

INJURY & ILLNESS PREVENTION PROGRAM

**Federal Standards
Nevada**

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

(209)745-7400

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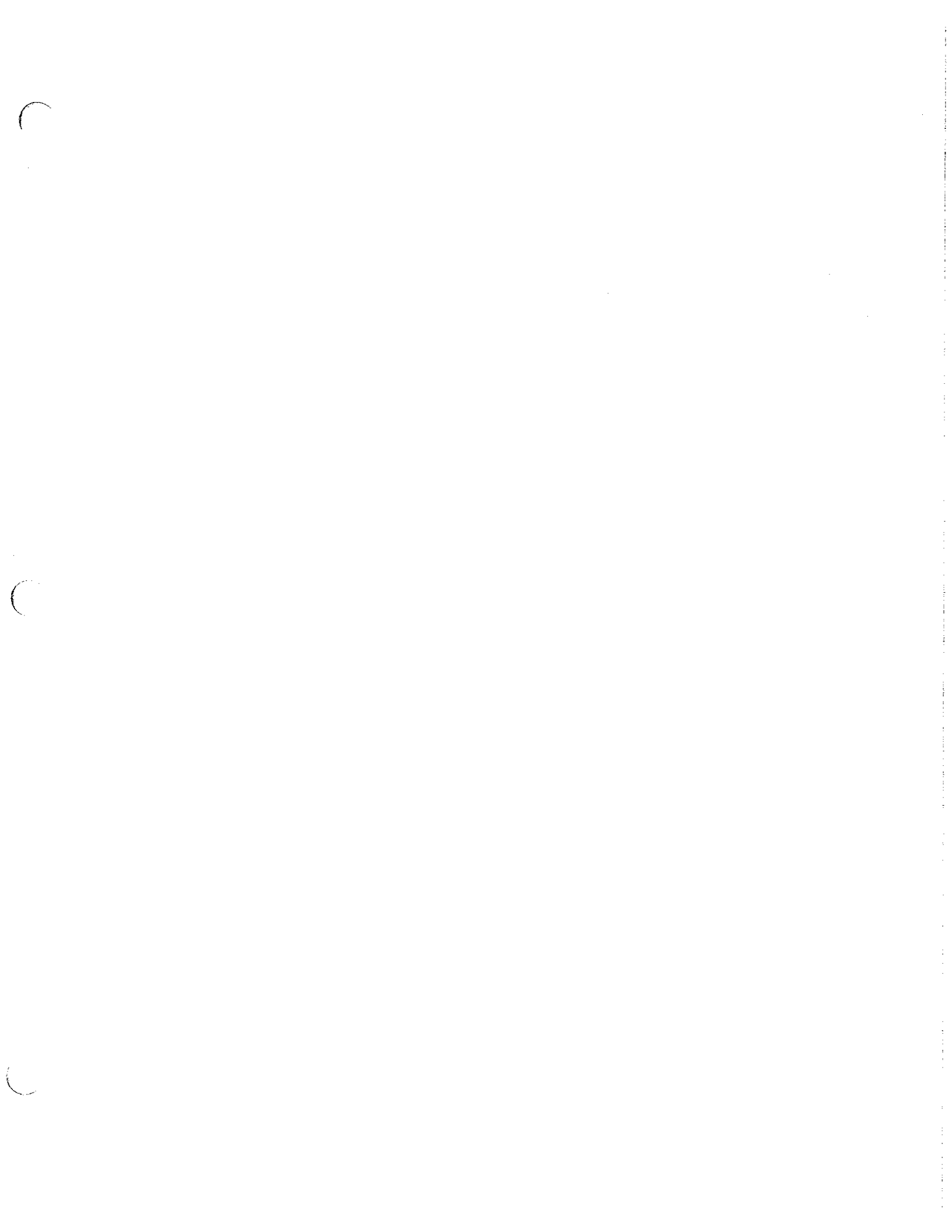
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INJURY AND ILLNESS PREVENTION PROGRAM

I. RESPONSIBILITY

The Injury and Illness Prevention Program Safety Director, Adelia Bartelme, 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. HAZARD ID/ANALYSIS & CONTROL

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 Hazard Assessment Checklist/Inspection Forms and any other effective methods to identify and evaluate workplace hazards.

III. 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.
8. Training will be conducted in a language and format the employees understand.
9. When the company contracts with a temporary employment service we will provide specialized training concerning safety for the employees of the service before they begin work at each site or as soon as possible thereafter.

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

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

No employee is allowed to work before training is completed.

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

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

New hazards are to be reviewed by management and the Supervisor/Foreman 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.

IV. ACCIDENT/EXPOSURE INVESTIGATIONS & CORRECTIVE ACTION

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.

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.

V. PROGRAM 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.

VI. SAFETY COMMITTEE

- 1. Mission:**
To foster an open and ongoing communication and cooperation between employees and management on all issues related to safety and health.
- 2. Membership:**
The safety committee will consist of one manager and one employee representative from each department.
 - Management representative will be appointed by the board of directors or the like.
 - Employee delegates will be elected from a general election of their peers.
 - The Safety Director will serve as the chairperson of the safety committee.
- 3. Responsibilities:**
The safety committee will:
 - Hold meetings as prescribed in section 5 of this section.
 - Periodically review and update existing work practices.
 - Develop quarterly safety and health awareness campaigns.
 - Compile and distribute an annual report on hazards found during inspections.
- 4. Meetings:**
 - The safety committee will meet _____.
- 5. Meeting Rules:**
 - A quorum will consist of three (3) management representatives and three (3) employee delegates.
- 6. Records:**
Records from all safety committee meetings will be handled as follows:
 - Minutes of all committee meetings will be drafted by the secretary.
 - The original minutes will be forwarded to and retained by the Safety Director for a period not less than five (5) years.
 - Copies of minutes of all safety committee meetings will be:
 1. Posted on the employee bulletin board or jobsite.
 2. Sent to each safety committee member and manager and supervisor.
 3. Forwarded to the board of directors or the like.

VII. 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.

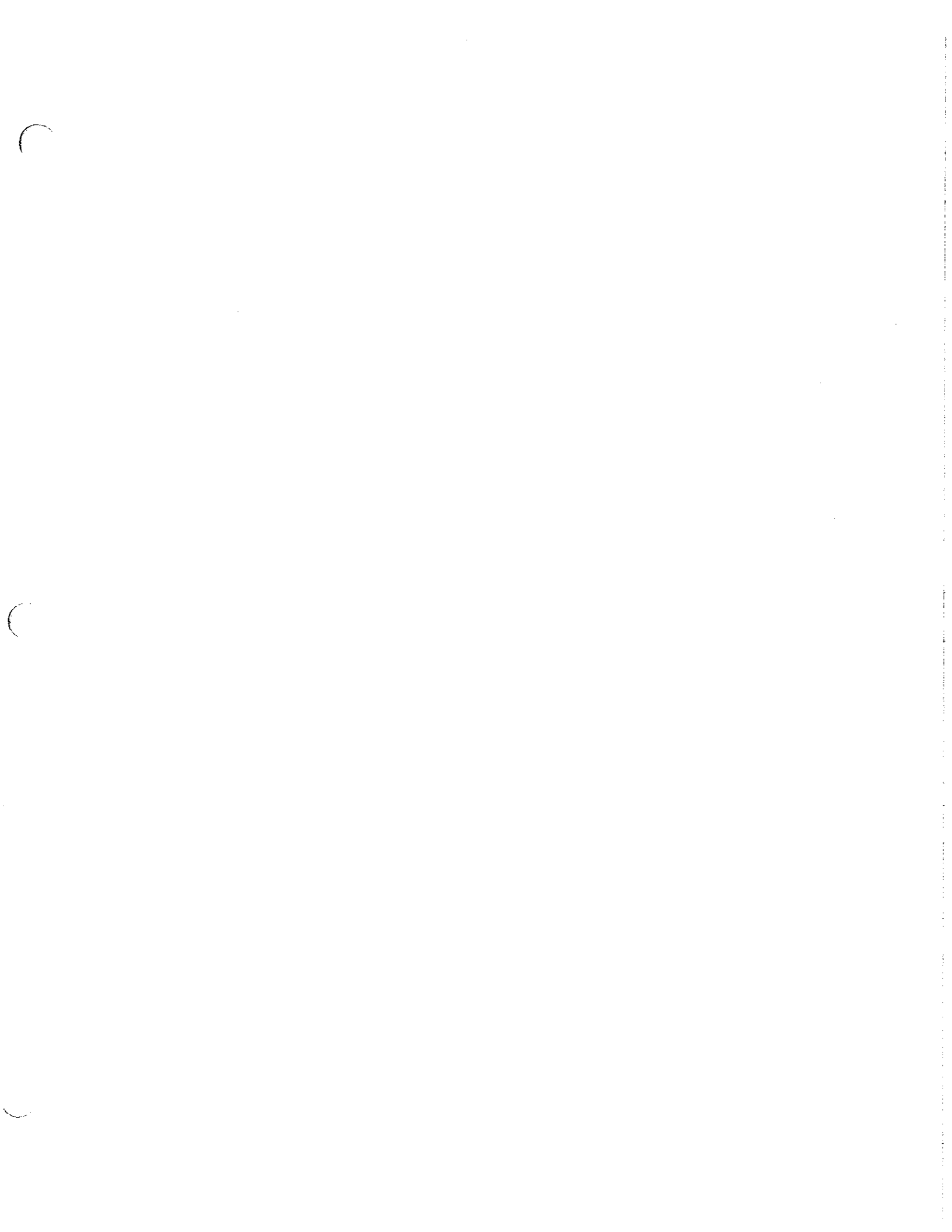
Your suggestion may be beneficial not only for your department, but may be applicable throughout the entire Company.

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

All safety and health suggestions will remain anonymous.

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.
6. Safety Committee minutes will be maintained for no less than (5) years.



MANAGEMENT COMMITMENT

POLICY STATEMENT

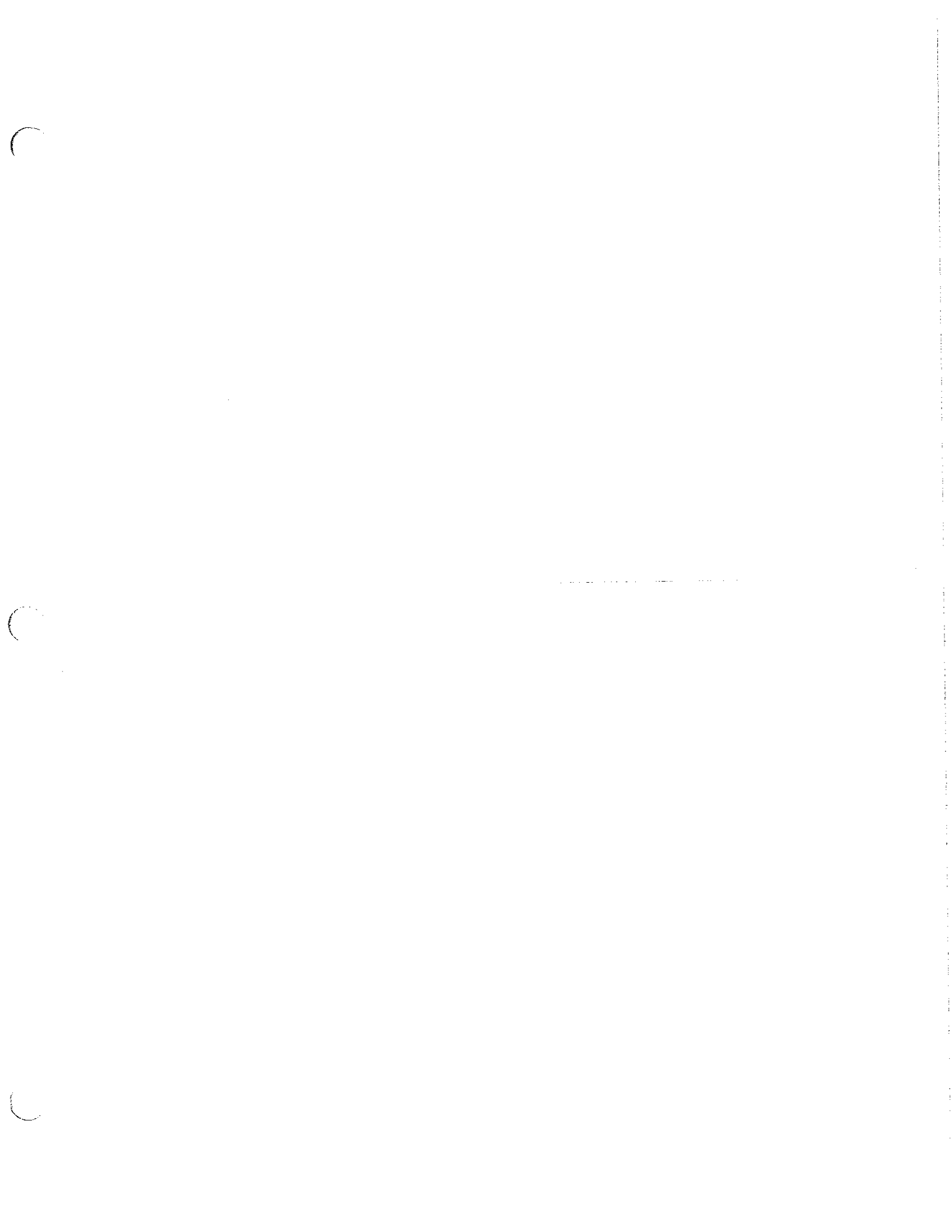
We recognize that the safety of our employees is of the utmost importance. The Safety Program is designed to aid employees and management in adhering to safe standards in our work place. The ultimate company objective is to prevent accidents and injuries to all employees.

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

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

President

Date: _____



SAFETY DIRECTOR

Concrete North, Inc. has named Adelia Bartelme to have the overall responsibility of our Injury & 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 Safety Director or a Supervisor.

