporal alta
- Desorientación
- Pérdida de la coordinación
- Piel caliente, seca o mucho sudor
- Dolor de cabeza palpitante
- Convulsiones, coma

Primeros auxilios

- Pida ayuda médica de inmediato.
- Lleve al trabajador enfermo a un área fresca y a la sombra.
- Quítele el exceso de ropa y póngale agua fría en el cuerpo.

Agotamiento por calor

La reacción del cuerpo a una pérdida excesiva de agua y sal se manifiesta, por lo general, con el sudor.

Síntomas

- Palpitaciones rápidas
- Sudor copioso
- Debilidad o cansancio extremo
- Mareos
- Náuseas/vómitos
- Irritabilidad
- Respiración rápida y superficial
- Temperatura corporal ligeramente elevada

Primeros auxilios

- Descanse en un área fresca.
- Tome mucha agua o cualquier otra bebida fresca.
- Dése un baño frío en regadera, bañera o con esponja.

Calambres por calor

Afectan a los trabajadores que sudan mucho al realizar actividades físicas intensas. El sudor reduce la sal y la humedad del cuerpo.

Síntomas

- Dolores o espasmos musculares por lo general en abdomen, brazos o piernas.

Primeros auxilios

- Suspnda todo tipo de actividad y siéntese en un lugar fresco.
- Tome un jugo liviano o una bebida deportiva, o tome agua con los alimentos.
 - Evite las tabletas de sal.
- Espere unas cuantas horas para reanudar el trabajo intenso, después de que se alivien los calambres.
- Busque atención médica si: presenta problemas cardíacos, está siguiendo una dieta baja en sal o tiene calambres que no mejoren en una hora.

Protéjase

Los trabajadores deben evitar en lo posible la exposición al calor extremo, al sol y a los altos niveles de humedad. Cuando esto no se pueda evitar, tome las medidas preventivas siguientes:

- Vigile su condición física y la de sus compañeros de trabajo por si hay signos o síntomas de trastornos por calor.
- Utilice ropa ligera de colores claros y materiales transpirables como el algodón.
 - Evite usar ropa sintética no transpirable.
- Incremente de manera gradual el trabajo que requiere mucho esfuerzo.
- Programe los trabajos que demandan mucho esfuerzo físico para las horas más frescas del día.
- Tómese más descansos cuando realice trabajos más pesados y haya mucho calor y humedad.
 - Haga sus descansos en la sombra o en un lugar fresco.
- Tome agua con frecuencia. Beba mucha agua para que nunca tenga sed.
- Tenga en cuenta que la ropa de protección o el equipo de protección individual puede aumentar el riesgo de trastornos por calor.



National Weather Service Heat Index Chart



Temperature (°F)

Relative Humidity (%)	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure and/or Strenuous Activity

Caution
 Extreme Caution
 Danger
 Extreme Danger

ACCIDENT INVESTIGATION

The purpose of an investigation is to find the cause of an accident and prevent further occurrences, not to fix the blame. An unbiased approach is necessary to obtain objective findings.

I. ACCIDENT INVESTIGATION PROCEDURES

An accident investigation is the most important single tool for identifying the cause(s) of any accident. Accident investigations are after-the-fact attempts to determine why something went wrong. They are a systematic approach to establish relevant facts and interpretation regarding how and why an accident or injury occurred.

The accident facts revealed by a thorough accident investigation have both an immediate and a delayed value. The immediate value is in their usefulness in planning and implementing corrective action designed to prevent recurrence of the same or a similar accident. The delayed value lies in the cumulative knowledge of safety hazards and its use for prevention of future accidents.

Further, through the maintenance of accident and injury statistics and records, the Company intends to gather information and data necessary in determining accident causes and sources so as to formulate and/or revise policies and procedures for effective loss control.

Accident Investigation Procedures:

- A. The accident investigation will be conducted by the injured employee's immediate Supervisor. However, if the immediate Supervisor is not available then the Office Manager and/or a member of the Safety Committee or Management may conduct the accident investigation.**
- B. If an incident occurs during working hours, an Incident Notification Form and Accident Investigation Form must be completed along with a State of California Employer's Report of Occupational Injury or Illness and Employee's Claim for Worker's Compensation Benefits. All three forms must be turned in to the Office Manager.**
- C. All accidents will be investigated regardless of whether or not an injury resulted; non-injury accidents are considered near misses and provide valuable statistical information.**
- D. Investigate the accident as soon after the occurrence as circumstances permit; the first concern of course is the treatment of the injured employee.**
- E. Any accident, injury, or illness will be investigated by utilizing the Accident, Injury, and Illness Investigation Form along with the Analysis of Factors Contributing to Cause of Accident Form.**
- F. The immediate Supervisor will review all accident investigations and recommendations generated to prevent recurrence and forward relevant forms to the Office Manager for processing.**

INCIDENT NOTIFICATION

This form must be completed when an employee has been involved in an accident during work hours that might require medical treatment.

DATE OF INCIDENT _____

EMPLOYEE'S NAME _____
(print)

EXPLANATION OF INCIDENT:

=====

Initial **I do feel that medical treatment is necessary at this time.**

Initial **I do not feel that medical treatment is necessary at this time.**

Employee's Signature _____ **Date** _____

Supervisor's Signature _____ **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) _____ **(3)** _____

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 _____**

CONCRETE NORTH, INC.
DAILY JOB SAFETY INSPECTION
GENERAL CONTRACTOR

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. State and OSHA Postings/Regulations, Safety Manual, SDS, Heat Illness						
2. Permits						
3. Tailgate Meetings with Sub-Contractors Foreman - Weekly						
4. Collecting Weekly Tailgate Topics, Minutes, and Signatures from Sub-Contractors						
5. Trenches and Excavation						
6. Personal Protective Equipment						
7. Walkways, Runways, and Aisles						
8. Exits						
9. Ladders						
10. Housekeeping						
11. Guardrails						
12. Illumination/Lighting						
13. Sanitation Facilities						
14. Tools						
15. Electrical						
16. Drinking Water, Cups, and Refuse Containers						
17. First Aid Kit						
18. Scaffolding						
19. Fall Protection						
20. Overhead Hazards						
21. Material Handling						
22. Fire Extinguishers						

Those marked for correction have been corrected with the following exceptions:

Notes:

Date of Abatement for items not corrected (list # and date):

 Superintendent/Foreman Signature

CONCRETE NORTH, INC.
DAILY JOB SAFETY INSPECTION
SUB-CONTRACTOR

 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. State and OSHA Postings/Regulations, Safety Manual, SDS, Heat Illness						
2. Permits						
3. Tailgate Meetings with Sub-Contractors Foreman - Weekly						
4. Collecting Weekly Tailgate Topics, Minutes, and Signatures from Sub-Contractors						
5. Trenches and Excavation						
6. Personal Protective Equipment						
7. Walkways, Runways, and Aisles						
8. Exits						
9. Ladders						
10. Housekeeping						
11. Guardrails						
12. Illumination/Lighting						
13. Sanitation Facilities						
14. Tools						
15. Electrical						
16. Drinking Water, Cups, and Refuse Containers						
17. First Aid Kit						
18. Scaffolding						
19. Fall Protection						
20. Overhead Hazards						
21. Material Handling						
22. Fire Extinguishers						

Those marked for correction have been corrected with the following exceptions:

Notes:

Date of Abatement for items not corrected (list # and date):

 Superintendent/Foreman Signature

CONCRETE NORTH, INC.

Fall Protection Program

This Fall Protection Program has been implemented to protect our workers from the serious hazard of falls. All violations of this Fall Protection Program may be grounds for written violation or termination.

Our company will determine if the walking/working surfaces, on which its employees are to work, have the strength and structural integrity to support employees safely. Employees will be allowed to work on those surfaces only when the surfaces have the requisite strength and structural integrity.

Unprotected Sides and Edges

Each employee on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge, which is 7 ½ feet or more above a lower level, will be protected from falling by the use of a fall protection system (guardrail system, safety net system, or a personal fall restraint / arrest system).

Leading Edges

Each employee who is constructing a leading edge, 7 ½ feet or more above a lower level, will be protected from falling by a fall protection system. Exception: When we can demonstrate that it is infeasible or creates a greater hazard to use these systems, we will develop and implement a fall protection plan.

Each employee on a walking/working surface, 7 ½ feet 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. A warning line may be set up per OSHA standards at least 6 feet back from the leading edge. However, no one may go beyond the warning line unless a fall protection system is in place.

Fall Protection Trigger Height Exceptions

The following work is allowed the following exceptions to trigger heights noted below. Note: The trigger heights have limited application and must be reviewed prior to beginning work to understand when they do not apply.