ACCESS TO MEDICAL AND EXPOSURE RECORDS

BY OSHA REGULATION
YOU HAVE THE RIGHT TO SEE AND COPY:

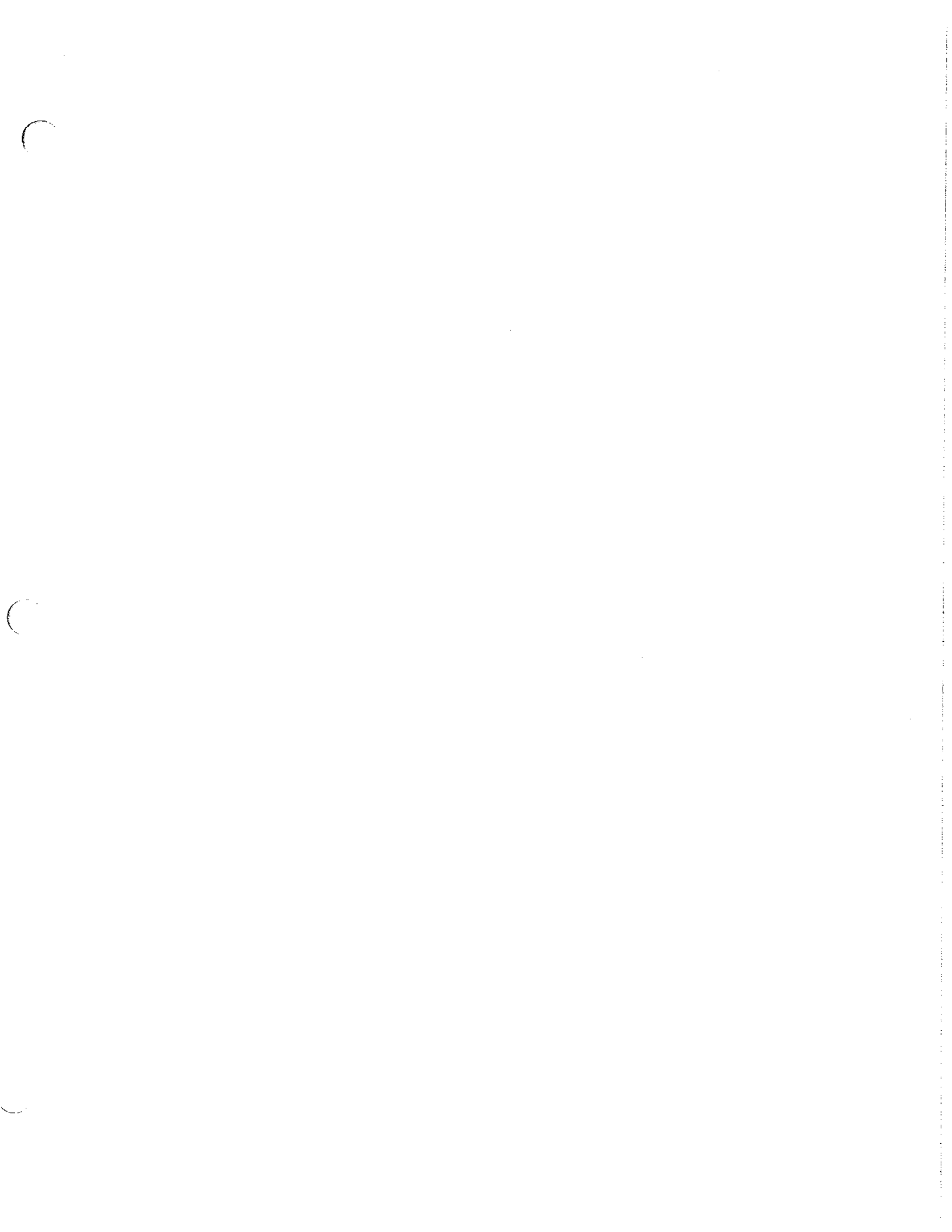
- Your medical records and records of exposure to toxic substances or harmful physical agents.
 - Records of exposure to toxic substances or harmful physical agents of other employees with work conditions similar to yours.
 - Safety Data Sheets or other information that exists for chemicals or substances 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 IS AVAILABLE FROM: FED/OSHA

Posting the above information is required by FED/OSHA. 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.

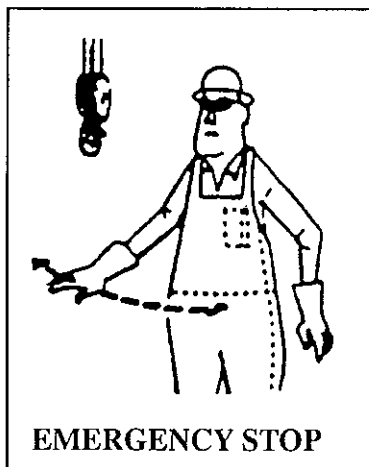
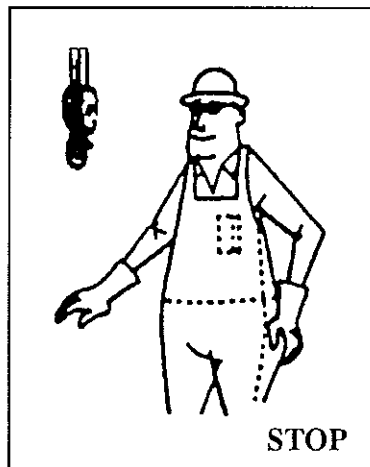
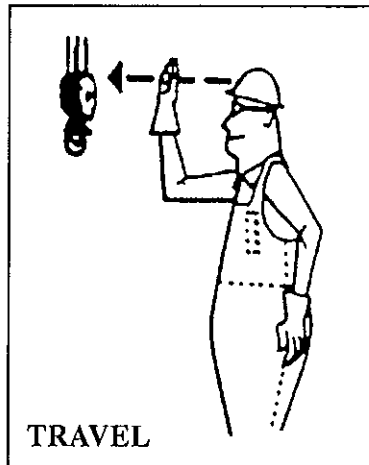
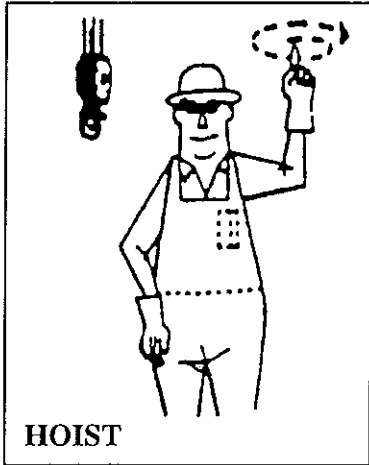
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(CRANES continued)

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.

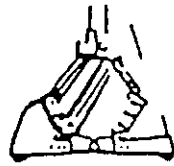
CODE OF SAFE PRACTICES

STANDARD CRANE SIGNALS

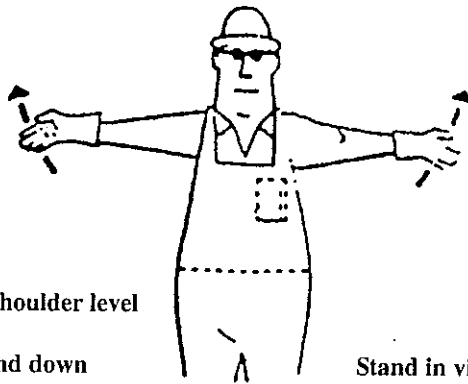


CODE OF SAFE PRACTICES

STANDARD CRANE SIGNALS



OPEN CLAMSHELL



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

Stand in view of crane operator



POWER OFF



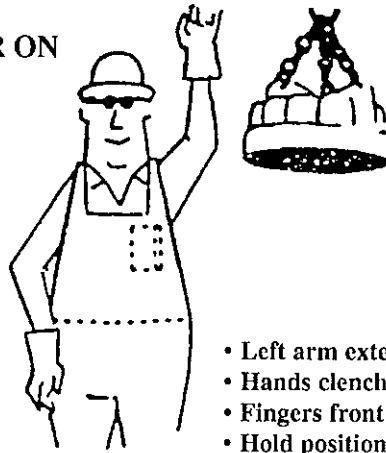
- Left arm extended overhead
- Hands open
- Palm, front
- Hold position rigidly

Stand in view of crane operator

CODE OF SAFE PRACTICES

STANDARD CRANE SIGNALS

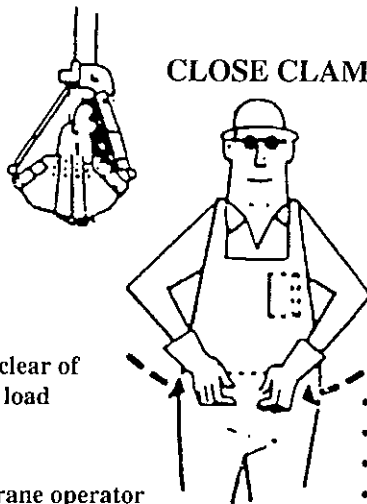
POWER ON



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

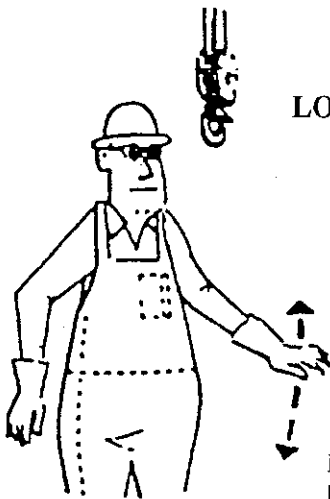
- Left arm extended
- Forearm vertical
- Forefingers pointing up
- Move hand in small horizontal circle



Stand in view of crane operator

LOWER HOOK

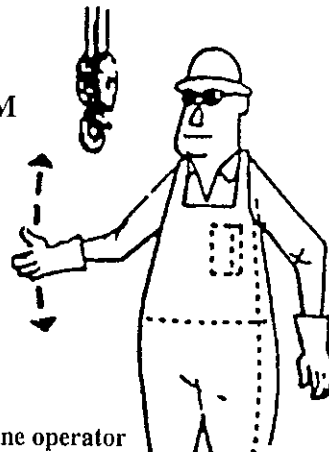
- Left arm extended
- Hand below hip
- Palm down
- Wave forearm down and up



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

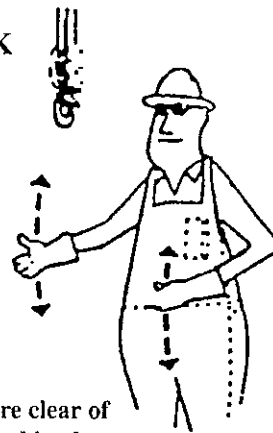
- Right arm extended shoulder level
- Forefinger pointing direction of swing



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

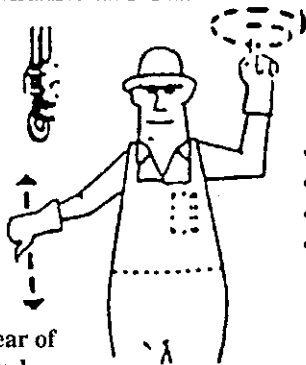


Make sure all men are clear of boom, block, hook and load

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



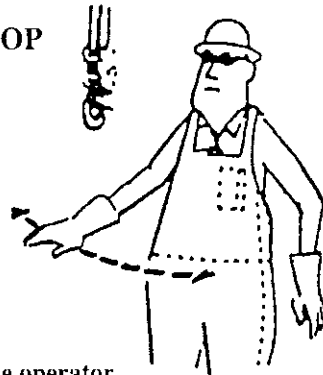
STOP

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

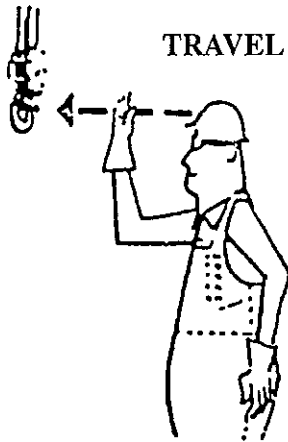
Make sure all men are clear of boom, block, hook and load

EMERGENCY STOP

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



Stand in view of crane operator








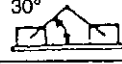
TRAVEL

- 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

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 safety 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, 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 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 Nevada. 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.**

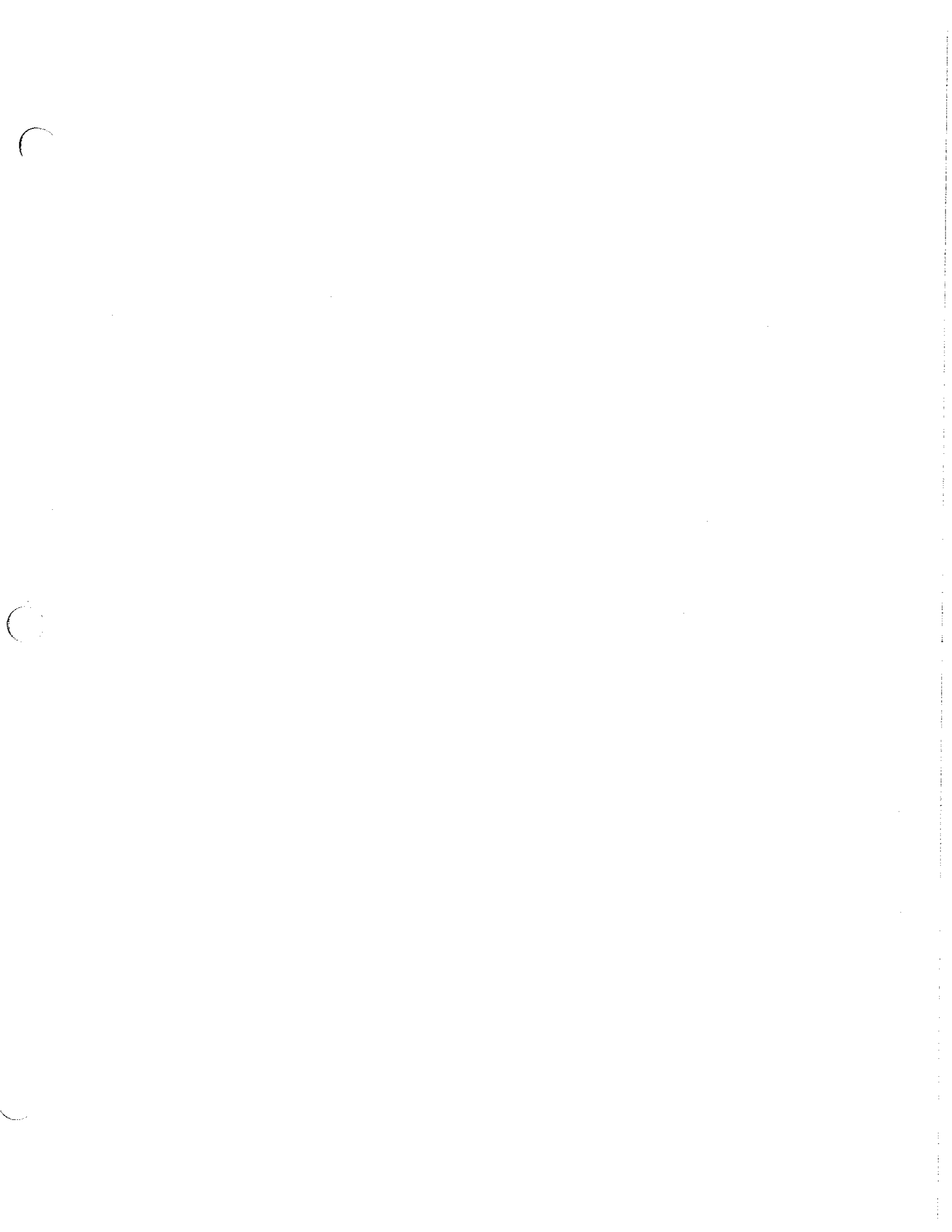
Exception: Job-built troughs may be used as a substitute for engineered or manufactured protective covers when employees are working at heights not greater than 6 feet above grade or other working surface.

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.



HEAT ILLNESS PREVENTION PROGRAM (4-1-2015)

Concrete North, Inc.

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 Safety Director: Adelia Bartelme

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.
- "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, such as trees, 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 OSHA's 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.

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, 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.
- 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.

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 _____

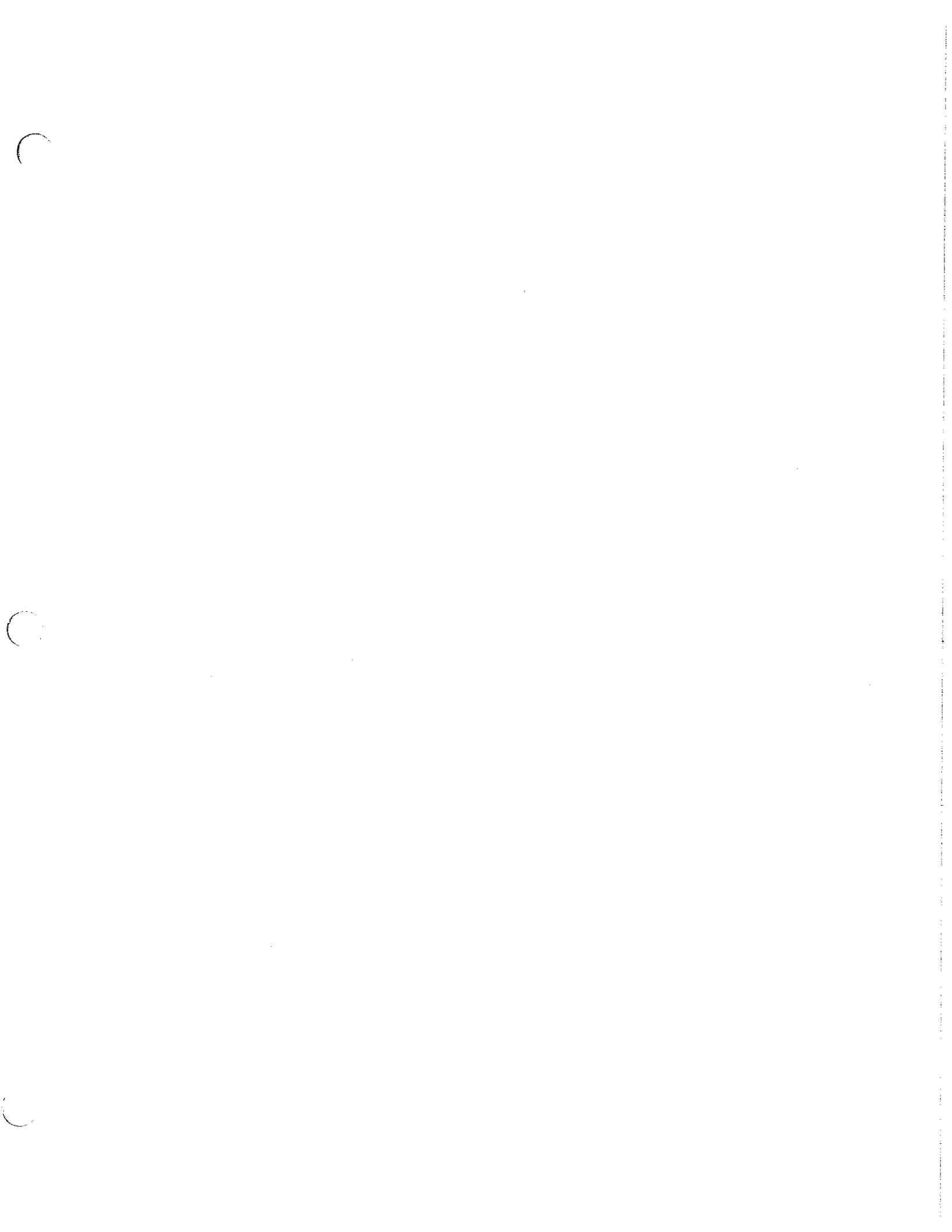
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Print Name Buddy

Print Name Buddy

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PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT

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

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

- What PPE is necessary at our facility?

- When must PPE be worn at our facility?

- How do we properly don, doff, adjust & wear PPE? (Note: The employee must be fitted with these items)

- What are the limitations of PPE?

- List the following procedures for PPE:

- Proper care _____
- Cleaning _____
- Maintenance _____
- Useful life _____
- Disposal _____

- What is the procedure for selection of and reasons for the PPE selected for each employee? _____

(Hazards vs. Selection must be discussed.)

Retraining of an employee is required when the following occurs:

- The workplace changes, making the earlier training obsolete
- The type of PPE changes
- When the employee demonstrates lack of use, improper use, or insufficient skill or understanding

The certification training must include the employee name, the dates of training, and the certification subject.

Employee Owned Equipment

If employee-owned equipment is used, employees must still participate in the training mentioned above. The employee must notify the company of the desire to use employee-owned equipment. The Company will then verify its adequacy, maintenance & sanitation.

Defective or Damaged Equipment

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

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

Hazard Assessments

Written hazards assessments must be performed and include the following:

- List if hazards are present or likely to be present that require P.P.E:

- What PPE is required to protect against the hazards?

Certifier's name, signature, date:

Name _____

Signature _____ Date _____



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 6 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 6 feet or more above the lower levels 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 6 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.

Hoist Areas

Each employee in a hoist area exposed to a fall distance of 6 feet or more must be protected by a fall protection system. If guardrail systems, or portions thereof, are removed to facilitate the hoisting operation, that employee will be protected from fall hazards by another fall protection system.

Holes/Floor Openings

Each employee on a walking/working surface will be protected from tripping in or stepping into or through holes 2 inches x 2 inches or greater (including skylights) by covers. The covers will be secured and clearly labeled "HOLE". The cover must be able to support 400 lbs. or two times the maximum weight, whichever is greater.

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

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 personal fall restraint or arrest systems or a safety net system. Positioning devices must be used in conjunction with a fall arrest system.

Ramps, Runways, and Other Walkways

Each employee on ramps, runways, and other walkways will be protected from falling 6 feet or more to lower levels by guardrail systems or another approved fall protection system.

Wall Openings

Each employee working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface, will be protected from falling by the use of a fall protection system.

Walking/Working Surface Not Otherwise Addressed

Each employee on a walking/working surface 6 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 inches plus or minus 3 inches above the walking/working level.
- Mid-rails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members will be installed between the top edge of the guardrail system and the walking/working surface when there is no wall or parapet wall at least 21 inches high.
- Screens and mesh, when used, will extend from the top rail to the walking/working level and along the entire opening between top rail supports.
- Intermediate members, when used between posts, will be not more than 19 inches apart.
- Other structural members (such as additional mid-rails and architectural panels) will be installed such that there are no openings in the guardrail system that are more than 19 inches wide.
- Guardrail systems will be capable of withstanding, without failure, a force of at least 200 pounds applied within 2 inches of the top edge, in any outward or downward direction, at any point along the top edge.
- When the 200 pound load is applied in a downward direction, the top edge of the guardrail will not deflect to a height less than 39 inches above the walking/working level.
- Mid-rails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members will be capable of withstanding, without failure, a force of at least 150 pounds applied in any downward or outward direction at any point along the mid-rail or other member.
- Guardrail systems will be so surfaced as to prevent injury to an employee from punctures or lacerations, and to prevent snagging of clothing.
- The ends of all top rails and mid-rails will not overhang the terminal posts, except where such 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 one quarter inch nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it will be flagged at not more than 6-foot intervals with high visibility material.
- When guardrail systems are used at hoisting areas, a chain, gate, or removable guardrail section will be placed across the access opening between guardrail sections when hoisting operations are not taking place.
- When guardrail systems are used at holes, they will be erected on all unprotected sides or edges of the hole.
- When guardrail systems are used around holes used for the passage of materials, the hole will have not more than two sides provided with removable guardrail sections to allow the passage of materials. When the hole is not in use, it will be closed over with a cover, or a guardrail system will be provided along all unprotected sides or edges.
- When guardrail systems are used around holes which are used as points of access (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 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 free-fall distance to 2 feet or less will be capable of sustaining a minimum tensile load of 3,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.

- Self-retracting lifelines and lanyards which do not limit free-fall distance to 2 feet or less, rip stitch lanyards, and tearing and deforming lanyards will be capable of sustaining a minimum tensile load of 5,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.
- Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body belts and body harnesses will be made from synthetic fibers.
- Anchorages used for attachment of personal fall arrest equipment will be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached, or will be designed, installed, and used as follows:
 - 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, or above the wearer's head.
- Body harnesses and components will be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.
- Personal fall arrest systems and components subjected to impact loading will be immediately removed from service and will not be used again for employee protection until inspected and determined by a competent person to be undamaged and suitable for reuse.
- 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. Defective components will be removed from service.
- Personal fall arrest systems will not be attached to guardrail systems, nor will they be attached to hoists, except as specified.
- When a personal fall arrest system is used at hoist areas, it will be rigged to allow the movement of the employee only as far as the edge of the walking/working surface.

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. 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 twice the potential impact load of an employee's fall or 1,000 pounds, whichever is greater.

Warning Line Systems

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

- The warning line will be erected around all sides of the roof work area.
- Points of access, materials handling areas, storage areas, and hoisting areas will be connected to the work area by an access path formed by two warning lines.
- When the path to a point of access is not in use, a rope, wire, chain, or other barricade, equivalent in strength and height to the warning line, will be placed across the path at the point where the path intersects the warning line erected around the work area, or the path will be offset such that a person cannot walk directly into the work area.
- Warning lines will consist of ropes, wires, or chains, and supporting stanchions erected as follows:
 - The rope, wire, or chain will be flagged at not more than 6-foot intervals with high visibility material.
 - The rope, wire, or chain will be rigged and supported in such a way that its lowest point (including sag) is no less than 34 inches from the walking/working surface and its highest point is no more than 39 inches from the walking/working surface.
 - After being erected, with the rope, wire, or chain attached, stanchions will be capable of resisting, without tipping over, a force of at least 16 pounds applied horizontally against the stanchion, 30 inches above the walking/working surface, perpendicular to the warning line, and in the direction of the floor, roof, or platform edge.
 - The rope, wire, or chain will have a minimum tensile strength of 500 pounds, and after being attached to the stanchions, will be capable of supporting, without breaking.
 - The line will be attached at each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over.
- 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.

Covers

Covers for holes in floors, roofs, and other walking/working surfaces will meet the following requirements:

- Covers located in roadways and vehicular aisles will be capable of supporting, without failure, at least twice the maximum axle load of the largest vehicle expected to cross over the cover.
- All other covers will be capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time.
- All covers will be secured when installed so as to prevent accidental displacement by the wind, equipment, or employees.
- All covers 2 inches x 2 inches or greater will be secured. They will be clearly marked with the word "HOLE" to provide warning of the hazard.

Protection from Falling Objects

Falling object protection will comply with the following provisions:

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

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. The plan must be 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, and safety nets systems) is 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 training) 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 OSHA regulations pertaining to fall protection (Title 29 Code of Federal Regulations (CFR) 29 CFR 1926)

Certification of Training

We will verify compliance with the above paragraph by preparing a written certification record. The written certification record will contain the name or other identity of the employee trained, the date(s) 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 training completed prior to the effective date of this section, the certification record will indicate the date the employer 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.



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) 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.**
- D. **Steel shoring** components provide little warning before failure and workers shall check and be alert for bent or damaged members.

- E. **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 manufacturers' 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 manufacturers 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.
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.
10. Provide a convenient way for workers to enter and leave the excavation, ladders shall be a minimum 25 feet from one another.
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. Employees shall wear an appropriate type of steel-toed boots or shoes at the jobsite.
17. Hard hats shall be worn at the construction site.
18. Ladders/ramps used as access in the excavation shall be free of defects.

“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. Employees shall wear an appropriate type of safety shoes/work boots at the jobsite. (Big NO for tennis shoes at the jobsite.)
17. Head protection shall be provided at the construction site.
18. Ladders/ramps used as an access to the trench/excavation/shaft shall be free of any defects.



CONCRETE NORTH, INC.
Assured Grounding Conductor Program
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 Adelia Bartelme.

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 were 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.



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

Toilets at Construction Jobsites

CFR 1926.51(c)(1)

Toilets shall be provided for employees according to the following table:

Table D-1

Number of Employees	
20 or less.....	1
20 or more.....	1 toilet seat and 1 urinal per 40 workers.
200 or more.....	1 toilet seat and 1 urinal per 50 workers.

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

CFR 1926.51(f)

The employer shall provide adequate washing facilities for employees engaged in the application of *paints, coating, herbicides, or insecticides, or in other operations where contaminants may be harmful to the employees*. Such facilities shall be in near proximity to the worksite and shall be so equipped as to enable employees to remove such substances.

Washing facilities shall be maintained in a sanitary condition.

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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 Safety Director 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. Both forms must be turned in to the Safety Director.
- 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 Safety Director for processing.

II. ACCIDENT PREVENTION PROCEDURE

The Inspection Checklist for Accident Prevention has been designed to focus attention on preventing any occurrence of accidents.

- A. The inspection will be made quarterly by the Departmental Supervisors.**
- B. The Departmental Supervisor will tour his/her area of responsibility.**
- C. The completed Inspection Form will be forwarded to the Safety Director so that corrections can be made.**
- D. The inspections include systems to identify poor housekeeping, unsafe working conditions, and unsafe acts committed by employees.**
- E. For those items that require action, an Inspection Correction Form should be prepared and sent to your Safety Director. For items that require maintenance attention, please complete the Maintenance Job Order Form and, when maintenance has been performed, forward the completed form to the Safety Director.**

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 _____

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:

Inicial

Yo necesito atención médica.

Inicial

Yo no necesito atención medica en este momento.

Firma del empleado

Fecha

Firma del Supervisor

Fecha

**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 Accounts 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 _____

ANALYSIS OF FACTORS CONTRIBUTING TO CAUSE OF ACCIDENT

WORKING CONDITIONS

- Floors wet
- Floors slippery/no non-skid surfaces
- Floors uneven/holes
- Poor lighting
- Cords across aisles
- Parking lots/holes
- Steps uneven/cracked
- Stairs cluttered
- No stair treads or poor repair
- No guardrail on balconies
- No handrail on steps
- Handrail or guardrail defective
- Improper storage/struck by objects
- Carpets or rugs not secure/holes in them
- No step stools or ladder used or not available
- Crowded/struck against objects
- Chemical/burns
- Liquid burns/spills
- Dermatitis
- Occupational disease
- Other (specify) _____

EQUIPMENT/ MACHINERY

- Faulty tools
- Guards not provided
- Guards missing or removed
- Poor maintenance
- Equipment not grounded
- Knives or other sharp tools not stored properly
- Lock out procedure not used
- Elevators/Conveyors
- Other (specify) _____

HANDLING OBJECTS/MATERIALS

- Strain-manual lifting/carrying
- Strain-manual pushing/pulling
- Pushing wheeled equipment/maid carts
- Dropped objects
- Other (specify) _____

INVESTIGATOR'S REMARKS: _____

EMPLOYEE CONDITION/ATTITUDE

- Inexperienced
- Insufficient training/instruction
- Instructions disregarded/improper lifting
- Instructions not enforced
- Attention distracted
- Attempted shortcuts
- Was hasty
- Fooling around/horseplay
- Other (specify) _____

PHYSICAL/MENTAL CONDITION

- Fatigued
- Weak
- Apparent drunk/drug abuse
- Disturbed/angry
- Other (specify) _____

DRESS/SAFETY EQUIPMENT

- Faulty shoes/high heels
- Clothing loose or too long
- Protective safety wear not used
- Protective wear not available
- Other (specify) _____

MEDICAL CONDITIONS

- Heart attack
- Previous injuries/re-occurring condition
- Other (specify) _____

VEHICLES

- Injured from collision with other vehicle
- Falls getting in/out
- Other (specify) _____

INSPECTION CHECKLIST FOR ACCIDENT PREVENTION

WALKING & WORKING SURFACES

Yes No

AISLES & FLOORS

- Are floors, aisles, and passageways kept clean & orderly?
- Are floors, aisles, and passageways kept dry and are all spills cleaned up immediately?
- Are floor holes, such as drains, covered?
- Are aisles appropriately marked?
- Are wet surface areas covered with non-slip materials?