Work	Trigger Height
Structural Wood Framing	15 feet
Panelized Roof Systems	15 feet
Residential Tract Roofing	15 feet
General Roofing	20 feet
Steel Erection Work – Connecting Only	30 feet
Steel Erection Work – Except Connecting	15 feet
Metal Decking Work	15 feet

Hoist Areas

Each employee in a hoist area, exposed to a fall distance of 7 ½ feet or more, must be protected by a fall protection system. If guardrail systems, or portions thereof, are removed to facilitate the hoisting operation, each employee will be protected from fall hazards by another fall protection system.

Formwork and Reinforcing Steel

Each employee on the face of formwork or reinforcing steel will be protected from falling 6 feet or more to lower levels by a personal fall restraint / arrest system or a safety net system. Positioning devices must be used in conjunction with a fall 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 inches by 12 inches or greater (including skylights) by covers. The covers will be secured in place to prevent accidental movement or displacement, and clearly labeled "Opening - Do Not Remove" (a pressure sensitized, painted or stenciled, sign with legible letters not less than 1 inch high). The cover must be able to support 400 pounds or two times the maximum weight of whatever may be placed on any one square foot of the cover at any time, whichever is greater. Alternatively, a guardrail system may be used.

Each employee on a walking/working surface will be protected from objects falling through holes (including skylights) by covers. Skylights will be protected by an approved skylight screen, cover, or guardrail system.

Ramps, Runways, and Other Walkways

Each employee on ramps, runways, and other walkways 7 ½ feet or more above a lower level will be protected from falling by guardrail systems or another approved fall protection system.

Wall Openings

Wall openings that are greater than 30 inches high and 18 inches wide will be protected with guardrails. (Exception: Guardrails are not required where the outside bottom edge of the wall opening is less than 4 feet above lower levels or where the inside bottom edge of the wall opening is 36 inches or more above the walking/working surface).

Ladder Openings

When a ladder is used for access to an interior upper level, the ladder opening must be protected with off-set guardrails or guardrails with a swinging gate.

Walking/Working Surface Not Otherwise Addressed

Each employee on a walking/working surface 7 ½ feet or more above lower levels will be protected from falling by a fall protection 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 approximately half way 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, 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 42 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 overhang 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 ¼ 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 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 (such as ladder ways), 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.

Safety Net Systems

Safety net systems and their use will comply with the following provisions:

- Safety nets will be installed as close as practicable under the walking/working surface on which employees are working, but in no case more than 30 feet below such level. When nets are used on bridges, the potential fall area from the walking/working surface to the net will be unobstructed.
- Safety nets will extend outward from the outermost projection of the work surface as follows:

Vertical distance from working level to horizontal plane of net	Minimum required horizontal distance of outer edge of net from the edge of the working surface
Up to 5 feet	8 feet
More than 5 feet up to 10 feet	10 feet
More than 10 feet	13 feet

- Safety nets will be installed with sufficient clearance under them to prevent contact with the surface or structures below when subjected to an impact force equal to the drop test.
- Safety nets and their installations will be capable of absorbing an impact force equal to that produced by the drop test.
- Defective nets will not be used. Safety nets will be inspected at least once a week for wear, damage, and other deterioration. Defective components will be removed from service. Safety nets will also be inspected after any occurrence, which could affect the integrity of the safety net system.
- Materials, scrap pieces, equipment, and tools which have fallen into the safety net will be removed as soon as possible from the net and at least before the next work shift.
- The maximum size of each safety net mesh opening will not exceed 36 square inches nor be longer than 6 inches on any side; and the opening, measured center-to-center of mesh ropes or webbing, will not be longer than 6 inches. All mesh crossings will be secured to prevent enlargement of the mesh opening.
- Each safety net (or section of it) will have a border rope for webbing with a minimum breaking strength of 5,000 pounds.
- Connections between safety net panels will be as strong as integral net components and will be spaced not more than 6 inches apart.

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 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
- 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 freefall distance to 2 feet or less will sustain 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 sustain 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:
 - As part of a complete personal fall arrest system which maintains a safety factor of at least two;
 - 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 6 feet, 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 6 feet, 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.
- 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.
- When a personal fall arrest system is used, we will provide for prompt rescue of employees in the event of a fall.
- 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. They will also be inspected at least twice a year by a designated competent person according to the manufacturer's recommendations. The competent person inspections are to be documented.
- 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.

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.

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. Anchorage points used for fall restraint shall be capable of supporting at least four times the intended load.

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.
- 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 loads applied to the stanchions as prescribed in the previous bullet point; and
- 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 performing roofing work in that area.
- 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.

Controlled Access Zones

Controlled access zones and their use will conform to the following provisions:

- When used to control access to areas where leading edge and other operations are taking place, the controlled access zone will be defined by a control line or by any other means that restricts access.
- When control lines are used, they will be erected not less than 6 feet nor more than 25 feet from the unprotected or leading edge, except when erecting precast concrete members.
- When erecting precast concrete members:
 - The control line will be erected not less than 6 feet nor more than 60 feet or half the length of the member being erected, whichever is less, from the leading edge.
 - The control line will extend along the entire length of the unprotected or leading edge and will be approximately parallel to the unprotected or leading edge.
 - The control line will be connected on each side to a guardrail system or wall.
- When used to control access to areas where overhand bricklaying and related work are taking place:
 - The controlled access zone will be defined by a control line erected not less than 10 feet nor more than 15 feet from the working edge.
 - The control line will extend for a distance sufficient for the controlled access zone to enclose all employees performing overhand bricklaying and related work at the working edge and will be approximately parallel to the working edge.
 - Additional control lines will be erected at each end to enclose the controlled access zone.
 - Only employees engaged in overhand bricklaying or related work will be permitted in the controlled access zone.
- Control lines will consist of ropes, wires, tapes, or equivalent materials, and supporting stanchions as follows:
 - Each line will be flagged or otherwise clearly marked at not more than 6 feet intervals with high visibility material.
 - Each line will be rigged and supported in such a way that its lowest point (including sag) is not less than 39 inches from the walking/working surface and its highest point is not more than 45 inches (50 inches when overhand bricklaying operations are being performed) from the walking/working surface.
 - Each line will have a minimum breaking strength of 200 pounds.
- On floors and roofs where guardrail systems are not in place prior to the beginning of overhand bricklaying operations, controlled access zones will be enlarged, as necessary, to enclose all points of access, material handling areas, and storage areas.
- On floors and roofs where guardrail systems are in place, but need to be removed to allow overhand bricklaying work or leading edge work to take place, only that portion of the guardrail necessary to accomplish that day's work will be removed.

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 3½ inches in vertical height from their top edge to the level of the walking/working surface. They will have not more than ¼ 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.
- Guardrail systems, when used as falling object protection, will have all openings small enough to prevent passage of potential falling objects.
- During the performance of overhand bricklaying and related work:
 - No materials or equipment, except masonry and mortar, will be stored within 4 feet of the working edge.
 - Excess mortar, broken or scattered masonry units, and all other materials and debris will be kept clear from the work area by removal at regular intervals.
- During the performance of roofing work, materials which are piled, grouped, or stacked near a roof edge will be stable and self-supporting.
- Canopies, when used as falling object protection, will be strong enough to prevent collapse and to prevent penetration by objects that may fall onto the canopy.

Working with an Aerial Device

Any employee working in an aerial device will use a fall restraint system and be required to tie off to the manufacturer's designated anchor point. They are to be tied off 100 percent of the time.

Fall Protection Plan

This option is available only to employees engaged in leading edge work, precast concrete erection work, or residential construction work who can demonstrate that it is unfeasible or it creates a greater hazard to use conventional fall protection equipment. The fall protection plan must conform to the following provisions:

- The fall protection plan will be prepared by a qualified person and developed specifically for the site where the leading edge work, precast concrete work, or residential construction work is being performed and the plan must be maintained up to date.
- A qualified person will approve any changes to the fall protection plan.
- A copy of the fall protection plan with all approved changes will be maintained at the job site.
- The implementation of the fall protection plan will be under the supervision of a competent person.
- The fall protection plan will document the reasons why the use of conventional fall protection systems (guardrails systems, personal fall arrest systems, or safety nets systems) are infeasible or why their use would create a greater hazard.
- The fall protection plan will include a written discussion of other measures that will be taken to reduce or eliminate the fall hazard for workers who cannot be provided with protection from the conventional fall protection systems.
- The fall protection plan will identify each location where conventional fall protection methods cannot be used. These locations will then be classified as controlled access zones.
- Where no other alternative measure has been implemented, a safety monitoring system will be implemented.
- The fall protection plan must include a statement, which provides the name or other method of identification for each employee who is designated to work in controlled access zones. No other employees may enter controlled access zones.
- In the event an employee falls, or some other related serious incident occurs (e.g., a near miss), the employer will investigate the circumstances of the fall, or other incident, to determine if the fall protection plan needs to be changed (e.g., new practices, procedures, or trainings) and will implement those changes to prevent similar types of falls or incidents.

Training Program

A training program will be provided for each employee who might be exposed to fall hazards. The program will enable each employee to recognize the hazards of falling and will train each employee in the procedures to be followed in order to minimize these hazards.