STAIRS

- Are there standard stair rails or handrails on all stairways having four or more risers?
- Are all stairways at least 22 inches wide?
- Do stairs have at least a 7-foot overhead clearance?
- Do stairs angle no more than 50 degrees and no less than 30 degrees?

EGRESS

- Are all exits clearly marked with an exit sign?
- Is the lettering at least 6 inches high with the principle letter strokes at least $\frac{3}{4}$ of an inch wide?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are doors or other passageways that are neither exits nor access to an exit, and located where they may be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.?
- Are exit doors side-hinged?
- Are all doors that must be passed through to reach an exit or on the way to an exit always free to access with no possibility of a person being locked inside?

INSPECTION CHECKLIST (CONTINUED)

GENERAL ENVIRONMENTAL CONTROLS

Yes No

SANITATION

- | | | |
|---|---|---|
| — | — | Are restrooms and washrooms kept in clean and sanitary condition? |
| — | — | Are covered receptacles for waste food kept in clean and sanitary condition? |
| — | — | Are covered receptacles for sanitary napkins provided in the women's restroom? |
| — | — | Is water that is provided for drinking, washing, and cooking suitable for drinking? |
| — | — | Are all outlets for water that is not suitable for drinking clearly posted as "UNSAFE FOR DRINKING, WASHING, OR COOKING"? |
| — | — | Are employees prohibited from eating in areas where toxic materials are present? |

MEDICAL AND FIRST AID

- | | | |
|---|---|--|
| — | — | Is at least one employee on each shift currently qualified to render first aid? |
| — | — | Are first aid supplies readily available, inspected, and replenished? |
| — | — | Are emergency phone numbers posted? |
| — | — | Do you have disposable gloves in your kit for employees to clean up blood? |
| — | — | Are first aid supplies approved by a consulting physician, indicating that they are adequate? |
| — | — | Are medical personnel readily available for advice and consultation on matters of employee health? |
| — | — | Is there a first aid kit easily accessible to the work area? |
| — | — | Where employees may be exposed to injurious corrosive materials, are they provided with quick-drenching and flushing facilities for immediate use? |

INSPECTION CHECKLIST (CONTINUED)

Yes No

ELECTRICAL WIRING

- | | | |
|---|---|---|
| — | — | Have exposed wires, frayed cords, and deteriorated insulation been repaired or replaced? |
| — | — | Are junction boxes, outlets, switches, and fittings covered? |
| — | — | Is all metal fixed electrical equipment grounded? |
| — | — | Does all equipment connected by cord and plug have grounded connections? |
| — | — | Are all portable electrical hand tools grounded? (Double insulated tools are acceptable without grounding.) |
| — | — | Are breaker switches labeled as to their use? |

GARAGE & PARKING LOTS

- | | | |
|---|---|---|
| — | — | Are surfaces free of potholes? |
| — | — | Are walking surfaces free of trip hazards? |
| — | — | Are guardrails in place and secure in the parking area? |
| — | — | Are parking stall lines visible? |
| — | — | Are there any lights missing or burned out? |
| — | — | Is garage adequately lighted? |
| — | — | Do gates close and lock? |
| — | — | Are stairs free of trip hazards? |
| — | — | Are handrails adequate and in place? |

INSPECTION CHECKLIST (CONTINUED)

- | Yes | No | <u>FIRE PROTECTION</u> |
|-----|----|--|
| — | — | Are extinguishers selected for the appropriate types of combustibles and flammables in the areas where they are to be used?
Class A: Ordinary combustible material fires
Class B: Flammable-liquid, or grease fires
Class C: Energized-electrical-equipment fires |
| — | — | Are extinguishers fully charged and in designated places? |
| — | — | Are extinguishers located along normal paths of travel? |
| — | — | Are extinguisher locations free from obstruction or blockage? |
| — | — | Are extinguishers not mounted too high? If less than 40 lbs., the top must be below 5 feet above the floor; greater than 40 pounds, the top must be below 3 ½ feet above the floor. |
| — | — | Have all extinguishers been serviced, maintained, and tagged at intervals not to exceed 1 year? |
| — | — | Are all extinguishers checked monthly (by management or designated employee) to see if they are in place or if they have been discharged, etc.? |
| — | — | Have all extinguishers been hydrostatically tested according to schedules set for the type of extinguisher? |

MATERIALS HANDLING & STORAGE

- | | | |
|---|---|---|
| — | — | Is there safe clearance for equipment through aisles and doors? |
| — | — | Is stored material stable and secure? |
| — | — | Are storage areas free from tripping hazards? |

INSPECTION CORRECTION REPORT

General Area _____

Date Prepared _____ Preparer _____

Instructions: Checklist should be based on Code of Safe Practices for the area/job.

Safe Work Condition, Safe Work Practice Or Personal Protective Equipment	Corrective Action(s) Needed
---	-----------------------------

Corrective Action (specify in detail) _____

Person responsible for correction _____

Copy Reviewed by Safety Director _____

MAINTENANCE JOB ORDER

DATE	REQUESTED BY	LOCATION	REQUIRED COMPLETION DATE
------	--------------	----------	--------------------------

Action required:

DO NOT COMPLETE BELOW THIS LINE

PRIORITY
YES NO

JOB COMPLETED BY	DATE
------------------	------

CORRECTIVE ACTION TAKEN:

PARTS OR MATERIALS REQUIRED

STARTED JOB

AM _____

PM _____

COMPLETED

AM _____

PM _____

TOTAL TIME

AM _____

PM _____

NEAR MISS REPORT

A near miss is a potential hazard or incident that has not resulted in any personal injury or property damage. Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work-related injuries. It is everyone's responsibility to report and /or correct these potential accidents / incidents immediately. Please complete this form as a means to report these near miss situations.

Department/Location _____ Date _____ Time _____ am/pm

Please check all appropriate conditions:

Unsafe Act _____ Unsafe Equipment _____
Unsafe Condition _____ Unsafe Use of Equipment _____

Description of incident or potential hazard: _____

Employee Signature _____ Date _____

Employee Printed Name _____

(optional section below)

NEAR MISS INVESTIGATION

Description of the near miss condition: _____

Causes (primary & contributing): _____

Corrective action taken (Remove the hazard, replace, repair, or retrain in the proper procedures for the task): _____

OR

Not completed for the following reason: _____

Management Signature _____ Date Completed _____

Management Printed Name _____



EMERGENCY ACTION PLAN

PURPOSE

The purpose of this Emergency Action Plan is to establish procedures for safely and effectively managing an emergency event for Concrete North, Inc. All employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees and visitors are protected from any further harm during an emergency situation.

SCOPE

This Emergency Action Plan covers those designated actions that managers and employees must take to ensure employee and visitor safety from fire and other emergencies. This plan includes: emergency escape procedures and emergency escape route assignments; procedures for employees who have to stay to operate critical plant operations before they evacuate (if applicable); procedures to account for employees after emergency evacuation has been completed; rescue and medical duties for those employees who are to perform them; the preferred means of reporting fires and other emergencies; and individuals who can be contacted for further information about the plan.

I. Responsibility

A. Person(s) responsible for emergency planning and information is/are:

Adelia Bartelme, Safety Director

B. Responsibilities of the Emergency Response Team

The goal of the Emergency Response Team is to assist in the orderly evacuation of employees and visitors from a building or area during an emergency or assist with shelter in place procedures if warranted. The duties of the Emergency Response Team are as follows:

- Be familiar with the content of this plan.
- Alert staff of emergency situations.
- Ensure that staff and visitors are appropriately evacuating the facility or area based on the escape route assignments (see evacuation map in attachment A).
- Assist in the evacuation of visitors and staff with disabilities.
- Perform medical duties as necessary to employees and visitors during emergency situations.
- Extinguish small fires with the use of a fire extinguisher if safe to do so.
- If instructed, account for all employees and visitors at the designated meeting location(s).

The list of the Emergency Responders is located in attachment B.

C. Training

Emergency Response Team members will be trained and made aware of their duties so that they can assist in the safe and orderly emergency evacuation of employees. They shall be made aware of their responsibilities under this plan:

- Initially when the plan is developed.
- Whenever the employee's responsibility under the plan changes.
- Whenever the plan is changed.
- Annually during evacuation training.

D. Responsibilities of the Employees

The success of this Emergency Action Plan in times of emergencies hinges on employees knowing the procedures outlined in this plan and acting upon them in an appropriate manner.

Before an emergency, employees shall:

- Become familiar with the contents of this plan to include who to report emergencies to, the assigned evacuation routes for the facility, and the designated meeting locations.
- Actively participate in emergency drills and treat them as if they are real.

During an emergency:

- Assist an Emergency Response Team member if asked.
- Listen and wait for directions on how and when to evacuate the facility from emergency response team members, security, police, or fire personnel.
- Report any emergencies such as a bomb threat or threats of violence to your supervisor first and immediately.
- Follow the assigned escape route procedures to avoid crowding at the exits.
- Report immediately to your designated meeting location upon evacuating the facility. Do not take any side trips.
- Never go back into the facility to retrieve personal belongings.

II. Reporting Emergencies

- A. Report fire or other emergencies immediately, first to your supervisor, then to the responsible person(s) listed above. When warranted, call 911. Be prepared to provide the responder with the nature and location of the emergency. Our address is:

Facility name _____
Facility address _____
Major cross streets _____
Facility phone number _____

III. Employee Alarm Systems

The employee alarm system for this facility provides warning so that employees can escape safely from the workplace or the immediate work area.

The employee alarm system that has been established for this facility is as follows:

Note: Methods include but are not limited to: manual pull box alarms, public address systems, radio or telephones. If phones are used as a primary means of reporting, telephone numbers shall be conspicuously posted nearby.

Procedures for sounding emergency alarms in the workplace:

IV. Evacuation Route and Assembly Area Map/First Aid Kits

A. Evacuation Routes and Maps

The evacuation routes and assembly area maps are posted by every main exit. Employees are to become familiar with all evacuation routes and their assembly point. See attachment A for evacuation map.

B. Location of First Aid Kits

As noted on the evacuation maps, the First Aid Kits are located:

C. Designated Meeting Locations

Once employees have evacuated the facility, they must meet at _____ to check in with _____ who will be accounting for individuals. Those employees who do not show up to the designated meeting location will be presumed to still be in the building and fire and police personnel shall be notified of their absence immediately.

V. Fire Emergency Procedures

- A. Remove anyone in immediate danger.
- B. Once an employee is alerted to the fire danger, he/she will go to the nearest exit, activate the fire alarm (if present), exit the building according to the emergency action plan, and proceed directly to the designated assembly point.
- C. Confine the fire to the room/area by closing the door to the area where the fire is located and by ensuring all doors leading to the main hallways are closed.
- D. Attempt to extinguish the fire only if you have received training on the use of portable fire extinguishers, the fire is in its beginning stage, and it can be extinguished safely.
- E. Disabled and non-ambulatory (unable to walk personnel) should request assistance from those nearest to them. Advise the Fire Department or Security of personnel trapped who may require assistance to evacuate.

VI. Earthquake Emergency Procedures

- A. If you are indoors, stay there. Take shelter under a desk, table. If you cannot get under something sturdy, get on your hands and knees and cover your head with your hands and arms. Stay away from windows, outside walls, light fixtures, filing cabinets and bookshelves.**
- B. If you are outdoors, go to an open area away from trees, buildings, walls, roadways and power lines.**
- C. If the building is evacuated, do not return until authorized.**
- D. Beware of potential dangers after an earthquake such as escaping gas, unstable building structures, electrical hazards, etc. Also beware of aftershocks.**

VII. Evacuation of the Disabled

- A. Persons with a disability (including a short term disability and visitors with disabilities) needing assistance through an exit will have a pre-designated person on the emergency response team to assist through an exit and to staging area.**
- B. If assistance is not immediately available, disabled persons should stay in the exit corridor or at the top of the stairway or landing. An Emergency Responder will advise Security and Fire Department personnel of the location of the disabled person(s) in the event all other actions fail.**

A list of employees who will need assistance in the event of an emergency is included in attachment C.

VIII. Serious Injury

- A. Check the scene and the victim to determine the danger potential and the extent of the injury. Do not move a seriously injured victim unless there is an immediate danger such as fire, flood, or poisonous gas. If you must move the victim, do it as quickly and carefully as possible. If there is no immediate danger, do not move the victim and advise the bystanders the victim is not to be moved.**
- B. Call 911 immediately if the victim is unconscious. Additionally, you should call for an ambulance if the victim has trouble breathing or is breathing in a strange way; has pressure or pain in the chest or abdomen; is bleeding severely; has slurred speech; appears to have been poisoned; has injuries to the head, neck, or back; or has possible broken bones.**
- C. Keep the victim calm and as comfortable as possible. Administer CPR or First Aid if you have been trained in those areas. A First Aid kit should be used and precautions should be taken to minimize exposure to blood and other bodily fluids. Remain with the victim until emergency services personnel and Security arrive.**

IX. Hazardous Materials

- A. A hazardous material is a substance that presents a physical or health hazard. A health hazard refers to a substance for which there is significant evidence that health effects may occur for exposed employees.
- B. A Safety Data Sheet (SDS) is required for all hazardous substances in use within the department. Employees will be provided with training on the safe use of all chemicals they will be exposed to.
- C. In the event of a hazardous material emergency:
 - i. Evacuate the area, securing access to the area when possible.
 - ii. Immediately call 911 and inform the operator of the emergency. Provide as much information as possible to the operator and refer to the SDS.
- D. The list of chemicals regularly used in this facility is located in the SDS binder. The SDS binder is located in the office and _____.

X. Bomb Threats

- A. If you receive a bomb threat or discover a possible bomb or suspicious object(s), immediately notify your supervisor and call 911.
- B. In the event of a bomb threat by telephone:
 - i. Get someone's attention and convey the nature of the call. Have them make the above notifications.
 - ii. Get as much information as possible from the caller. Ask the following questions:
 - 1. Where is the bomb?
 - 2. When is it going to explode?
 - 3. What does it look like?
 - 4. What kind of bomb is it?
 - 5. What is the person's name or organization?
 - iii. Record the following information:
 - 1. Date and time of call
 - 2. Exact words of caller
 - 3. Age, sex, adult, or child
 - 4. Any speech pattern or accent
 - 5. Background noises
- C. For bomb threats by mail or for suspicious objects discovered:
 - i. Do not handle the letter, envelope, or package any further.
 - ii. Immediately notify police by calling 911
 - iii. Notify your immediate supervisor or department head.
 - iv. Evacuate the immediate area if instructed to do so.