We will assure that each employee has been trained, as necessary, by a competent person qualified in the following areas:

- The nature of fall hazards in the work area
- The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used
- The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used
- The role of each employee in the safety monitoring system when this system is used
- The limitations on the use of mechanical equipment during the performance of roofing work on low sloped roofs
- The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection
- The role of employees in fall protection plans
- The standards contained in the Cal/OSHA regulations pertaining to fall protection

Certification of Training

We will verify compliance with the above section by preparing a written certification record. The written certification record will contain the name, or other identity, of the employee trained, the date of the training, and the signature of the person who conducted the training or the signature of the supervisor. If our company relies on training conducted by another employer or if the training was completed prior to the effective date of this section, the certification record will indicate the date our company determined the prior training was adequate rather than the date of actual training. The latest training certification will be maintained.

Retraining

When the supervisor has reason to believe that any affected employee who has already been trained does not have the understanding and skill required by the above paragraph, we will retrain each such employee. Circumstances where retraining is required include, but are not limited to, situations where:

- Changes in the workplace render previous training obsolete
- Changes in the types of fall protection equipment to be used render previous training obsolete
- Inadequacies in an affected employee's knowledge or use of fall protection systems or equipment indicate that the employee has not retained the requisite understanding or skill

**Title 8 of California Code of Regulations (T8 CCR)
Fall Protection in Construction:**

1541	Fall protection in excavation work
1610.7	Fall protection in cranes and derricks in construction
1620	Design and construction of guard rails
1669	General fall protection
1670	Personal fall arrest systems, personal fall restraint systems and positioning devices
1671	Safety nets
1671.1	Fall protection plan
1671.2	Controlled access zones and safety monitoring systems
1710	Fall protection for erection of steel structures
1712	Fall protection for work around reinforcing steel and other similar projections
1716.1	Fall protection in structural wood framing systems
1716.2	Fall protection in wood and light gage steel frame construction in residential/light commercial work
1724	Fall protection in general roofing operations
1730	Fall protection in roofing operations
1731	Fall protection for roofing work on new tract homes with roof slopes 3:12 or greater

(Additional regulations also apply to fall protection. Refer to T8 CCR for the complete requirements.)

EXCAVATION, TRENCHING AND SHORING POLICY AND PROCEDURE

1. **GENERAL:** An excavation, as defined by OSHA 29 CFR 1926.650, means any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal. All excavation work performed by Concrete North, Inc. as the Contractor or Sub-Contractor, shall conform to the guidelines of this policy, the above referenced OSHA standards. If the client's procedures and policies meet or exceed this document, the client policy and procedures shall be used. **THIS POLICY AND PROCEDURE IS LIMITED TO EXCAVATIONS OF LESS THAN 20 FEET IN DEPTH. EXCAVATIONS THAT EXCEED 20 FEET REQUIRE SHORING SYSTEMS DESIGNED BY A QUALIFIED PROFESSIONAL ENGINEER.**

2. DEFINITIONS:

Accepted Engineering Practices are those requirements that are compatible with standards of practice required by a registered professional engineer.

Aluminum Hydraulic Shoring is a pre-engineered shoring system comprised aluminum hydraulic cylinders (cross braces) use in conjunction with vertical rails (uprights) or horizontal rails (whalers). The system is designed specifically to support the side walls of an excavation and prevent cave-ins.

Bell-Bottom Pier Hole is a type of shaft or footing excavation, the bottom is made larger than the cross section above to form a belled shape.

Benching is a method of protecting employees from cave-ins by excavating the sides to form one or a series of horizontal levels or steps, usually with vertical or near-vertical surfaces between the levels.

Cave-in means the separation of a mass of soil or rock material from the side of the excavation or the loss of soil from under a trench shield or support system, and its sudden movement into the excavation by falling or sliding in a quantity that may be sufficient to entrap, bury or injure and immobilize a person.

Competent Person is one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees. A Competent Person has the ability and authority to take prompt corrective measures to eliminate the previously mentioned conditions.

Cross Braces are the horizontal members of a shoring system installed perpendicular to the sides of the excavation, the ends of which bear against either uprights or wales.

Faces or sides are the vertical or inclined earth surfaces formed as a result of the excavation.

Failure is the breakage, displacement or permanent deformation of a structural member or connection that would reduce its structural integrity and its support capabilities.

Hazardous atmosphere is an atmosphere that may be harmful, cause death, illness or injury by being explosive, poisonous, flammable, corrosive, oxidizing, irritating or toxic.

Kickout is the accidental release or failure of a cross brace.

Protective system is a method of protecting employees from cave-ins materials that could roll or fall into the excavation face, collapse of adjacent structures. They include support systems, sloping and benching systems, shield systems and other systems which provide the necessary protection.

Ramp means an inclined walking or working surface used to gain access to one point from another and is constructed from earth or structural materials like wood or steel.

Registered Professional Engineer is a professional engineer registered in the state where the work is to be performed.

Sheeting are the members of a shoring system that retain the earth in position and are supported by other members of the shoring system.

Shield (Trench Box, Trench Shield) is a structure that is able to withstand the forces of a cave-in. Shields can be permanent structures that can be designed to be portable and moved along as the work progresses, pre-manufactured, or job built in accordance with 1926.652(c)(3).

Shoring (Shoring System) is a structure such as a metal hydraulic, mechanical or timber shoring system that supports the sides of an excavation and is designed to prevent cave-ins.

Sloping (Sloping System) is excavation to form sides of an excavation that are inclined away from the bottom of the excavation. The angle of incline required to prevent a cave-in varies with differences in factors such as the soil type, environmental conditions of exposure and application of surcharge loads.

Stable Rock is a solid mineral material that can be excavated with vertical sides and shall remain intact while exposed. (See the standard for methods of converting unstable rock to stable rock.)

Structural Ramp is a ramp made of steel or wood and usually used for vehicle access. Soil or rock ramps are not considered structural.

Support System is a structure such as underpinning, bracing or shoring which provides support to an adjacent structure, underground installation or the sides of an excavation.

Tabulated Data are tables and charts approved by a registered professional engineer and used to design and construct a protective system.

Trenches are a narrow excavation, in relation to length, made below the surface of the ground. Generally, the depth is greater than the width, but the width of a trench measured at the bottom is not greater than 15 feet. If forms or other structures are installed or constructed in an excavation and reduce the dimension from the structure to the side to 15 feet or less the excavation is considered a trench.

Uprights are vertical members of a trench shoring system placed in contact with the earth and usually positioned so that individual members do not come in contact with each other. Uprights in contact with each other are sheeting.

Wales are horizontal members of a shoring system placed parallel to the excavation face whose sides bear against the vertical members of the shoring system or earth.

Confined Space for the purpose of the excavation standard is defined as one:

- I. Having limited access and egress.
- II. Which could produce or contain a hazardous atmosphere.
- III. Is not designed for continuous human occupancy.
- IV. Is not deeper than 4 feet.

3. PRE-EXCAVATION CHECKS:

- A. Hidden obstructions or hazards may be identified by obtaining and checking site plans identifying underground pipes or utilities in the area of the excavation.
- B. Care should be used as these plans and records may not be up-to-date or accurate.
- C. Check the area for previously disturbed ground.
 - I. Excavations in previously disturbed ground may require additional bracing and shoring.
 - II. Previously disturbed ground near a new excavation may also require use of bracing and shoring in the new excavation.

4. SHORING USE: (Workers kneeling in a trench less than 5 feet can still be exposed to the hazards of cave-ins or hazardous environments.)

- A. All trenches over 5 feet in depth shall be shored, sloped, or shield provided to protect workers.
- B. Excavations shallower than 5 feet shall also be sloped or shored if they are in unstable soil.
- C. The depth of an excavation shall be measured at its greatest vertical dimension.
- D. Spoil piles, located close to the edge of an excavation shall affect the vertical depth.

5. SLOPING: There are three methods of sloping a trench to protect workers.

- A. **Sloping** is cutting back the trench walls to the proper angle of repose. (Refer to Table B-1 of 29 CFR 1926 subpart F)
- B. **Angles of repose** are dependent upon soil classification, water condition, previous soil disturbances, etc.
 - I. The proper angle should be independently determined by a competent person for each site and if conditions require, each trench at the same site.
 - II. Where the excavation has water conditions, silty material, loose boulders, and areas where erosion, deep frost action, and slide planes appear, the angle of repose shall be flattened.
- C. Slope at 34 degrees or 1 to 1½.

6. SHORING OF THE TRENCHES: Trench shoring is installed to resist or replace the force on the excavation face.

- A. **Shoring of a trench** may be accomplished with the use of wood timbers, screw jacks, hydraulic rams or combinations of all of these methods.
- B. **Timbers** shall be in sound condition and free of major defects. They shall be equal to the grade size specified. Workers shall be alert for the warning signs of splintering or separating wood fibers. **FAILURE OF THE SHORING IS EMINENT WHEN THESE SIGNS ARE DETECTED AND WORKERS MUST EVACUATE THE EXCAVATION.**
- C. **Steel shoring** components provide little warning before failure and workers shall check and be alert for bent or damaged members.
- D. **Pressure Gauges**, cylinders and rails shall all be in good condition if hydraulic shoring is used. Signs of fluid leakage shall be detected and repaired.