FBI BOMB THREAT CALL CHECKLIST

QUESTIONS TO ASK

EXACT WORDING OF THE THREAT

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Sex of Caller _____ Age _____ Race _____ Length of Call _____

CALLER'S VOICE:

- | | | | |
|----------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep | <input type="checkbox"/> Familiar _____ |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged | |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Slurred | <input type="checkbox"/> Clearing Throat | |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Nasal | <input type="checkbox"/> Deep Breathing | |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter | <input type="checkbox"/> Cracking Voice | |

BACKGROUND SOUNDS:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> House noises | <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Local |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Motor | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Clear | <input type="checkbox"/> Mobile |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Music | <input type="checkbox"/> Static | <input type="checkbox"/> Booth |
| <input type="checkbox"/> Other | | | |

THREAT LANGUAGE:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Well-spoken
(Educated) | <input type="checkbox"/> Foul
Irrational | <input type="checkbox"/> Incoherent
Taped | <input type="checkbox"/> Message read by
Threat Maker |
|--|---|--|--|

REMARKS: _____

Fill out completely, immediately after bomb threat.

Date _____

Name _____ Position _____

EMERGENCY

AMBULANCE: _____

FIRE/RESCUE: _____

HOSPITAL: _____

PHYSICIAN: _____

**ALTERNATE
PHYSICIAN:** _____

POLICE: _____

OSHA: _____

EMERGENCIA

AMBULANCIA: _____

INCENDIO
O RESCATE: _____

HOSPITAL: _____

MÉDICO: _____

MÉDICO
ALTERNO: _____

POLICIA: _____

OSHA: _____

EVACUATION PLOT, FACILITY PLOT, AND EVACUATION PLAN

Draw a map of your facility

- Prepare a map of your facility on an 8 ½" x 11" page.
- Insert it in your Emergency Contingency Plan.
- Post a copy of this plan at several points to show employees the location of emergency equipment and evacuation routes.
- You may also be required to provide a copy of this to your Fire Department or to other emergency responders.
- Your County or Fire Department may have specific requirements for the information and symbols to be used on this map; for instance, you are required to have a Hazardous Materials Business Plan if you have more than 55 gallons, 500 pounds, or 200 c.f. of hazardous materials on site at one time.

Include locations of the following:

- Water, gas, and electric shutoffs.
- Drains to sanitary and storm sewers, sumps, collection tanks.
- SDS Binders.
- Firefighting equipment.
- Hazardous waste storage and accumulation areas--specify hazard such as flammability.
- Underground and above ground storage tanks.
- Evacuation routes and staging area.
- Fire hydrants.
- First Aid Kits.

C

C

C

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:

<u>Work Areas</u>	<u>Fire Hazards</u>
Computer workstations/office	Paper, plastic, electrical, combustible waste material
Facility operations	Electrical, paper, plastic, flammable liquids, flammable gases and combustible liquids and materials, welding operations
Break room	Paper, plastic, electrical appliances

Note: Please add or cross out where necessary

<u>Work Areas</u>	<u>Ignition Sources</u>
Sample: Shop	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:

- Maintain all flammable materials in approved containers and approved cabinets. Do not exceed maximum quantities.
- Label all flammable materials clearly.
- 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 IPP program and is available for review upon request from the Safety Director.



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 SAFETY DIRECTOR. 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

EMERGENCY MEDICAL PLAN

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 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>	1-5	6-15	16-200	over 200
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

* Additional equipment in adequate quantities consisting of:

13. Cotton-tipped applicators			X	X
14. Forceps			X	X

* Additional equipment continued:	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.

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ORIENTATION

NEW EMPLOYEE SAFETY CHECKLIST

EMPLOYEE: _____ DEPARTMENT: _____

DATE HIRED: _____ SUPERVISOR: _____

Supervisor: Check off each item as you discuss it with the new employee prior to having the employee start work.

1. Employee provided with Company safety policy statement and safety rules. _____
2. Explained functions of Company Safety Director. _____
3. Reviewed injury-reporting procedures. _____
4. Reviewed housekeeping and clean-up procedures. _____
5. Reviewed Codes of Safe Practices. _____
6. Located First Aid kits and/or Company hospital. _____
7. Reviewed evacuation procedures and any specific duties. _____
8. Sexual Harassment. _____
9. Location of SDS Book. _____
10. Personal Protective Equipment (if required). _____
11. Zero tolerance for Violence in the Workplace. _____

I acknowledge that information on the above subjects was furnished to me during my orientation. I also acknowledge that I understand the materials given to me and if there are any questions, I will call and ask the personnel department.

EMPLOYEE SIGNATURE: _____ DATE _____

I have instructed the above named employee in the fundamentals of safety practices.

SUPERVISOR'S SIGNATURE: _____ DATE _____

Sign and return the original copy immediately to the Personnel Office following the employee's date of hire or transfer into your department. Retain a copy in the employee's department file.

ORIENTACION

NUEVA LISTA DE SEGURIDAD DEL EMPLEADO

EMPLEADO: _____ DEPARTAMENTO: _____
(EMPLOYEE) (DEPARTMENT)

FECHA DEL EMPLEO: _____ SUPERVISOR: _____
(DATE HIRED) (SUPERVISOR)

SUPERVISOR: Check off each item as you discuss it with the new employee prior to having the employee start work.

1. La Compania provea al empleado la Política y reglas de seguridad. _____
2. Explicacion de las funciones del Comité de Seguridad de la Compania. _____
3. Repasaron el procedimiento de como reportar una lesion. _____
4. Repasaron los Codigos de Seguridad. _____
5. Repasaron los procedimientos de limpieza. _____
6. Ubicacion de botiquin y/o hospital de la Compania. _____
7. Repasaron los procedimientos de evacuacion y deberes especificos. _____
8. Molestacion sexual. _____
9. Locacion del libro SDS. _____
10. Equipo de Proteccion Personal (si necesario). _____
11. No hay tolerancia para violencia en el trabajo. _____

Yo reconozco que la informacion escrita arriba fue explicada durante mi orientacion.

FIRMA DEL EMPLEADO _____ FECHA _____

Yo le he informado al empleado mencionado arriba las practicas de seguridad.
(I have instructed the above named employee in the fundamentals of safety practices.)

FIRMA DEL SUPERVISOR _____ FECHA _____
(SUPERVISOR'S SIGNATURE) (DATE)

Sign and return the original copy immediately to the Personnel Office following the employee's date of hire or transfer into your department. Retain a copy in the employee's department file.

EMPLOYEE SAFETY CHECKLIST

This report is to be completed by the Supervisor and the new employee (reassign) within 3 days after employment (or reassignment) and filed with Personnel.

EMPLOYEE

		NAME	
DATE EMPLOYEE ASSIGNED	DATE CHECKLIST COMPLETED	(PRINT) FIRST	MIDDLE LAST

DEPARTMENT ASSIGNED:	TYPE OF WORK:
----------------------	---------------

OUTLINE EMPLOYEE'S PAST WORK EXPERIENCE _____

ASK EMPLOYEE : "Do you have any physical conditions or handicaps which might limit your ability to perform this job?" "If so, what reasonable accommodation can be made by us?"

DID EMPLOYEE HAVE A PRE-PLACEMENT PHYSICAL? YES ___ NO ___

IF YES, ANY WORK RESTRICTIONS INDICATED? _____

THE SUPERVISOR AND THE NEW EMPLOYEE ARE TO REVIEW THE FOLLOWING SAFETY CONCERNS, CHECK AND DISCUSS THOSE WHICH APPLY:

- | | |
|-----------|---------------------------|
| CHECK OFF | DISCUSS WHERE APPROPRIATE |
|-----------|---------------------------|
- ___ 1. Applicable Company, State, and Federal safety policies and programs _____
 - ___ 2. Applicable Company, State, and Federal safety rules both general and specific to job assignment _____
 - ___ 3. Company safety rule enforcement procedures _____
 - ___ 4. Use of tools and equipment _____
 - ___ 5. Proper guarding of equipment _____
 - ___ 6. Proper work shoes and other personal protective equipment, as needed _____
 - ___ 7. Handling of product _____

- ___ 8. Use of specific lifting equipment, such as hoists, hand truck, etc. _____
- ___ 9. How, when and where to report injuries _____
- ___ 10. Importance of housekeeping _____
- ___ 11. Special hazards of job _____
- ___ 12. When and where to report unsafe conditions _____
- ___ 13. Emergency procedures _____
- ___ 14. Employee responsibility for the prevention of accidents _____
- ___ 15. The law that only work-related injuries are covered by worker's compensation _____
- ___ 16. Training on any toxic material employee might be exposed to _____
- ___ 17. Fire Safety _____
- ___ 18. Safe operation of following vehicle(s) _____
- ___ 19. Company policy on medical treatment for work-related injuries _____
- ___ 20. Employee is to receive special additional instruction and guidance from _____
- ___ 21. Supervisor will adequately and frequently review performance of new employee; superior behavior will be rewarded and substandard behavior will be corrected _____
- ___ 22. Probationary period is from _____ to _____
- ___ 23. Supervisor will formally review employee's performance on _____
- ___ 24. Employee agrees to fully cooperate with the safety efforts of the employer, follow all safety rules, and use good judgement concerning safe work behavior _____

Additional comments and notes: _____

Signed:

Supervisor

Date

Employee

Date

REVISION DE SEGURIDAD DEL EMPLEADO

Este reporte debe de ser completado por el Supervisor y el empleado nuevo (o el empleado reasignado) no más de tres días después de haber sido contratado (o reasignado). Este reporte debe de ser achivado con el personal de la compañía.

EMPLOYEE

Fecha de empleo (Reasignación)	Fecha cuando el reporte fue completado	NOMBRE	Nombre	Apellido
-----------------------------------	---	--------	--------	----------

Departamento Asignado	Tipo de Trabajo
--------------------------	--------------------

Explicación de la experiencia del empleado en sus trabajos previos. _____

Preguntale al empleado: "¿Tiene alguna condición física o incapacidad que puede limitar su habilidad para hacer el trabajo?" Si contesta sí, preguntale "¿ Que podemos hacer para ayudarlo?"

Tuvo el empleado una revisión física antes de ser contratado? Sí _____ No _____

Si contesto sí, han indicado alguna restricción de trabajo? _____

El Supervisor y el empleado nuevo deben de revisar la siguiente lista de seguridad y marcar y discutir lo que le aplica al empleado.

- | Marque | Discute lo que sea apropiado |
|----------|---|
| _____ 1. | Polizas y programas de seguridad de la compañía, estatales y federales que sean aplicables. |
| _____ 2. | Reglas de seguridad generales y especificas al trabajo de la compania, estatales y federales. |
| _____ 3. | El procedimiento de la compañía de como enforzar las reglas de seguridad. |
| _____ 4. | El uso de herramientas y equipo. |

EMPLOYEE CITATIONS - WRITTEN WARNINGS

Observation of an employee committing an unsafe act will result in issuing a warning notice. The office copy of the violation form will be retained in the employee's personnel folder, and each time a new violation form is received, the employee's file will be reviewed for previous violations. Where previous violations appear during a 12-month period, the following schedule of enforcement will be adhered to:

- First Violation in 12 months - Verbal Warning
- Second Violation in 12 months - Written Warning
- Third Violation in 12 months - Suspension
- Fourth Violation in 12 months - Discharge

The Company tries to take every possible precaution to ensure the safety of its employees. These precautionary measures will prove worthless without your complete cooperation.

Failure to follow safety guidelines while working, or failure to heed any activity (even those not specified here) that may be deemed an unsafe act by the Management, will result in a documented notice of unacceptable behavior and may be grounds for immediate dismissal.

The purpose of the Company's disciplinary action policy is to help promote and ensure your safety on the job. Our policy is not intended to punish employees -- its main purpose is to help maintain a safe work place.

**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: _____ Reviewed by: _____
Supervisor 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 that 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 sobre lo siguiente:

Accion disciplinaria tomada por la compania:

Supervisor

Reviewed by: _____

Director of Safety

Yo hablo Español solo pero no leo. 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 arriba.

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 políticas 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.

EMPLOYEE SEPARATION CLEARANCE CHECKLIST

Employee: _____ Last Day Worked: _____

Department: _____ Social Security Number: _____

Department Checklist:

- ___ If Voluntary, Written Notice from Employee
- ___ If Involuntary, Management Approvals

Return of Company Property:

- ___ Company Vehicle
- ___ Credit Cards
- ___ Employee Identification Documents
- ___ Keys
- ___ Manuals
- ___ Safety Equipment
- ___ Tools

Department Clearance _____
Manager Date

Personnel Department Checklist:

- | | |
|--|---|
| <ul style="list-style-type: none"> ___ Expense Account ___ Advances; Loans ___ Continuation of Insurance ___ Insurance Conversion Privilege ___ Accrued Vacation Pay ___ Release of Information Form | <ul style="list-style-type: none"> ___ Retirement Benefits (Profit Sharing/401K/Stock Plans, etc.) ___ Final Paycheck ___ Address Verification ___ Exit Interview ___ Other: _____ |
|--|---|

Personnel Department Clearance _____
Manager Date

Employee:

I have turned in all Company property assigned to me and I have received my final paycheck. I do not have a work-related illness, injury, or other mental or physical disability resulting from or caused during my employment.

Employee Date

Distribution: one copy to employee personnel file and one copy to employee.

EMPLOYEE SEPARATION CLEARANCE CHECKLIST - SPANISH

Employee: _____ Last Day Worked: _____

Department: _____ Social Security Number: _____

Department Checklist:

- ___ If Voluntary, Written Notice From Employee/si es voluntario, notificación por escrito del empleado.
- ___ If Involuntary, Management Approvals/si no es voluntario, aprobado por la gerencia.

Return of Company Property/Regreso de propiedad de la compañía:

- ___ Company Vehicle/vehículo de la compañía
- ___ Credit Cards/Tarjetas de crédito
- ___ Employee Identification/Identificación del empleado
- ___ Documents/Documentos
- ___ Keys/Llaves
- ___ Manuals/Manuales
- ___ Safety Equipment/Equipo de seguridad
- ___ Tools/Herramientas

Department
Clearance

Manager	Date
---------	------

Personnel Department Checklist:

- | | |
|--|--|
| <ul style="list-style-type: none"> ___ Expense Account ___ Advances; Loans ___ Continuation of Insurance ___ Insurance Conversion Privilege ___ Accrued Vacation Pay ___ Release of Information Form | <ul style="list-style-type: none"> ___ Retirement Benefits
(Profit Sharing/401K/Stock Plans etc.) ___ Final Paycheck ___ Address Verification ___ Exit Interview ___ Other: _____ |
|--|--|

Personnel
Department
Clearance:

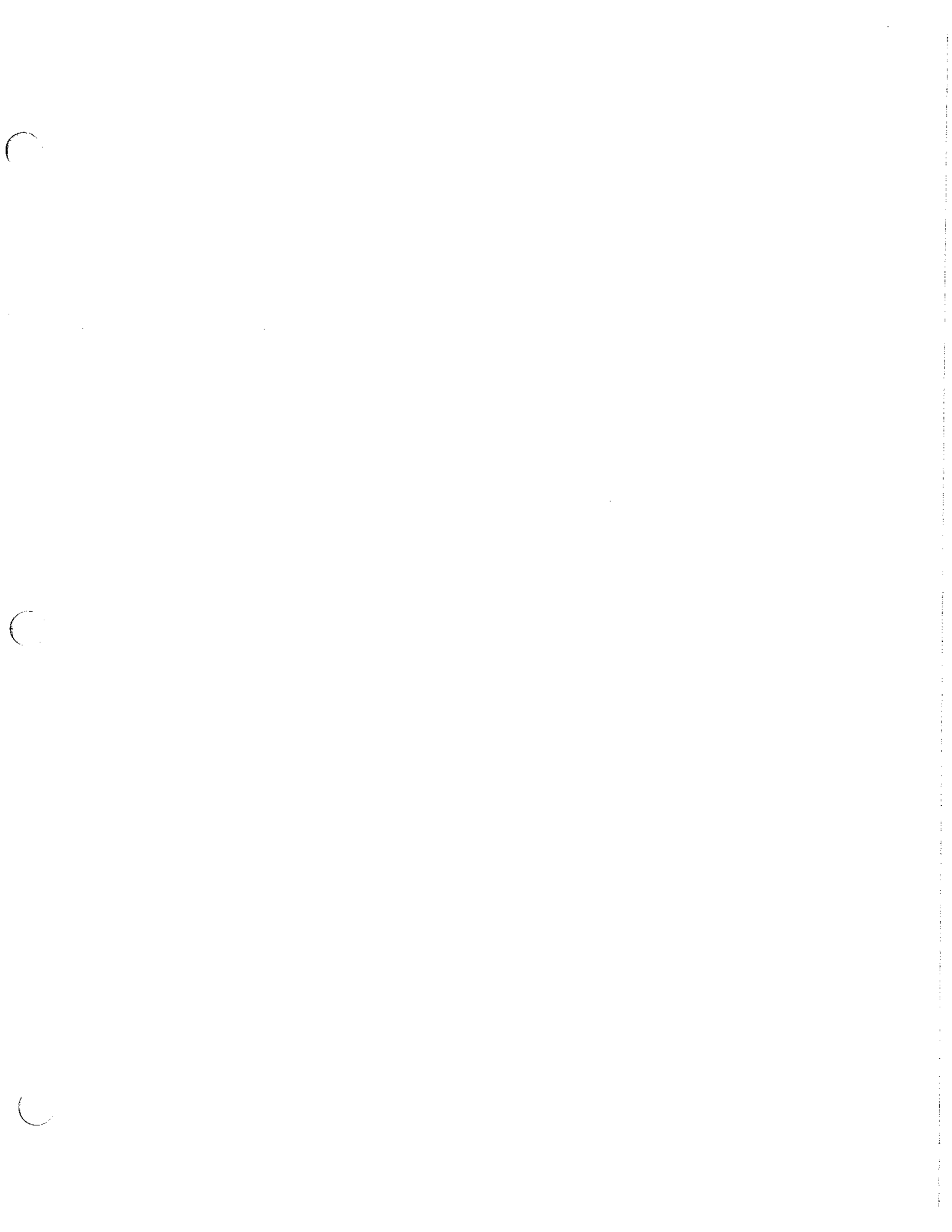
Manager	Date
---------	------

Empleado:

Yo he regresado toda propiedad que pertenece a la compañía que fue asignada a mí. También he recibido mi pago final.
Yo no sufro de ninguna enfermedad, daño o incapacidad física o mental que no ha sido reportado previamente a mi patron.
Ni tengo síntomas de enfermedad, daño, o otras incapacidades físicas o mentales como resultado o causadas por me empleo en la compañía.

Empleado	Fecha
----------	-------

Distribution: One copy to employee Personnel File and one copy to employee.



TRAINING AND INSTRUCTION

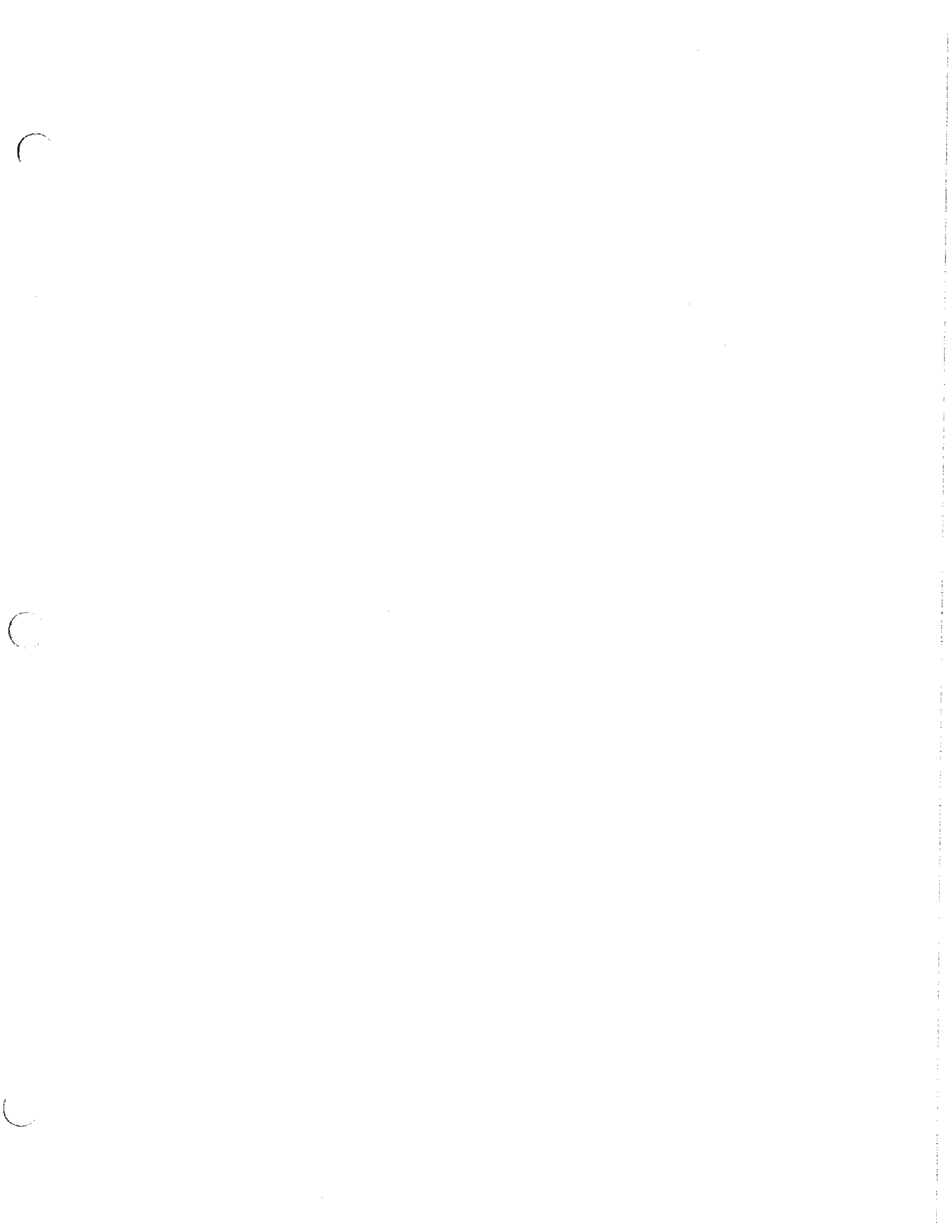
All employees, including Managers and Supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

1. When the Injury & 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 present a potential hazard.
5. Whenever the Company is made aware of a new or previously unrecognized hazard.
6. To Managers 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 & Illness Prevention Program, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, and injuries.
2. Use of appropriate clothing, including gloves, footwear, and Personal Protective Equipment (PPE).
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.



HAZARD EVALUATION
AND
ABATEMENT

INSPECTIONS

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 & Illness Prevention Program.
5. When new substances, processes, procedures or equipment, which present potential new hazards, are introduced into our workplace.
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 conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist and any other effective methods to identify and evaluate workplace hazards.

Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazard. 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.

EMPLOYEE REPORT OF UNSAFE CONDITION OR HAZARD

Name (optional): _____

Work Area: _____

Job Title (optional): _____

Location of condition believed to be unsafe/hazardous: _____

Date and time the condition or hazard was observed: _____

Description of unsafe condition or hazard:

What changes would you recommend to correct the condition or hazard?

Employee Signature (optional): _____

Date: _____

Received By: _____

Date Received: _____

**INVESTIGATION OF EMPLOYEE REPORT OF UNSAFE
CONDITION OR HAZARD**

Name of person investigating unsafe condition or hazard: _____

Results of investigation (What was found? Was condition unsafe or a hazard?)

Proposed action to be taken to correct hazard or unsafe condition:

Signature of Investigating Employee: _____

Date: _____

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:

SAFETY INSPECTION REPORT

The purpose of this report is to help you identify and correct unsafe work practices (acts) and conditions before an accident occurs. Begin each inspection by making safety observations. Then, conduct a thorough inspection utilizing the checklist. Be sure to follow up on all items that need action.

Use the space below for general safety observations. Look for unsafe behaviors and note them here. Remember, more than 80% of all accidents are caused by personnel who practice unsafe acts. When unsafe acts are observed, the situation should be corrected immediately.

	Action		
	O.K.	Needed	Comments/Abatement/Date
Administrative:			
A. OSHA Poster conspicuously displayed.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. OSHA recordkeeping requirements met.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Workers trained prior to new or unfamiliar tasks.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Material Handling:			
A. Employees trained in proper lifting methods.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Equipment provided for heavy or awkward loads.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Materials stored to prevent over-reaching.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Housekeeping:			
A. Walkways clear of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Employees clean up as they go.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Floors:			
A. Walking and working surfaces kept clear.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Spilled materials cleaned up immediately.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Holes in floor repaired or covered.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Machinery and Equipment:			
A. Moving parts guarded.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Kept in safe operating condition.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Operated and inspected per mfg. instructions.	<input type="checkbox"/>	<input type="checkbox"/>	_____

	O.K.	Action Needed	Comments
Hand Tools:			
A. Always inspected before using.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Only used for intended purpose.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Damaged tools repaired or replaced promptly.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stairs:			
A. Lighting adequate.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Non-slip surface.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Handrails secure.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ladders:			
A. Proper type for intended use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Maintained in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Proper ladders used instead of chairs, boxes, etc.	<input type="checkbox"/>	<input type="checkbox"/>	_____
First Aid:			
A. Fully stocked First Aid kit.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Emergency telephone numbers posted.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. At least one person trained in First Aid.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emergency Action Plan:			
A. Written; covers fire and other emergencies.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Communicated to all employees.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Employees designated and trained to implement plan.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire Protection:			
A. Fire fighting equipment is serviced and accessible.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Employees instructed in use of fire fighting equip.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Employees instructed in fire protection procedures.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Egress:			
A. Exits clearly marked.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Exits accessible.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Exit doors unlocked.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electrical:			
A. All equipment either grounded or double insulated.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Extension cords in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. At least 36" clearance around control panels.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Personal Protective Equipment:			
A. Proper equipment in use where needed.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Properly maintained and stored.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Employees trained in proper usage.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Health Hazards:			
A. Hazard communication program in place.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Hazardous materials stored and used properly.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Warning and identification sign clearly posted.	<input type="checkbox"/>	<input type="checkbox"/>	_____

Use this space to list additional items specific to your operation. Use an additional sheet to continue your list if you run out of space.

	O.K.	Action Needed	Comments
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
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_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Conducted by: _____

Date: _____

Reviewed by: _____

Date: _____

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 _____

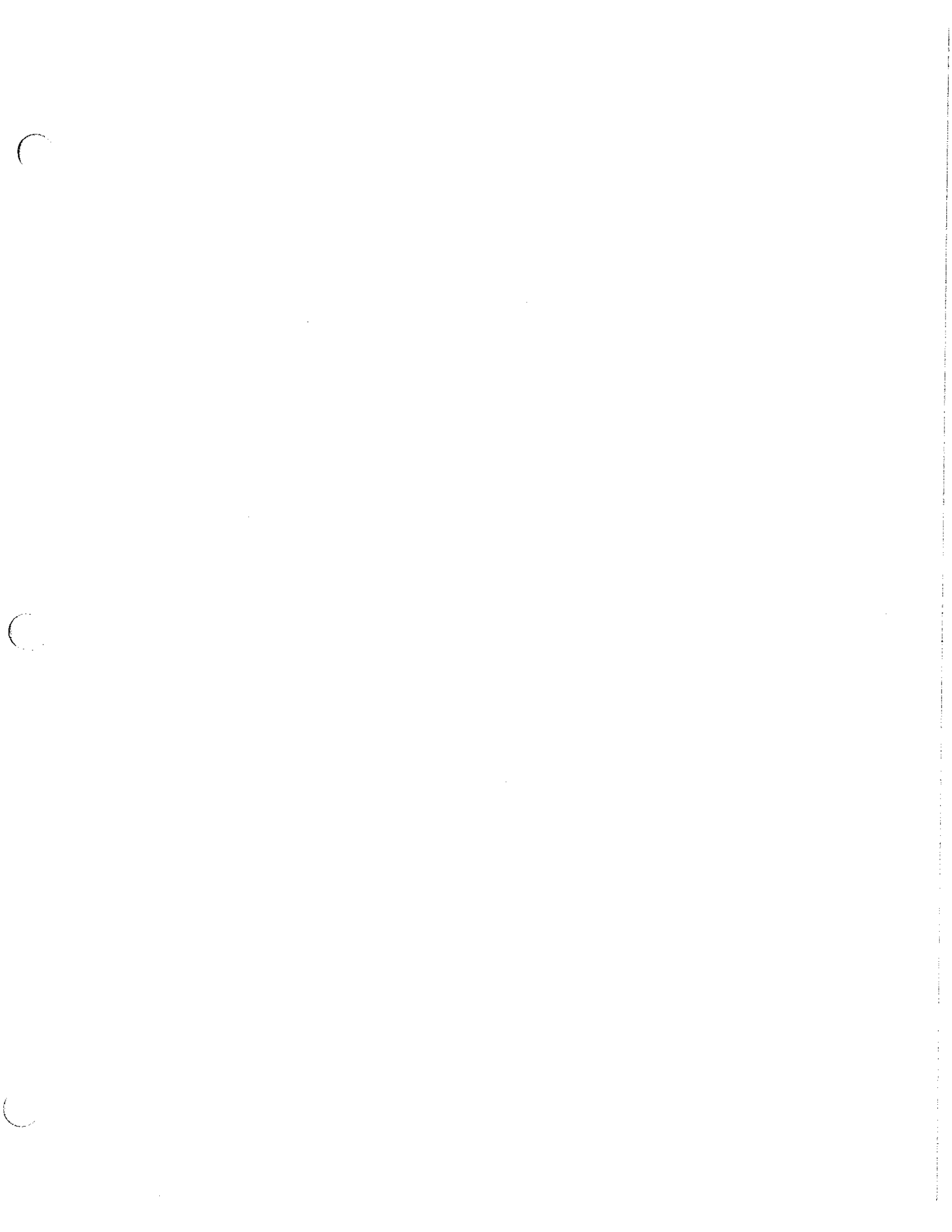
Check (X) if no correction needed; (O) for not applicable; and (C) for correction

	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):



EMPLOYEE SAFETY MEETING

DATE: _____ TIME: _____

CONDUCTED BY: _____

TITLE: _____

SUBJECTS DISCUSSED:

- (1) _____
- (2) _____
- (3) _____
- (4) _____

EMPLOYEE PARTICIPATION:

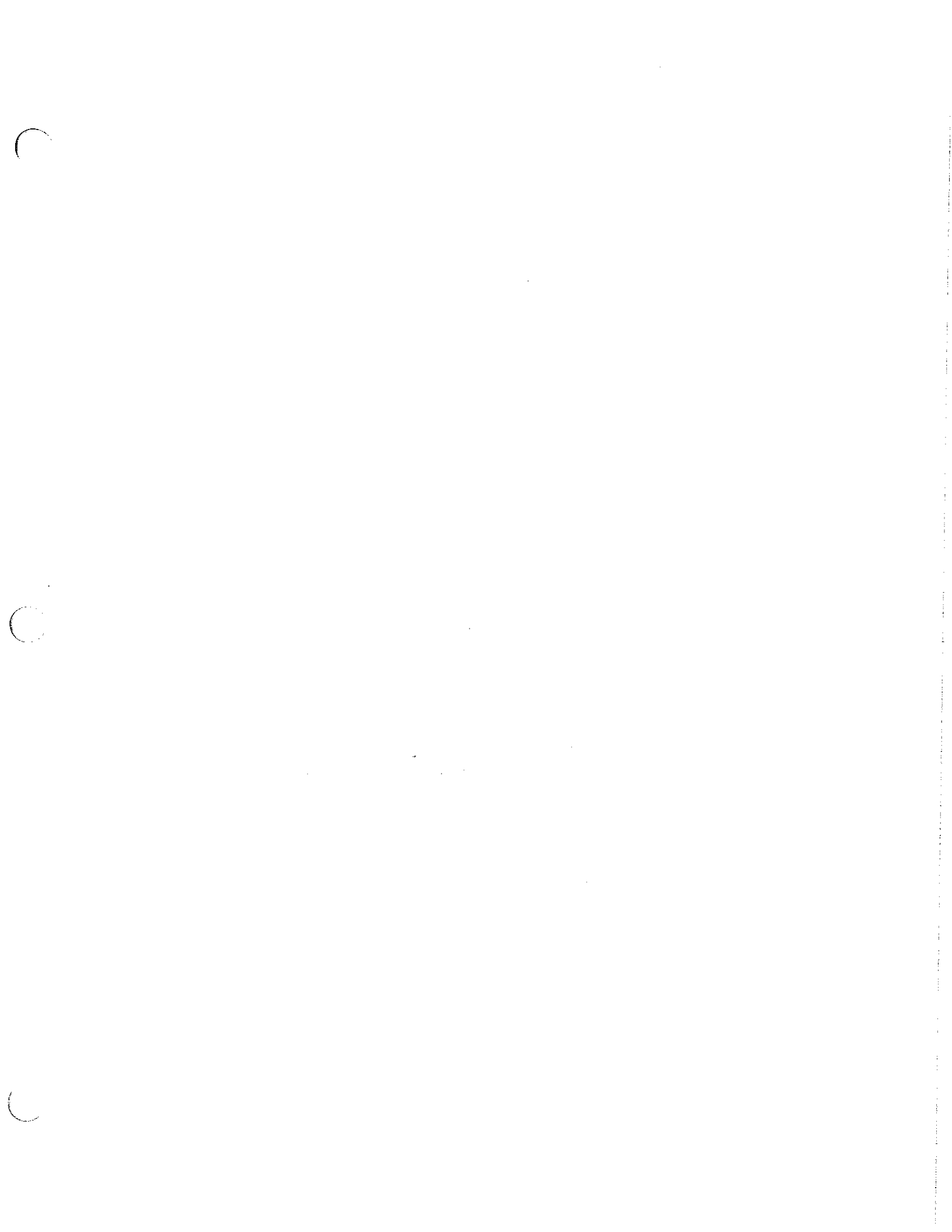
RECOMMENDATIONS:

APPROVED BY:

DIRECTOR-SAFETY

DATE

INSTRUCTIONS: Make your meetings brief, 15-20 minutes. Use an object to focus the attention of the employees. Involve them in the talk. Attach sign in sheet to minutes of all employees in attendance. See "Safety Meeting Topics" for possible topics.



BLOODBORNE PATHOGENS

A regulation was created to limit the transmission of infectious diseases such as Hepatitis B, Hepatitis C, HIV, and other bloodborne pathogens. It has two parts:

1. Pre-exposure requirement
2. Post-exposure or post-accident requirement.

According to OSHA our industry does not fall under pre-exposure requirements.

Under the "post" part of the rule, any designated first aid providers or Good Samaritans who render assistance in any situation involving blood and/or other potentially infectious material must be offered a full Hepatitis B immunization series as soon as possible. This requirement must be met no later than 24 hours after the event.

If an exposure incident (that is, a specific eye, mouth, or non-intact skin contact with blood or other potentially infectious materials) results from the administration of first aid, the following procedures must be initiated immediately:

- Document the route(s) and circumstances of exposure.
- Identify and document the "source individual" from whom the potentially infectious material originated. Identification may be limited due to AIDS privacy laws in your state.
- Collect and test the first aid provider's blood for Hepatitis B and HIV serological status. This test may only be run with the employee's consent.
- Provide post-exposure treatment if necessary. Offer counseling and inform the employee about the symptoms that might develop as a result of exposure.

RECORD OF HEPATITIS B VACCINE DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine, at no charge to me. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

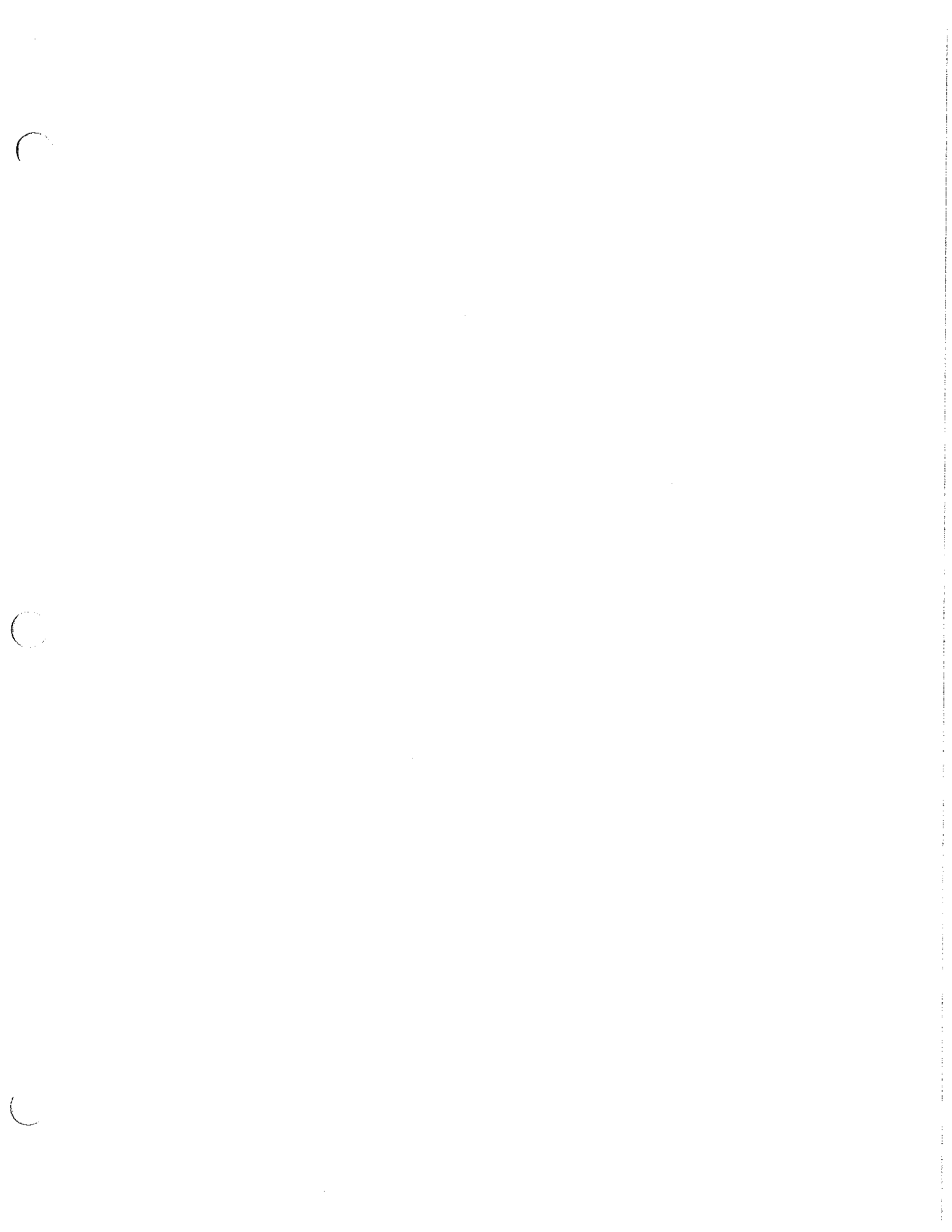
Date: _____

Employee Name: _____

Employee Signature: _____

Social Security Number: _____

Employer Representative: _____



WORKPLACE VIOLENCE PREVENTION PROGRAM

POLICY

This company is concerned about and committed to our employees' safety and health. We refuse to tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP).

All managers, supervisors and employees are responsible for implementing and maintaining our WVPP program. We encourage employee participation in implementing our program. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. We will not discriminate against any victim.

This company has a zero tolerance for workplace violence. Possession of any weapon is strictly prohibited on the work premises or during any work related activity. We strictly prohibit employees, vendors, customers, consultants, visitors, relatives, suppliers or anyone else on company premises or company-related activities from behaving in a violent or threatening manner. As part of this policy, the company is trying to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to the occurrence of any violent behavior.

The management of our establishment is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

After any incident the WVPP will be reviewed.

RESPONSIBILITY

The Workplace Violence Program Administrator has the authority and responsibility for implementing provisions of this program for this company. The WVPP administrator is _____ Title _____. Additionally, all employees are responsible for implementing and maintaining the WVPP in the work areas. Please refer to Administrator with questions.

Additional persons assigned to assessing the Workplace Violence Prevention Program will be:

1. _____
2. _____
3. _____

COMPLIANCE

Our system for managing the WVPP ensures that all employees, including supervisors and managers, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace. It includes:

1. Informing employees, supervisors and managers about our WVPP.
2. Evaluating the performance of all employees in complying with our establishment's workplace security measures.
3. Evaluating the facility for WVPP.

4. Providing special precautions for employees exposed to external workplace violence.
5. Providing training and counseling to employees who need to improve work practices designed to ensure workplace security.
6. Disciplining employees for failure to adhere to the WVPP.

COMMUNICATION

This company has a communication system designed to encourage a continuous flow of safety, health, and security information between management and our employees without fear of reprisal and in a form that is readily understandable.

The communication system consists of:

1. New employee orientation on our WVPP policy and practices.
2. Training programs specific to aspects of our establishment.
3. Post and/or distribute workplace security information.
4. Safety training with all personnel to discuss workplace security.
5. A system for employees to notify management about workplace security hazards and threats of violence from internal or external factors.
6. Procedures for protection of employees who report threats from retaliation by the person making the threats of violence.

REPORTING

If any employee observes or becomes aware of any violence in the workplace as defined in this program by any employee, customer, vender, supplier, visitor, or any one else, he or she should immediately notify a supervisor or management or the safety director.

Further, employees should notify management or the Human Resource Department of any restraining orders in effect, or potentially violent, non-work related situations that could result in violence in the workplace.

HAZARD ASSESSMENT THROUGH RECORDKEEPING AND REVIEW

The Workplace Violence Prevention Program Administrator along with designated personnel will perform workplace hazard assessments for workplace security in the form of recordkeeping and review.

Periodic updates and reviews of the following workplace violence reports and records include:

1. Log 300
2. Workplace violence incident reports
3. Insurance records
4. Police reports
5. Accident investigations
6. Workplace surveys and Appendix A Hazard Assessment Form
7. Grievances
8. Training records
9. Inspection information
10. Records of assaults and near assaults incidents

Note: Keep all medical information confidential and follow all privacy guidelines.

CORRECTIVE ACTION AND DISCIPLINE POLICY

All cases of workplace violence as defined in this program will be investigated. If this company determines workplace violence has been threatened or has occurred, the company will take appropriate corrective action and will impose discipline on the offending employee(s). The appropriate discipline will depend on the particular facts from the investigation, but may include the immediate termination of employment without notice. After any termination of this kind the employee must make an appointment to access the company's property.

If the violent behavior is that of a non-employee, the company will take appropriate corrective action in an attempt to ensure that there is no reoccurrence which may result in limited access to company property or future business dealings.

INVESTIGATION OF INCIDENT PROCEDURE

All reports of workplace violence will be taken seriously and will be investigated promptly. In appropriate circumstances, the company will inform the reporting individual of the results of the investigation. To the extent possible, the company will maintain the confidentiality of the reporting employee and the investigation, but may need to disclose such information in appropriate circumstances. For example, in order to protect the safety of an individual. The company will not tolerate retaliation against any employee who reports workplace violence.

Our procedure for investigating incidents of workplace violence, threats, physical injury includes:

- Completing Assault Incident Report Form Appendix B
- Reviewing all previous incidents
- Collecting facts on what, where, when, and how incident occurred
- Visiting the scene of incident
- Interviewing threatened or injured employee and witnesses
- Examining workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator
- Determining cause of incident
- Identifying contributing causes
- Photographs
- Taking corrective action
- Using appropriate documentation forms from the WVPP
- Reviewing program

TRAINING

Training and instruction on workplace violence ensures that all staff is aware of potential hazards and how to protect themselves and their co-workers through established prevention and control measures.

Required training is to be provided to employees annually.

The training covers topics such as the following:

- The Workplace Violence Prevention Policy.
- Risk factors that cause or contribute to assaults.
- Early recognition of escalating behavior or recognition of warning signs or situations that may lead to assaults.
- Ways of preventing or diffusing volatile situations or aggressive behavior and managing anger.

- Information on multicultural diversity to develop sensitivity to racial and ethnic issues and differences.
- A standard response action plan for violent situations, including availability of assistance, response to alarm systems, and communication procedures.
- How to deal with hostile persons.
- Progressive behavior control methods and safe methods of restraint application or escape.
- The location and operation of safety devices such as alarms systems, along with the required maintenance schedules and procedures.
- Ways to protect oneself and co-workers, including use of the "buddy system."
- Policies and procedures for reporting and recordkeeping.
- Policies and procedures for obtaining medical care, counseling, Workers' Compensation, or legal assistance after a violent episode or injury.

WORKPLACE VIOLENCE DEFINED

This company has a policy against the following:

Workplace violence which includes, but is not limited to:

1. Threats of any kind.
2. Threatening, physically aggressive, or violent behavior or any acts of intimidation or attempts to instill fear.
3. Physical fighting.
4. Defacing company or employee property, or causing physical damage to such property.
5. With the exception of security personnel, bringing weapons, or fire arms of any kind onto company property, including the parking lot or during company related activities or while conducting company business.
6. Harassing or threatening phone calls.
7. Stalking.
8. Other behavior which has a propensity towards violence, which can include belligerent speech, excessive arguing, swearing, sabotage, or threats of sabotage of any company employee or employee property or a demonstrated pattern of refusal to follow company policies and procedures.
9. Any conduct resulting in a conviction under any criminal code provision relating to violence or threats of violence that adversely affects this company's legitimate business interest.