7. TRENCH SHORING METHODS: The type of shoring to be use is determined by the soil type and soil conditions. Ground water and water intrusion can weaken the soil face and add weight, adding additional force on the shores. If the excavation is below the water line, the shoring should be driven below the bottom of the surface of the trench to prevent undermining.

A. **Tight sheeting** shall be provided where seepage occurs. The excavation should be kept dry 24 hours per day to avoid the possibility of saturation and possible failure of the excavation wall.

B. **Shoring in Hard Compact Soil** is commonly accomplished by open sheeting or “skip shoring”.

I. Struts shall be placed in a true horizontal position and square to the sides of the trench at a maximum vertical spacing not to exceed OSHA 29 CFR 1926 Subpart B Tables C1.1-C1.3, C2.1-C2.3, D1.1-D1.3 or the manufacturer’s tabulated data.

II. The ends shall be secured to prevent slippage or kickouts.

III. The lateral spacing between struts shall no exceed OSHA Tables C1.1 to C1.3, C2.1-C2.3, D1.1-D1.3 or manufactures tabulated data or a professional engineer’s specification.

IV. Struts shall be inspected daily for movement or decreased bearing pressure. Repairs, replacement or reinstatement shall be accomplished before workers are allowed into the excavation OR around the upper edges.

C. **Shoring in loose unstable soil** can be considerably greater than is stable soil, due to the pressure exerted on shoring.

I. Increased strut size and or decreased strut spacing is required.

II. Very Loose soil shall require closed sheeting with tight edge-to-edge contact.

III. Wood or locking steel sheeting may be used when joints shall be watertight.

8. MANDATORY SHORING PROTECTION:

A. All workers working in a trench with a depth that exceeds 5 feet shall be protected by a shoring system or shield.

B. The placement of shores shall be accomplished prior to any worker entering the trench.

C. All shoring systems used in an excavation below 20 feet in depth shall be designed by a registered professional engineer.

D. In trenches or excavations where a hazardous condition may exist, the space shall be treated as a permit required confined space and confined space requirements shall be followed.

E. All workers in the excavation or trench shall be provided with personal protective equipment as specified in this manual, OSHA and client standards.

9. INSTALLATION OF SHORING SYSTEMS: All installation should be in a top down method.

A. Struts shall be in a true horizontal position with the ends secured to prevent slippage or sliding.

B. The uppermost shores shall be placed first.

C. If possible, the workers should not be in the trench when the shores are lowered.

D. To prevent slough off and greater risk of cave-in, the shoring work should follow the trenching and excavation work as closely as possible.

10. REMOVAL OF SHORING SYSTEMS: Removal of shoring should be in a bottom to up method. Hydraulic shoring, however, may be removed from above.

- A. Workers removing shoring shall remain in a protected zone.
- B. Premature removal of shoring shall expose workers to an unnecessary hazard.
- C. Timber or steel jacks are usually removed while inside the trench.
- D. Before removal, some force shall replace the force exerted by the shores against the trench face. e.g., bottom and intermediate struts should not be removed until they have been effectively replaced by backfill.

11. HAZARDS AFFECTING TRENCH SAFETY:

- A. Weather conditions can affect the water content of the soil through excess water from rain or melting ice and snow. Water can liquefy firm soil and increase pressure on the shores.
- B. Freezing of the ground and quick thaw can undermine a shoring system and cause failure.
- C. Soils can change properties from exposure to the air. Air exposure can turn hard, solid soil to soft, slippery soil.
- D. Vibrations from machinery, roadways, railroad tracks, explosives, flares, etc., shall cause increased loads on a shoring system and extra sheeting and shoring may be needed.
- E. The location of the Spoil Bank may also affect the pressure on a shoring. **Spoil Piles should be kept no closer than 2 feet from the trench and distances increased when site conditions warrant.**
- F. The edges of all open trenches shall be protected. Barricades shall be erected to prevent accidental entry, and if possible, bumpers should be provided to prevent equipment from falling into the excavation.
- G. All tools, equipment and supplies shall be kept back from the excavation edge to prevent accidental slippage into the site.
- H. Hydrocarbon vapors are heavier than air. In locations where hydrocarbon vapors may be present, atmospheric monitoring and confined space procedure are required.
- I. All welding and cutting torches shall be shut down at the source when workers depart the excavation or trench.

12. EXCAVATION EQUIPMENT:

- A. Excavation equipment shall be operated by trained and qualified personnel only.
- B. Workers in the excavation shall not place themselves below a load being lifted overhead.
- C. Equipment shall be shut down when the operator dismounts the equipment.
- D. Refueling of equipment shall not take place in the immediate vicinity of the site.
- E. A knowledgeable signal person shall be in place when equipment operators cannot see the bottom of the excavation.

13. DAILY INSPECTIONS OF THE EXCAVATION AND SHORING:

- A. Daily inspections of the excavation and shoring equipment shall be made by a competent person and documented.
- B. Should an unsafe condition be discovered, work shall stop immediately in the affected area and corrective action taken.
- C. Inspections shall also be accomplished after rainstorms, snowstorms or any other occurrence which may alter the condition and hazard of the site.

14. COMPETENT PERSONS: The Contractor is responsible for the designation of a Competent Person at excavation sites. Concrete North, Inc. reserves the right to review the qualifications of any client or Sub-Contractor furnished Competent Person.

15. ACCESS AND EGRESS: A means of access and egress (usually ladders) shall be provided within 25 feet of every worker.

- A. Ladders shall be in good condition, extend 3 feet over the top of the trench and be secured in such a manner as to prevent movement while in use.
- B. Access and egress shall be provided for all excavations in excess of 4 feet in depth.
- C. Walkways, runways and sidewalks shall be kept clear of excavated material or other obstructions.
- D. No sidewalk, ramp walkway, etc. shall be undermined unless properly shored.

CHECKLIST FOR TRENCH/EXCAVATION (SHAFT/EARTHWORK 5 FEET OR MORE IN DEPTH)

- ___1. Obtain permit from the Division of Occupational Safety and Health District Office (DOSH).
- ___2. The permit must be available for inspection at the jobsite.
- ___3. Job notification must be given to the nearest District Office of DOSH prior to digging.
- ___4. Determine and locate underground utilities by calling 1-800-422-4133 (USA) and company must be notified within 48 hours.
- ___5. A Qualified Person must supervise the trench or excavation at all times.
- ___6. Remove trees, poles, boulders, and similar objects that may be hazardous to workers.
- ___7. The Qualified Person shall assess the job site from possible moving ground, also after rainstorm, earthquake, or other events prior to the employees' exposure to the excavation.
- ___8. Workers shall be protected by shoring, sloping, benching, casing or other equivalent alternative methods. Protective devices or materials which are utilized shall conform with the type of soil present at the jobsite. (See T-8 CCR 1540-1547).
- ___9. Spoils/dirt shall be kept 2 feet from the edge of the trench/excavation. Check for cracked and sloughing around and above the excavation area. 1540 (e)(1).
- ___10. Provide a convenient way for workers to enter and leave the excavation, ladders shall be a minimum 25 feet from one another. 1540 (g)(1).
- ___11. If crossing is placed above trench/excavation, a standard guardrail shall be installed when the depth of the excavation is 7 ½ feet or more.
- ___12. Do not excavate beneath the base of an adjacent foundation, retaining wall or other structure so as to undermine such structure. Support undermined sidewalk and adjoining structures if these conditions exist.
- ___13. Do not use an existing wall or structure as a retaining wall until it will safely support the expected load. This must be determined by the qualified personnel.
- ___14. Protective barrier, barricade, caution sign shall be provided at the excavation on remote area, or area where the employee works so they may not fall into the excavation.
- ___15. Backfill temporary well, pits, and shafts immediately upon completion of the operation.
- ___16. Shoring and sloping shall comply with the State of California Code of Regulations. The shoring design of an excavation/trench with a depth of 20 feet or more shall be prepared by a Registered Civil Engineer in the State of California.
- ___17. Employees shall wear an appropriate type of steel-toed boots or shoes at the jobsite.
- ___18. Hard hats shall be worn at the construction site.
- ___19. Ladders/ramps used as access in the excavation shall be free of defects.
- ___20. Employer shall read, understand and follow the Construction Safety Orders, Rules and Regulations prescribed by Title 8 California Code of Regulations.

“CODE OF SAFE PRACTICES FOR TRENCH/EXCAVATION/SHAFT”

1. Obtain permit from the Division of Occupational Safety and Health District office if the depth is 5 feet or deeper.
2. A copy of the permit must be available at the jobsite.
3. Job notification must be given to the nearest District Office of DOSH prior to digging (for annual permit holder).
4. Determine and locate underground utilities by calling (USA) 1-800-422-4133 within 48 hours.
5. A Competent Person must supervise the trench/excavation/shaft at all times.
6. Remove trees, poles, boulders and/or similar objects that may be hazardous to the employees.
7. The Competent Person shall assess the job site from possible moving ground, also after rainstorm, earthquake, or other events prior to the employees' exposure to the trench/excavation/shaft.
8. Workers shall be protected by shoring, sloping, benching, casing or other equivalent alternative methods. Protective devices or materials that are utilized shall conform with the type of soil present at the jobsite.
9. Spoil/dirt shall be kept 2 feet from the edge of the trench/excavation. Check for cracks and sloughing around and above the excavation area.
10. Provide a convenient way for workers to enter and leave the trench/excavation. A ladder, ramp or other safe means of egress shall be in trench/excavations that are 4 feet or deeper so as to require no more than 25 feet of lateral travel for employees.
11. Where employees or equipment are required or permitted to cross over excavation deeper than 6 feet and wider than 30 inches, walkways or bridges with standard guardrails shall be provided.
12. Do not excavate beneath the base of an adjacent foundation, retaining wall or other structure so as to undermine such structure. Support undermined sidewalk and adjoining structures if these conditions exist.
13. Do not use an existing wall or structure as a retaining wall until it will safely support the expected load. This must be determined by a Competent Person.
14. Protective barriers, barricades, and/or caution signs shall be provided at the trench/excavation in remote area, or area where the employee could fall into the trench/excavation.
15. Backfill temporary wells, pits, and shafts immediately upon completion of the operation.
16. Shoring, sloping, benching or any other equivalent protective method shall comply with Title 8, California Code of Regulations. The protective method shall be designed by a Registered Civil Engineer in the State of California, if the trench/excavation is deeper than 20 feet.
17. Employees shall wear an appropriate type of safety shoes/work boots at the jobsite. (Big NO for tennis shoes at the jobsite.)
18. Head protection shall be provided at the construction site.
19. Ladders/ramps used as an access to the trench/excavation/shaft shall be free of any defects.
20. Employer shall read, understand and comply with the Construction Safety Orders, Rules and Regulations prescribed by Title 8, California Code of Regulations.

CONCRETE NORTH, INC.
Assured Grounding Conductor Program
Title 8 2405.4 and CFR1926.4000

Scope:

The Assured Grounding Conductor Program is to be implemented on all construction sites covering all 120-volt, AC, single-phase, cord sets, and receptacles that are not a part of permanent wiring. Exception: This program will not be required on any construction site where ground fault circuit interrupters are in use with all 120-volt, AC, Single-phase, 15 and 20-ampere that are not a part of permanent wiring.

Purpose:

To avoid injury due to electrical hazards

Implementation:

This written program, including the specific procedures adopted as noted in the program, shall be available at the job site. The qualified person responsible for the Assured Grounding Conductor program is Jennifer Freitas.

Guidelines for inspection program:

- A. Maintain a copy of the inspections for cords, equipment and receptacles at both Concrete North, Inc.'s office and the construction site.
- B. Inspect all cords, receptacles, and equipment for damage prior to use each day.
- C. Tagout on any damaged equipment, cords or receptacles that are defective with a red tag that is signed. Label "DANGER DO NOT USE" and remove from site back to Concrete North, Inc.'s yard.
- D. Equipment, cords, and receptacles shall be tested upon initial use, after repair, after any incident where it is reasonable to think damage may have occurred and every 90 days.
- E. Indicate the equipment, cords and the receptacles that have been tested by a color tagging system.
 1. Winter - blue tape (January, February, March).
 2. Spring - green tape (April, May, June).
 3. Summer - red tape (July, August, September).
 4. Fall - yellow tape (October, November, December).

Criteria for Inspections:

1. Visual inspection for damage.
2. An approved continuity tester.
3. Electrically continuous.
4. Each receptacle and attachment cap or plug shall be tested for correct attachment of the equipment grounding conductor. The equipment grounding conductor shall be connected to its proper terminal.

Exception: Double insulated tools or other similar equipment are not required to be grounded.

Logging Inspections:

1. Date inspected.
2. Item inspected - identify equipment, cords, and receptacles by number (use serial # if applicable).
3. Result of test (pass/fail/discarded).
4. Color code tape applied.
5. Name of person who conducted test.

Log Form:

1. Program log available in the office and in the field for affected employees.

Assured Grounding Program Log

Date	*Item Inspected/Tested	Pass/ fail/ discarded	Color of Tag	Inspected By

Color tag code: 1st quarter-blue / 2nd quarter-green / 3rd quarter-red / 4th quarter-yellow

*list item number (serial number if applicable)

WELDING AND CUTTING SAFETY PROCEDURES

The greatest hazard of welding and burning operations is the possibility of eye injuries. Ultra-violet radiation is generated during these operations. After exposure to excessive ultra-violet radiation, eyes may develop sharp pains and/or become red and irritated. Without proper protection, it is possible to damage eyes permanently.

The following are recommended shades of lenses for various welding and burning operations:

<u>OPERATION</u>	<u>SHADE NUMBER</u>
Soldering	2
Torch Brazing	3 or 4
Light Cutting up to one inch	3 or 4
Medium Cutting, one to six inches	4 or 5
Heavy Cutting, six inches and over	5 or 6
Gas Welding (light) up to 1/8 inch	4 or 5
Gas Welding (medium) up to 1/8 to 1/2 inch	5 or 6
Gas Welding (heavy) 1/2 inch and over	6 or 8
Shielded Metal-Arc Welding, 1/16 to 5/32 inch electrodes	10
Inert-Gas Metal-Arc Welding (non-ferrous) 1/16 to 5/32 inch electrodes	11
Inert-Gas Metal-Arc Welding (ferrous) 1/16 to 5/32 inch electrodes	12
Shielded Metal-Arc Welding 3/16 to 1/4 inch electrodes	12
Shielded Metal-Arc Welding 5/16 to 3/8 electrodes	14
Carbon-Arc Welding	14

It must be remembered that some plated and/or painted metals can give off harmful fumes or vapors when subjected to the high temperatures of welding or burning. These fumes or vapors could cause a health problem if breathed for too long. Welding and burning should be performed in a well-ventilated area or if working outside, position yourself “up-wind” from the point of operation. Respiratory Protection may be required - ask your Supervisor if you have any questions.

When chipping slag, be sure to wear eye protection!

In all welding and burning operations be sure the necessary fire protection and measures are taken.

Do not store oxygen and acetylene bottles in the same area and protect them from physical damage.

Specialists in welding and cutting must not only protect themselves from injury but must also assume a certain responsibility for their helper, their co-worker in other trades, and in some instances, the public. Accident records indicate that others near arc welding operations are injured more often than the operator.

Also, there is the ever-present chance of fire. Fires caused from welding and cutting cost hundreds of thousands of dollars annually. You just can't substitute oxygen for air to produce artificial ventilation. Air is usually supplied by a forced draft to all such operations.

There is no good reason at all for taking a chance by welding or cutting in a confined area that does not have proper ventilation. Remember that oxygen does not burn, but it does support combustion. Do proper testing of atmosphere in confined space areas.

Responsibility for safety in welding and cutting goes all the way up and down the line from Superintendent, Foreman and Operator. Everyone concerned should do their share in making these operations safe.

Accident records indicate that certain conditions and acts caused most cutting and welding accidents. Precautions for preventing welding and cutting accidents are:

1. Before you start to weld or cut in confined spaces, be sure there is proper ventilation. Follow all confined space requirements.
2. Keep a proper type fire extinguisher within reach at all times.
3. Use only a wrench of the proper size on cylinder apparatus and keep all connections right.
4. Keep oil away from oxygen valves.
5. Inspect all work areas and place required shields and welding blankets before welding or cutting; see that there are no explosives, dangerous gases or flammable materials nearby.
6. Never stand on wet floors or touch other ground when changing electrodes.
7. Don't allow anyone to stand too near the work or stare at the arc.
8. Keep your job area clean. Get rid of rubbish.
9. Be sure that floor gratings are covered with no cracks through which sparks can drop to lower levels.
10. Whenever possible, do your work out-of-doors.
11. Take extra precautions and use the proper respirator when working on or around metals like lead and cadmium that give off highly dangerous fumes. Follow all respiratory requirements.
12. See that your helper is as well-equipped as you are.
13. Don't start work in an area that is full of dust.
14. Inspect your equipment before you start work.
15. Have only qualified persons repair or adjust equipment.
16. Oxygen and acetylene bottles should be secured at all times.
17. Request a fire watch if a burning hazard exists.
18. All parts of the body should be protected from radiant energy, sparks, and molten metal splashes. Clothing made from wool, or wool blends, is generally better than cotton. Some cutting operation such as inert-gas metal arc welding will cause exposed cotton clothing to rapidly deteriorate. Leather capes, jackets, leggings, and aprons provide additional protection especially in vertical, overhead operations. Use of dark clothing will help reduce reflected light.