TYPES OF VIOLENT ACTS IN THE WORKPLACE AND POTENTIAL PREVENTATIVE MEASURES TO EVALUATE

Type I

Violent acts by criminals who have no other connection with the workplace but to commit robbery or another crime.

Potential risk factors:

1. Working with money
2. Working in isolation

3. Working late at night
4. Isolated work site
5. Poor visibility into work site
6. Poor lighting outside work site
7. High crime area

Potential preventions:

1. Training
2. Post signs saying cash register only contains minimal cash
3. Leave a clear unobstructed view of cash register from the street
4. Have a drop safe, limited access safe or similar
5. Have armed services pick-up cash
6. Address adequate lighting
7. Address employee isolation factors
8. Provide security
9. Communication method to alert police/security
10. Increase police patrol in area
11. Post laws against assault, stalking, or other violent acts

Type II

Violence directed at employees by customers, clients, or any others for whom the organization provides services.

Potential risk factors

1. Working in isolation
2. Working after regular work hours
3. Lack of controlled access to worksite
4. Dealing with customers with past violent behavior
5. Potential weapons easily visible or accessible (Scissors, hammers, etc.)
6. Lack of management involvement to defuse situation
7. Lack of communication mechanism to security personnel
8. Lack of alternative escape routes

Potential preventions

1. Training
2. Control access to work site
3. Examine and address employee isolation
4. Quick communication to management
5. Quick communication to security
6. Eliminate access to potential weapons
7. Personnel security
8. An accurate history of problem clients and notification to employees
9. Post laws against assault, stalking or other violent acts

Type III

Violence against co-worker's, supervisors, or managers by a present or former employee.

Potential risk factors

1. High stress in the workplace, example - impending layoffs and outside non-work related stress
2. Lack of appropriate management protocols for disciplinary actions
3. Individual with a history of violent behavior
4. Lack of appropriate training for supervisors

Potential preventions

1. Training
2. Enforce policy on no tolerance for workplace violence
3. Management policy for disciplinary actions
4. Access to employee assistance or counseling programs
5. Policy prohibiting weapons
6. Provide security
7. Post laws against assault, stalking or other violent acts

Type IV

Violence committed in the workplace by someone who does not work there, but has a personal relationship with an employee - an abusive spouse or domestic partner.

Potential risks factors

1. Individual with history of violent/threatening behavior
2. Lack of controlled access to the workplace
3. No communication policy regarding restraining orders
4. Domestic violence situations brought to work

Potential preventions

1. Domestic violence training
2. Enforce policies on handling and preventing violence situations
3. Restraining orders
4. Control access to work site
5. Enforce policy prohibiting weapons
6. Reporting procedures
7. Relocating work site or staggering work hours
8. Necessary staff notifications on restraining orders or potential threats
9. Personnel security
10. Post laws against assault, stalking or other violent acts

EVALUATION OF WORKPLACE HAZARDS AND PREVENTION

In order to reduce the risk of workplace violence, the following measures have been taken:
Engineering controls / Administrative controls and building security and/or work area changes

Workplace Practices:

STATISTICS

Some 2 million workers are victims of workplace violence each year.

Averages per year of violence in workplace for the US:

Homicides 900
Rape/sexual assault 36,500
Robbery 70,100
Aggravated Assault 325,000
Simple assault 1,311,700

Averages from NCVS and Bureau of Labor statistics from year 1993 to 1999.

The issue of workplace violence started to generate concern in North America in the early 1990s. Despite greater awareness, lethal and non-lethal workplace violence continues to be a major contributor to occupational injuries and deaths. In the U.S., an average of 20 workers are murdered, at least 25 are seriously injured, and 18,000 are assaulted while at work or on duty every week.

The costs and consequences of workplace violence, albeit difficult to quantify precisely, are real. Compensation costs, loss of productivity and personal tragedy, to name a few, can all result.

The yearly cost of violence in the workplace in the United States amounts to \$55.4 billion.

The rates for workplace homicide are higher for males than females; however, homicide has been the leading cause of occupational-injury death for women. Rates also increase with age because older workers do not survive as well as younger workers. Researchers have also found that older workers are perceived as softer targets.

In 10% of cases, a crime is committed by a co-worker or former worker; 6% of cases involve customers or clients; and 7% are personal disputes that are brought into the workplace.

Turning to non-fatal workplace violence: while non-fatal assaults and violent acts accounted for less than 2% of all non-fatal injuries and illnesses in the U.S. in an average year, there are 23,000 incidents of this nature which resulted in time away from work. Women suffered 57% of the non-fatal assaults and violent acts. Assaults and violent acts by persons include not only physical assaults but also "threats or verbal assaults." Threats or verbal assaults constituted less than 1% of non-fatal assaults and violent acts by persons; however, women suffered 85% of them.

With regard to fatal occupational injuries, assaults and violent acts accounted for 16% of all such injuries in an average year. One type of assault and violent act - occupational homicide - accounted for 677, or 11%, of all work-related occupational injuries in an average year.

Women and men were almost equally likely to be the victim of homicide at the hands of a work associate - a co-worker, customer, or client. One-fifth of women who were victims of occupational homicide were killed by a husband, an ex-husband, a boyfriend, or an ex-boyfriend. Men are not typically victims of occupational homicide by a wife, an ex-wife, a girlfriend, or an ex-girlfriend. Women make up at least 50% of the workforce.

BE AWARE OF THE WARNING SIGNS OF WORKPLACE VIOLENCE

Why It Matters...

One sixth of violent crimes occur in the workplace. There are over 1.5 million incidents a year. As many as 18,000 people are assaulted at work each week. Violence is the third-leading cause of

workplace deaths. More than 600 workers die each year. Guns are involved in 80 percent of workplace deaths. Violence costs American industry millions in lost productivity, legal fees, and other related expenses every year. Violent incidents often have a long-term impact on employees, who may feel distressed and insecure for months after an incident.

Employee violence continues to plague American workplaces. A fired utility company worker shot his way into his supervisor's office and killed himself there. The employee had been fired earlier that day after working for the company for 28 years. In this incident the employee turned his gun on himself. Usually it's a supervisor and co-workers who are gunned down.

How do you know when an employee will resort to violence? You can never be sure, but you should always keep your eyes open for signs. "People rarely commit a violent act 'out of the blue,' and people don't 'just snap,'" says the Santa Clara County (California) Domestic Violence Council. "A violent act is almost always preceded by a number of warning signs or changes in behavior." As the council says, "A troubled employee becomes a troubling employee," to the point where co-workers become afraid of this person. Here's an abbreviated list of possible warning signs developed by the council:

- Veiled or open threats of violence
- Irritability, belligerence, or hostility
- Excessive focus on guns or boasting of weapons collections
- Changes in behavior - deterioration of work performance or becoming inappropriately withdrawn, increasingly angry, agitated, or out of touch with reality
- A resumption or escalation of drug and/or alcohol abuse
- Reacting with great stress to workplace events such as layoffs, discharges, demotions, etc.
- Blaming others or holding grudges
- Depression, paranoia
- "In your face" behavior
- A history of violent, reckless, or antisocial behavior
- References to or identification with mass murderers and infamous incidents of workplace violence

Use caution and good judgment in evaluating troubling employee behavior. Even if an employee displays one or more of these signs, it doesn't mean that he or she will necessarily become violent. Some of these signs may be symptoms of other problems-emotional, financial, family, or personal. Always use good judgment when evaluating the behavior of others. Try to talk to the employee before things get out of hand. If that fails, consult with mental health experts from your Employee Assistance Program or an outside healthcare resource. But whatever you do, don't wait for violence to erupt before you act.

Assault Incident Report Form

Date of Incident	Year	Month	Day of week
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Location of Incident (map and sketch on reverse side):

Name of Victim:	Gender: Male _____ Female _____
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Victim Description: <input type="checkbox"/> Employee Job Title _____ <input type="checkbox"/> Client <input type="checkbox"/> Visitor	Member of Labor Organization? Yes _____ No _____
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Assigned Work Location (if employee)

Supervisor:	Has Supervisor been notified? Yes _____ No _____
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Describe the assault incident:

List any witnesses to the incident (name and phone)

Did the assault involve a firearm? Of so, describe.

Did the assault involve another weapon (not a firearm)? If so, describe.

Was the victim injured? If yes, please describe.

Who committed the assault (name, if known)? What is his/her status to the victim:

<input type="checkbox"/> Stranger	<input type="checkbox"/> Co-worker
<input type="checkbox"/> Personal Relation	<input type="checkbox"/> Supervisor
<input type="checkbox"/> Client/Patient/Customer	<input type="checkbox"/> Other if other, describe:

What was the gender of the person (s) who committed the assault?

Male

Female

Survey on Workplace Violence Hazard Assessment

Name (Optional) _____

Department / Unit _____ Date _____

Work Location (if at alternate worksite) _____

Please assess your department/unit over the last year. Circle True (T), False (F) or Don't Know (?). Thank you for your honest assessment.

Management Commitment and Employee involvement			
T	F	?	1. Violence/threats are not accepted as "part of the job" by managers, supervisors and / or employees.
T	F	?	2. Employees communicate information about potentially assault/threatening clients or visitors to appropriate staff.
T	F	?	3. Management communicates information to employees about incidents of workplace violence.
T	F	?	4. Employees feel they are treated with dignity and respect by other employees and management.
T	F	?	5. Employees are basically satisfied with their jobs.
T	F	?	6. Employees are basically satisfied with management.
T	F	?	7. Employees are basically satisfied with the organization (i.e., mission, vision, goals)
T	F	?	8. Employees generally feel "safe" when they are at work.
T	F	?	9. Employees are familiar with the department's/unit's violence prevention policy.
Potential Risk Factors			
T	F	?	10. Employees do not work in high-crime areas
T	F	?	11. Employees do not work with drugs.
T	F	?	12. Employees do not work with cash.
T	F	?	13. Employees do not work with patients or clients who have a history of violent behavior or behavior disorders.
T	F	?	14. Employees do not work in isolated work areas.
Hazard Prevention and Control			
T	F	?	15. The department/unit has adequate lighting to, from and within the worksite.
T	F	?	16. The Employee parking garage is secure when arriving, leaving and during changes of shift.
T	F	?	17. Access and freedom of movement within the workplace are restricted to those persons who have a legitimate reason for being there.
T	F	?	18. Alarm systems such as panic alarm buttons, silent alarms, or personal electronic alarm systems are being used for prompt security assistance.
T	F	?	19. Employees know to use security escort service after hours.
T	F	?	20. After hours, the building is locked down with only one access point.
T	F	?	21. Visitors are signed in and out.

Continued

Hazard Prevention and Control (Continued)			
T	F	?	22. Exits are accessible and clearly marked.
T	F	?	23. Employees are able to locate emergency equipment such as fire alarm boxes or emergency - generator outlets.
T	F	?	24. Emergency equipment is accessible and free from obstruction.
T	F	?	25. Employees are able to locate cellular phones, power - failure phones and / or radios for emergency communication.
T	F	?	26. Employees know proper procedures if a bomb threat is announced.
T	F	?	27. Employee emergency call-back list is up-to-date and available.
T	F	?	28. Employees provide privacy to reflect sensitivity and respect for clients and visitors
T	F	?	29. Employees use the "buddy system" to work together if problems arise.
T	F	?	30. Employees working in the field have cellular phones or other communication devices to enable them to request aid.
T	F	?	31. Staffing levels are appropriate for department/unit functions.
T	F	?	32. Reference manuals are up-to-date and available to employees
T	F	?	33. There is a grievance policy available to employees.
T	F	?	34. There is a Safety Committee available as a resource to staff for any hazard concern.
Training			
T	F	?	35. Employees have received training on the company's workplace violence prevention program.
T	F	?	36. Employees know how to ask for assistance by phone or by alerting other staff.
T	F	?	37. Employees have been trained to recognize and handle threatening, aggressive, or violent behavior.
T	F	?	38. Employees have been trained in verbal de-escalation techniques.
T	F	?	39. Employees have been trained in self-defense/restraint procedures.
Incidents and Reporting			
T	F	?	40. This work unit/department has not experienced violent behavior and assaults or threats from strangers.
T	F	?	41. This work unit/department has not experienced violent behavior and assaults or threats from clients or customers.
T	F	?	42. This work unit/department has not experienced violent behavior and assaults or threats from others employed in the organization.
T	F	?	43. This work unit/department has not experienced domestic violence issues.
T	F	?	44. Employees are required to report incidents or threats of violence, regardless of injury or severity; the reporting system is clear.
T	F	?	45. Medical and psychological counseling services were offered to employees who have been assaulted or threatened.

WORKPLACE VIOLENCE WARNING SIGNS TEST

Name _____

Date _____

1. T or F Workplace violence is most likely in jobs that involve contact with criminals or cash or working alone at night.
2. T or F Being laid off or fired, or fearing that outcome, may push an unstable person to violence.
3. You might be alert for workplace violence potential from an employee who:
 - a. Is loud and talkative
 - b. Complains often about unfair or disrespectful treatment
 - c. Is dating a co-worker
4. You might be alert to workplace violence potential from an employee who:
 - a. Brings weapons to work
 - b. Likes to hunt
 - c. Learned to use weapons during military service
5. T or F Supervisors should make an effort to ignore employees' personal lives because they have no effect on the workplace.
6. T or F An employee who threatens violence can be safely ignored, since he or she is unlikely to follow through.
7. T or F Any employee who shows any of the possible warning signs of workplace violence should be immediately suspended.
8. T or F The combination of personal and work problems can push an emotionally fragile person over the edge, sometimes with violent results.
9. T or F After firing an employee, you should get that person's keys and other building access materials.
10. If you have to fire someone and fear that person might react violently, you should do it:
 - a. At the police station
 - b. With another person present
 - c. By E-mail

WORKPLACE VIOLENCE WARNING SIGNS TEST - ANSWERS

1. a. True.
2. a. True.
3. b. Complains often about unfair or disrespectful treatment.
4. a. Brings weapons to work.
5. b. False. The heavy stress of personal problems, or potential violence from an unstable spouse or partner, could have effects at work. Even if the result isn't violent, it could threaten safety, productivity, etc.
6. b. False. A direct threat of violence is a serious warning sign, which should be reported promptly.
7. b. False. The warning signs could have many other causes; some of them may just reflect a person being tired or having a bad day. Pay attention to the degree, frequency, and combination of warning signs.
8. a. True.
9. a. True.
10. b. With another person present.

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WRITTEN HAZARD COMMUNICATION PROGRAM

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, Adelia Bartelme, has full authority and responsibility for implementing and maintaining this program.

LIST OF HAZARDOUS SUBSTANCES

Adelia Bartelme 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").

SAFETY DATA SHEETS (SDS)

Adelia Bartelme 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 Adelia Bartelme 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 OSHA compliance office or write to:

Occupational Safety and Health Administration
200 Constitution Avenue, N.W.
Washington, D.C. 20210

If anyone has a specific question or needs additional information on an SDS, please call Adelia Bartelme. 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 Adelia Bartelme 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 chemicals, Adelia Bartelme 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, Adelia Bartelme 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 Adelia Bartelme 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 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.

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, Adelia Bartelme 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