Perhaps one of the most important things for you to remember as an operator is that you can't expect others to follow safe practices unless you set the example. All safety infractions are subject to written violations and/or termination.

Accidents resulting from cutting and welding are preventable. Most of them can be eliminated by inspection of an area before starting to work and using properly maintained equipment and proper training.

SANITATION PLAN

Concrete North, Inc. will ensure that the Cal/OSHA Code of Regulations §1526 (Toilets at Construction Jobsites) and §1527 (Washing Facilities) are followed as outlined:

Toilets at Construction Jobsites

Concrete North, Inc. will ensure that that a minimum of one separate toilet and washing facility will be provided for every 20 employees or fraction thereof of each gender. Such facilities may include both toilets and urinals provided that the number of toilets shall not be less than one half of the minimum required number of facilities.

Exception: Where there are less than 5 employees, separate toilet facilities for each gender are not required provided the toilet facilities can be locked from the inside and contain at least one toilet.

Toilet facilities shall be kept clean, maintained in good working order, designed and maintained in a manner that will assure privacy, and provided with an adequate supply of toilet paper.

Washing Facilities

Concrete North, Inc. will ensure the following washing facility standards are met:

- Be maintained in a clean and sanitary condition;
- Have an adequate supply of water for effective washing;
- Have a readily available supply of soap or other suitable cleansing agent;
- Have a readily available supply of single-use towels or a warm-air blower;
- Be located and arranged so that any time a toilet is used, the user can readily wash; and
- When provided in association with a non-water carriage toilet facility in accordance with Section 1526(c),
 - Provide a sign or equivalent method of notice indicating that the water is intended for washing; and
 - Be located outside of the toilet facility and not attached to it.

Exception: Where there are less than 5 employees, and only one toilet facility is provided, the required washing facility may be located inside of the toilet facility.

FIRE PREVENTION PLAN

1. PURPOSE

The purpose of this Fire Prevention Plan is to establish procedures for identifying fire hazards and preventing fires. All employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees and visitors are protected.

2. RESPONSIBILITY

Names or job titles of those responsible for the control of accumulation of flammable or combustible waste materials:

Name of Person, Title

Name of Person, Title

Person(s) responsible for assuring maintenance of equipment and systems installed to prevent or control ignitions of fires.

Name of Person, Title

Name of Person, Title

3. IDENTIFICATION OF FIRE HAZARDS

The following is a list of possible potential fire hazards and their associated work areas:

Work Areas

Computer workstations/office
Facility operations

Break room

Fire Hazards

Paper, plastic, electrical, combustible waste material
Electrical, paper, plastic, flammable liquids, flammable gases and combustible liquids and materials, welding operations
Paper, plastic, electrical appliances

Note: Please add or cross out where necessary

Work Areas

Sample: Shop

Ignition Sources

Welding, heating, grinding, cutting, burning, electrical wiring

4. FIRE CONTROL MEASURES

Fire Protection Systems:

The following is a list of fire control measures installed or available in work areas:

<u>Work Area</u>	<u>Fire Control Measures</u>
------------------	------------------------------

Sample: Building

Installed and monitored sprinkler system

Installed and monitored fire alarm system

Fire Protection Equipment:

<u>Work Area</u>	<u>Fire Control Measures</u>
------------------	------------------------------

Sample: Building

ABC extinguishers, fire hoses

5. HOUSEKEEPING PRACTICES

The following are the fire prevention practices associated with fire hazards identified above:

<u>Type of Fire Hazard</u>	<u>Fire Prevention Practices</u>
----------------------------	----------------------------------

Paper

Waste paper cans emptied daily

Plastic

Waste plastic discarded daily

Electrical

Quarterly inspections of outlets, electrical panels, and work areas

Flammable/combustible liquids

Store liquids in approved storage cabinets with proper label away from sources of combustion, oxidizing chemicals, or material that could increase the fire hazard

Flammable Gases

Secure like cylinders away from ignition sources in well-ventilated area

Reactive Gases

Secure like cylinders in well-ventilated areas and required distance from reactive chemicals

Electrical appliances/tools

Quarterly inspections of electrical equipment; employees trained to inspect equipment prior to use

Note: Please add or cross out where necessary

General Housekeeping Practices:

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 in designated areas and away from ignition sources.

6. CODE OF SAFE PRACTICES

- a. Smoking shall be done in outdoor designated areas only away from flammables and combustible material or liquid.
- b. Flammables, combustibles, paper, books, rags, clothing, flammable liquids/gases or trash shall not be placed or stored near heaters or their vents, any electrical appliance, or other potential sources of ignition.
- c. Sources of actual or potential heat shall not be placed near flammable materials. Candles are prohibited.
- d. Care must be taken not to block potential escape routes, particularly with flammable materials.
- e. Extension cords that are missing the grounding prong, are spliced together, or that are missing their protective sheath shall not be used.
- f. Hot work shall not be performed near or around flammable or combustible material or liquids. Hot work shall only be performed in designated areas. Hot work is defined as any operation which creates intense heat that is capable of igniting combustible materials or flammable atmospheres or providing a source of ignition for a fire. Types of operation include welding burning, heating and/or grinding.
- g. Electrical fixtures, panels, boxes, outlets and cords shall be wired and labeled to all applicable codes to prevent injury, fire, or explosion. Avoid the use of extension cords whenever possible. Replace or repair any exposed or frayed wiring. Do not overload outlets or electrical systems. Label all outlets and electrical panels for voltage and mapping.

7. MAINTENANCE AND INSPECTION PROGRAM

The periodic maintenance and inspection frequencies for fire control measures are as follows:

<u>Fire Control Measures</u>	<u>Inspection Frequency</u>	<u>Responsible Party</u>
Sprinkler System	Quarterly/Annually/5 Year Cert.	Safety staff/Certified professional
Fire Alarm System	Annually	Certified professional
Fire Extinguishers	Inspection monthly	Safety staff
Fire Extinguishers	Annually/Test/Recharge	Certified professional

Note: Please add or cross out where necessary

8. TRAINING

Employees shall be apprised of the fire hazards of the materials and processes they are exposed to upon initial assignment, change in assignment or position, or change in Fire Prevention Plan. The employees shall be made aware of those parts of this Fire Prevention Plan which they must know to protect them in the event of an emergency. This program is located in the IIPP program and is available for review upon request from the Office Manager.

FIRST AID EMERGENCY PROCEDURES

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.

I. 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.

II. 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.

III. 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.

IV. 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.

V. 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.

VI. 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.

FIRST AID FORM INSTRUCTION SHEET

EMPLOYEE NAME:

The employee's full name is required here, including middle initial.

SSN (SOCIAL SECURITY NUMBER):

The employee's correct Social Security number is required. Supervisory employees completing the form should ensure entry of the correct number.

DATE AND TIME OF INJURY:

The exact date of injury as provided by the injured employee should be entered here. It is important to be as precise as possible.

INJURY:

A brief description of the cause(s) of injury, including body parts involved.

TYPE OF FIRST AID:

A brief description of the first aid rendered should be entered here, along with the name of the administrator.

OUTSIDE MEDICAL TREATMENT OFFERED:

Whether professional medical treatment by legally certified doctors or nurses was offered, yes or no.

SIGNATURE OF INJURED:

The injured employee should both sign and provide the date of signature in this entry. It is mandatory that the injured employee complete both items.

SIGNATURE OF PREPARER:

The supervisory/administrative employee that questioned the injured employee and completed the general entries should sign here and enter the date.

ALL ENTRIES MUST BE COMPLETED AS INSTRUCTED. THESE GENERAL INSTRUCTIONS SHOULD BE KEPT IN A FIRST AID LOG BINDER FOR EASY REFERENCE BY THE Office Manager. IT IS NOT NECESSARY TO COMPLETE A FIRST AID LOG ENTRY ON OCCASIONS WHEN ASPIRIN, ETC., ARE PROVIDED TO EMPLOYEES FOR NON-WORK-RELATED CONDITIONS.

FIRST AID FORM

NAME

SSN#

DATE & TIME OF INJURY

AM

PM

OUTSIDE TREATMENT REQUIRED

INJURY

TYPE OF FIRST AID

SIGNATURE OF INJURED

DATE

SIGNATURE OF PREPARER

DATE

TYPE OF INJURY OR ILLNESS	SIGN & SYMPTOMS	FIRST AID
FRACTURES & DISLOCATIONS	<ul style="list-style-type: none"> • Pain & tenderness • Difficulty moving injured part • Obvious deformities • Swelling and discoloration 	<ul style="list-style-type: none"> • Keep broken bone ends and adjacent joints from moving • Give care for Shock and CALL for an ambulance
CARE FOR SUDDEN ILLNESS	<p>Whenever a person becomes suddenly ill, he or she often looks sick.</p> <p>Common signals include:</p> <ul style="list-style-type: none"> • Light-headedness • Changes in skin color (pale/flushed) • Sweating • Nausea or vomiting • Diarrhea <p>Some sudden illnesses may also include:</p> <ul style="list-style-type: none"> • Changes in consciousness • Seizure • Paralysis or inability to move • Slurred speech • Difficulty seeing • Severe headache • Breathing difficulty • Persistent pressure or pain 	<p>CARE FOR ANY LIFE-THREATENING CONDITIONS FIRST, THEN:</p> <ul style="list-style-type: none"> • Help the victim rest comfortably • Keep victim from getting chilled or overheated • Reassure the victim • Watch for changes in consciousness and breathing • Do not give anything to eat or drink unless victim is fully conscious <p>If the Victim:</p> <ul style="list-style-type: none"> • Vomits - Place on his or her side • Faints - Position on back, elevate legs 8 to 10 inches- if you do not suspect head or back injury • Diabetic Emergency - Give victim some form of sugar • Seizure - Do not hold or restrain the person or place anything between the victim's teeth; remove any nearby objects that might cause injury; cushion the victim's head using folded clothing or a small pillow
POISON	<p>Symptoms vary greatly.</p> <p>How to determine if poison is involved:</p> <ul style="list-style-type: none"> • Information from victim or witness • Presence of poison container • Condition of victim (sudden onset of pain or illness) • Burns around lips • Breath odor • Pupils constricted 	<p>All Victims</p> <ul style="list-style-type: none"> • CALL 9-1-1 • CALL Poison Control Center • Save label or container for I.D. • Save sample of vomit <p>Conscious Victims</p> <ul style="list-style-type: none"> • Have the victim rest comfortably • CALL Poison Control Center • Do not give anything to drink or induce vomiting unless instructed to do so by the Poison Control Center <p>Unconscious Victims</p> <ul style="list-style-type: none"> • Roll victim onto side • Keep airway open • Give Rescue Breathing or CPR if necessary until rescue squad arrives and takes over • Do not give any fluids or induce vomiting
COLD AND HEAT-RELATED ILLNESSES	<p>Hypothermia:</p> <ul style="list-style-type: none"> • Shivering, numbness, glassy stare, apathy, • Weakness, impaired judgement or loss of consciousness <p>Heat Exhaustion</p> <ul style="list-style-type: none"> • Cool, moist, pale or flushed skin • Headache, nausea, dizziness, weakness, exhaustion • Heavy sweating <p>Heat Stroke, Life-threatening!</p> <ul style="list-style-type: none"> • Red, hot, dry skin • Changes in level of consciousness • Vomiting 	<p>CARE for Hypothermia: CHECK Pulse & Breathing</p> <ul style="list-style-type: none"> • Send someone to CALL for an ambulance • Move person to warm place • Remove wet clothing and dry the person • Warm person SLOWLY! DO NOT WARM TOO QUICKLY! Can cause problems with heart <p>CARE for Heat Illness: CHECK Pulse & Breathing</p> <ul style="list-style-type: none"> • Send someone to CALL for an ambulance • Move person to cool place • Loosen tight clothing • Remove perspiration-soaked clothing • Fan the person • If conscious, give cool water to drink <p>If person refuses water, vomits, or starts to lose consciousness, CALL for ambulance immediately</p> <ul style="list-style-type: none"> • Place person on side, continue to cool, monitor pulse and breathing
FIRST AID KIT Available through your local American Red Cross	<p>First Aid Kit Tips:</p> <ul style="list-style-type: none"> • Be prepared for an emergency • Keep a first aid kit in your home and your car • Carry a first aid kit when doing outdoor activities • Know locations of first aid kits where you work • Check your kit regularly for replacement of batteries and supplies • Personalize your first aid kit by stocking it with over-the-counter medications (pain reliever, cold tablets, medication to control diarrhea, etc.) • Keep an emergency supply of any vital prescription medication (or prescription slip) that you or a family member must have to ensure your well-being 	<p>A First Aid Kit Should Include:</p> <ul style="list-style-type: none"> • Small flashlight (extra batteries and bulb) • Scissors & tweezers • Emergency blanket • Triangular bandages • Antiseptic towelettes (hand cleaner) • Adhesive strips (assorted sizes) & adhesive tape • Gauze pads and roller bandage (assorted sizes) • Disposable gloves • Rescue breathing face shield or mask • Cold pack, plastic bags • Syrup of ipecac & activated charcoal • List of emergency telephone numbers • Copy of American Red Cross First Aid book

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Provision of Services

A map of the clinic and hospital closest to the jobsite will be posted. A cell phone or two-way radio will be provided on all sites to contact emergency services. Contact of emergency services will be made prior to the beginning of job to ensure availability and access to location of job.

Appropriately Trained Personnel

The following is a list of personnel on _____ jobsite trained to render First Aid:

Name _____ Type of Certification _____ Expiration Date _____

Name _____ Type of Certification _____ Expiration Date _____

Name _____ Type of Certification _____ Expiration Date _____

Name _____ Type of Certification _____ Expiration Date _____

Name _____ Type of Certification _____ Expiration Date _____

Name _____ Type of Certification _____ Expiration Date _____

First Aid Kit

A First Aid kit approved by a physician shall be available on each site at all times. It shall be checked regularly and before being sent out to each job to ensure that it contains adequate supplies. The contents of the First Aid kit shall be arranged to be quickly found and remain sanitary. First Aid dressings shall be sterile in individually sealed packages for each item. The First Aid kit must be in a weatherproof container. The following is a list of recommended supplies for a jobsite.

Supplies for First Aid *Type of Supply Required by Number of Employees*

<u>Dressings in adequate quantities consisting of:</u>	<u>1-5</u>	<u>6-15</u>	<u>16-200</u>	<u>over 200</u>
1. Adhesive dressings	X	X	X	X
2. Adhesive tape rolls, 1-inch wide	X	X	X	X
3. Eye dressing packet	X	X	X	X
4. 1-inch gauze bandage roll or compress		X	X	X
5. 2-inch gauze bandage roll or compress	X	X	X	X
6. 4-inch gauze bandage roll or compress		X	X	X
7. Sterile gauze pads, 2-inch square	X	X	X	X
8. Sterile gauze pads, 4-inch square	X	X	X	X
9. Sterile surgical pads suitable for pressure dressings			X	X
10. Triangular bandages	X	X	X	X
11. Safety pins	X	X	X	X
12. Tweezers and scissors	X	X	X	X
* <u>Additional equipment in adequate quantities consisting of:</u>				
13. Cotton-tipped applicators			X	X
14. Forceps			X	X

* <u>Additional equipment continued:</u>	1-5	6-15	16-200	over 200
15. Emesis basin			X	X
16. Flashlight			X	X
17. Magnifying glass			X	X
18. Portable oxygen and its breathing equipment				X
19. Tongue depressors				X
Appropriate Record Forms	X	X	X	X
Up-to-date 'Standard' or 'Advanced' First Aid Textbook, Manual or equivalent	X	X	X	X

*To be readily available but not necessarily within the First Aid kit.

Other supplies and equipment, when provided, shall be in accordance with the documented recommendations of an employer-authorized, licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses and availability of transportation to medical care. Drugs, antiseptics, eye irrigation solutions, inhalants, medicines, or proprietary preparations shall not be included in First Aid kits unless specifically approved, in writing, by an employer-authorized, licensed physician.

In Case of Injury or Illness

The employee shall immediately notify a supervisor of injury or illness. The injury will be reviewed by a trained First Aid certified employee to determine course of medical attention. In the event the certified person is not available on site or is involved in the injury or illness, 911 will be called.

Post the Following Numbers

A cell phone or two-way radio will be used to contact emergency services.

(1) A Physician and at least one alternate if available _____

(2) Hospitals _____

(3) Ambulance Services _____

(4) Fire Protection Services _____

Emergency Washing Facilities

On jobs where the eyes or body of any employee may be exposed to injurious or corrosive materials, suitable facilities for drenching the body or flushing the eyes with clean water shall be conspicuously and readily accessible.

Emergency Call Systems

A two-way voice emergency communication system shall be installed, for buildings and structures five or more floors or 48 feet or more above or below ground level, to notify persons designated in the emergency medical services plan. The location and condition of the employee shall be able to be communicated over the system. The use of the construction passenger elevators for medical emergencies shall take precedence over all other use.

Basket Litter

At least one basket or equally appropriate litter equipped with straps and two blankets, or other similar warm covering, shall be provided for each building or structure five or more floors or 48 feet or more either above or below ground level.

WRITTEN HAZARD COMMUNICATION PROGRAM

The California Occupational Safety and Health Administration (Cal/OSHA) Hazard Communication Standard (HCS) calls for the development of a Hazard Communication Program when employees may be exposed to any chemical in the workplace under normal conditions of use or in a foreseeable emergency. Cal/OSHA revised the HCS to align with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). The written Hazard Communication Program will include the required elements of the Globally Harmonized System (GHS).

To enhance our employees' health and safety, Concrete North, Inc. has developed, implemented, and maintains a Hazard Communication Program that ensures effective communication about associated hazards of some of the substances in our workplace, and the control of these hazards through a comprehensive Hazard Communication Program that includes the elements listed below. The Hazard Communication manager, Jennifer Freitas, has full authority and responsibility for implementing and maintaining this program.

LIST OF HAZARDOUS SUBSTANCES

Jennifer Freitas will prepare and keep current an inventory list of all known hazardous substances present in our workplace. Specific information on each noted hazardous substance can be obtained by reviewing the SDS (see Attachment, "Hazardous Substance Inventory List").

PROPOSITION 65 LIST OF CHEMICALS

Jennifer Freitas is responsible for obtaining updates of Proposition 65 listed chemicals and providing new information to affected employees. In the case of newly added chemicals to the Proposition 65 list, the necessary warning will take effect 12 months from the date of listing.

SAFETY DATA SHEETS (SDS)

Jennifer Freitas is responsible for obtaining the SDS, reviewing them for completeness, and maintaining the data sheet system for our company. In the review of incoming data sheets, if new and significant health/safety information becomes available, this new information is passed on immediately to the affected employees by additional training sessions, posting of memos, and other means of communication.

Legible SDS copies for all hazardous substances to which employees of this company may be exposed are kept in _____.

(List each location)

SDS are readily available for review to all employees in their work area and during each work shift. If SDS are missing or new hazardous substance(s) in use do not have SDS, or if an SDS is obviously incomplete, please contact Jennifer Freitas immediately, and a new SDS will be requested from the manufacturer. If we are unable to obtain the SDS from the vendor within 25 calendar days of the request, we will either call our local Cal/OSHA compliance office or write to:

Division of Occupational Safety and Health Deputy
Chief of Health and Engineering Services
P. O. Box 420603
San Francisco, CA 94142-0603

If anyone has a specific question or needs additional information on an SDS, please call Jennifer Freitas.

Electronic SDS: If we use alternatives to paper SDS, computer or microfiche machines with printers or fax machines, we will make sure that employees have ready access to and know how to operate these devices for retrieval and printing of legible hard copies. Our backup system in the event of failure of the primary SDS retrieval system will be _____

LABELS AND OTHER FORMS OF WARNING

Before hazardous substance containers are released to the work area, it is the policy of our company that Jennifer Freitas will verify that all primary and secondary containers (Note: Supervisors will be the ones relied upon to ensure that the secondary containers are properly labeled).

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**

Concrete North, Inc. will use the GHS labeling system for secondary containers. 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)**

To address exposures to Proposition 65 chemicals, Jennifer Freitas will provide clear and reasonable warnings to individuals prior to exposure by means of posting signs conspicuously, labeling consumer products, and training employees.

If necessary, Jennifer Freitas will arrange for labels, signs, and other warnings to be printed in other languages.

EMPLOYEE INFORMATION AND TRAINING

Employees are to attend a health and safety training session set up by Jennifer Freitas 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 or Proposition 65 carcinogens/reproductive toxins 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
- The location and interpretation, if needed, of warning signs or placards to communicate that a chemical known to cause cancer or reproductive toxicity is used in the workplace

Employees will receive additional training when a new hazard is introduced into the workplace or whenever employees might be exposed to hazards at another employer’s work site.

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

Non-routine tasks performed/hazardous chemicals used by employees of this company are given below.

Non-routine Task	Hazardous Substance

LABELED/UNLABELED PIPES (If applicable)

Above-ground pipes transporting hazardous substances (gases, vapors, liquids, semi-liquids, or plastics) shall be identified in accordance with T8 CCR, Section 3321, and “Identification of Piping”.

Other above-ground pipes that do not contain hazardous substances but may have associated hazards if disturbed or cut (e.g., steam lines, oxygen lines) shall be addressed as follows:

Before employees enter the area and initiate work, Jennifer Freitas will inform them of:

- The location of the pipe or piping system or other known safety hazard
- The substance in the pipe
- Potential hazards
- Safety precautions

INFORMING CONTRACTORS

To ensure that outside contractors work safely at our company and to protect our employees from chemicals used by outside contractors, Jennifer Freitas is responsible for giving and receiving the following information from contractors:

- Hazardous substances, including Proposition 65 chemicals, to which they may be exposed while on the job site as well as substances they will be bringing into the workplace (To this end, we will provide contractors with information on our labeling system and access to SDS).
- Precautions and protective measures the employees may take to minimize the possibility of exposure.

If anyone has questions about this plan, please contact Jennifer Freitas. Our plan will be maintained by _____ to ensure that the policies are carried out and the plan is effective.

(Name, Title)

HAZARDOUS SUBSTANCE INVENTORY LIST

The inventory of the hazardous substances used by employees in this company is given below.

PROPOSITION 65 LIST OF CHEMICALS ANNUAL UPDATE

Current list of Proposition 65 Chemicals can be obtained from the Office of Environmental Health Hazard Assessment (OEHHA) <http://www.oehha.ca.gov>

Date	Updated by

Company Name _____

Notice of Safety Violation

Name of Sub-Contractor _____ **Date** _____

Description of Safety Violation

Corrective Action

Date of Abatement _____

List of Any Special Actions During Abatement

Foreman/Supervisor/Superintendent in violation

Date

It is the responsibility of the Foreman/Supervisor/Superintendent to notify all his/her employees of this notice of violation.

Superintendent of General Contractor

Date

CC:

Foreman in violation

Company Owner in violation

Project Manager

Other:

INCIDENT NOTIFICATION

This form must be completed when an employee has been involved in an accident during work hours that might require medical treatment.

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

NOTIFICACION DEL INCIDENTE

Esta forma tiene que ser llenada cuando un empleado ha estado en un accidente durante las horas del trabajo y ha necesitado tratamiento médico.

FECHA DEL INCIDENTE _____

NOMBRE DEL EMPLEADO _____

EXPLICACION DEL INCIDENTE:

=====

_____ Yo necesito atención médica.
Inicial

_____ Yo no necesito atención medica en este momento.
Inicial

_____ **Firma del empleado** **Fecha**

_____ **Firma del Supervisor** **Fecha**

**INJURY AND ILLNESS PREVENTION PROGRAM
VIOLATION WARNING NOTICE**

DATE: _____

LOCATION: _____

DEPARTMENT: _____

EMPLOYEE NAME: _____

=====
 1st Violation

2nd Violation

3rd Violation
=====

You are hereby warned and have been counseled on:

Disciplinary action taken:

Issued by: _____
Supervisor

Reviewed by: _____
Director of Safety

I agree to comply with the safety procedures as discussed and outlined above.

Date

Employee Signature

This employee speaks Spanish only. I have translated this and explained fully.

Date

Director of Safety

The following disciplinary actions may be taken:

1. The employee will be removed from the hazardous exposure and required to discuss this matter, in detail, with the Supervisor and Manager.
2. The employee will be re-instructed by his Supervisor in the safety procedure which must be followed.
3. The employee must certify in writing that he will comply in the future and understands that termination may result from any further non-compliance.

*Although the above procedure details disciplinary actions that are possible, each infraction will be taken independently and will result in some kind of disciplinary action, possibly including discharge.

**PROGRAMAS PREVENTIVOS DE ENFERMEDAD Y LESIONES
AVISO DE VIOLACION**

FECHA: _____

LOCALIDAD: _____

DEPARTAMENTO: _____

NOMBRE DEL EMPLEADO: _____

=====
 Primera violación

Segunda violación

Tercera violación
=====

Ud. ha sido avisado acosenjado sobie lo siguiente:

Accion disciplinaria tomada por la compania:

Supervisor

Reviewed by: _____
Director of Safety

_____ Yo hablo Español solo pero no led. Mi Supervisor me ha leído este aviso en Español y yo lo comprendo todo.
(I speak Spanish only and do not read. My Supervisor has read this to me in Spanish and I understand completely.)

Yo me comprometo A seguir los procedimientos de seguridad discutidos y escritos arrilsa.

Fecha (Date)

Firma de Empleado (Signature of Employee)

Las siguiente son las acciones disciplinarias:

1. El empleado se quitara desde la exposicion peligrosa y reguerido que discuta la materia en forma detallada con el Supervisor y gerente.
2. El empleado sera readiestrado por su Supervisor en politicas y los procedimientos que deben seguirse.
3. El empleado debe, por escrito, certificar que el cumplira en el futuro. Comprende terminacion pueden.

* Aunque los procedimientos mencionados da ejemplos de el tipo de disciplina que se puede resultar, cada infraccion lo tomamos independiente y si va resultar en algun tipo de disciplina hasta el despido.

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 ubicaci3n:

How will the jobsite temperature be monitored? / ¿C3mo ser3 la temperatura se puede controlar?

Special Notes and Conditions / Notas y Condiciones especiales:

