

**Health and Safety Program
Injury & Illness Prevention Program**

EER, Inc.
145 Pacific Street
Pomona, CA 91768

Revised: 9/16/24

Table of Contents

1	SAFETY POLICY.....	9
1.1	POLICY.....	9
2	INJURY AND ILLNESS PREVENTION PROGRAM	10
2.1	RESPONSIBILITIES.....	10
2.2	COMPLIANCE / DISCIPLINARY POLICY	12
2.3	COMMUNICATIONS	12
2.4	TRAINING.....	13
2.5	HAZARD ASSESSMENTS / INSPECTIONS	14
2.6	HAZARD CORRECTION.....	15
2.7	ACCIDENT INVESTIGATION (INCLUDING INCIDENTS AND NEAR MISSES).....	15
2.8	EMPLOYEE ACCESS TO THE PROGRAM.....	15
2.9	RECORDKEEPING	17
3	ACCIDENT / INCIDENT INVESTIGATIONS POLICY	18
3.1	PURPOSE	18
3.2	DEFINITIONS	18
3.3	POLICY	19
3.4	REPORTING INJURIES TO CAL/OSHA	20
4	ASBESTOS	21
4.1	PURPOSE	21
4.2	WHAT ASBESTOS IS	21
4.3	WHEN ASBESTOS IS DANGEROUS	22
4.4	HOUSEKEEPING	23
4.5	PROCEDURE FOR DEALING WITH ASBESTOS.....	23
5	BLOODBORNE PATHOGEN POLICY.....	25
5.1	PURPOSE	25
5.2	PROGRAM OUTLINE.....	25
6	CODES OF SAFE PRACTICE	27
6.1	GENERAL CODES OF SAFE PRACTICE	27
6.2	CONSTRUCTION CODES OF SAFE PRACTICE.....	28
7	COMPRESSED AIR AND EQUIPMENT	30
7.1	PURPOSE	30
7.2	POLICY.....	30
7.3	REQUIREMENTS FOR OPERATING & MAINTAINING COMPRESSED AIR MACHINERY	30
8	COMPRESSED GAS AND EQUIPMENT.....	34
8.1	PURPOSE	34
8.2	SCOPE	34
8.3	KEY RESPONSIBILITIES.....	34
8.4	PROCEDURE	34

9	CONTROL OF HAZARDOUS ENERGY -LOCKOUT / TAGOUT PROGRAM.....	38
9.1	PURPOSE AND POLICY	38
9.2	RESPONSIBILITY.....	38
9.3	SOURCES OF HAZARDOUS ENERGY	38
9.4	BASIC RULES.....	39
9.5	ADDITIONAL LOCKOUT TAGOUT SITUATIONS.....	41
10	CRANES AND RIGGING.....	43
10.1	PURPOSE AND SCOPE	43
10.2	CRITERIA AND STANDARDS.....	43
10.3	DEFINITIONS	43
10.4	SAFETY POLICIES FOR OPERATORS AND WORKERS.....	45
10.5	EQUIPMENT, ATTACHMENTS, AND INSPECTIONS.....	47
10.6	EQUIPMENT, ATTACHMENTS, AND INSPECTIONS.....	49
11	DRIVING SAFETY	52
11.1	PURPOSE	52
11.2	SCOPE	52
11.3	POLICY.....	52
11.4	RESPONSIBILITY.....	52
11.5	DEFENSIVE DRIVING TECHNIQUES	54
11.6	DRIVING TECHNIQUES	59
12	ELECTRICAL SAFETY AWARENESS	61
12.1	PURPOSE	61
12.2	SCOPE	61
12.3	PROCEDURES.....	61
12.4	SAFE ELECTRICAL PRACTICE & TRAINING.....	63
13	ELECTRICAL HIGH VOLTAGE POLICY.....	65
13.1	PURPOSE	65
13.2	SCOPE	65
13.3	DEFINITIONS	65
13.4	PROGRAM COMPONENTS	69
13.5	REPORTING REQUIREMENTS.....	74
13.6	TRAINING REQUIREMENTS AND COMPETENCY ASSESSMENT	75
14	ELECTRICAL LOW VOLTAGE POLICY	77
14.1	PROGRAM DESCRIPTION	77
14.2	SCOPE	77
14.3	DEFINITIONS	77
14.4	RESPONSIBILITIES.....	78
14.5	PROGRAM COMPONENTS	79
14.6	REPORTING REQUIREMENTS.....	81
14.7	TRAINING REQUIREMENTS AND COMPETENCY ASSESSMENT	82

15	EMERGENCY ACTION / RESPONSE PLAN POLICY	83
15.1	INTRODUCTION.....	83
15.2	SITE COORDINATION	83
15.3	BOMB THREAT	84
15.4	HAZARDOUS MATERIAL SPILL	84
15.5	FIRE / EXPLOSION	84
15.6	ALARM SYSTEM	85
15.7	INJURIES / EMERGENCIES	86
15.8	FIRST AID KITS	86
15.9	BLOODBORNE PATHOGENS.....	86
16	FALL PROTECTION PROGRAM.....	87
16.1	INTRODUCTION.....	87
16.2	UNPROTECTED SIDES AND EDGES	87
16.3	LEADING EDGES	87
16.4	HOIST AREAS.....	87
16.5	HOLES / FLOOR OPENINGS	87
16.6	RAMPS, RUNWAYS AND OTHER WALKWAYS	88
16.7	WALL OPENINGS.....	88
16.8	FALL PROTECTION SYSTEMS	88
17	FIRE PREVENTION / FIRE EXTINGUISHERS	96
17.1	SCOPE	96
17.2	FIRE PREVENTION PLAN.....	96
17.3	FIRE PREVENTION.....	96
17.4	HOUSEKEEPING AND MAINTENANCE CONTROLS	98
17.5	POST EVACUATION MAP	99
17.6	TRAINING.....	99
18	FIRST AID PROGRAM.....	101
18.1	PROGRAM OUTLINE.....	101
18.2	BROKEN BONES.....	101
18.3	BLEEDING.....	102
18.4	BURNS	102
18.5	POISONING	102
18.6	SHOCK	102
18.7	BREATHING.....	103
19	HAND AND POWER TOOLS	104
19.1	PURPOSE	104
19.2	SCOPE	104
19.3	GENERAL PROCEDURES.....	104
19.4	RESPONSIBLE PERSONS.....	105

20	HAZARD COMMUNICATION / GHS POLICY	106
20.1	PURPOSE	106
20.2	SAFETY DATA SHEETS (SDS)	106
20.3	LABELING	108
20.4	PICTOGRAMS	108
20.5	EMPLOYEE TRAINING	109
20.6	HAZARDOUS NON-ROUTINE TASKS	110
20.7	UNLABELED PIPES	110
20.8	PROGRAM REVIEW	110
21	HEAT ILLNESS PREVENTION – INDOOR WORKPLACES	111
21.1	PURPOSE	111
21.2	PROCEDURES FOR PROVISION OF WATER (INCLUDED NOT LIMITED TO)	111
21.3	PROCEDURES FOR ACCESS TO COOL DOWN AREA FOR INDOOR WORKPLACE (INCLUDED NOT LIMITED TO)	112
21.4	PROCEDURES FOR TEMPERATURE ASSESSMENT FOR INDOOR WORKPLACE (INCLUDED NOT LIMITED TO)	113
21.5	PROCEDURES FOR CONTROL MEASURES FOR INDOOR WORKPLACE (INCLUDED NOT LIMITED TO)..	115
21.6	PROCEDURES FOR EMERGENCY RESPONSE FOR INDOOR WORKPLACE (INCLUDED NOT LIMITED TO)	116
21.7	PROCEDURES FOR ACCLIMATIZATION FOR INDOOR WORKPLACE (INCLUDED NOT LIMITED TO).....	117
21.8	PROCEDURES FOR EMPLOYEE TRAINING SUPERVISORY & NON-SUPERVISORY (INCLUDED NOT LIMITED TO)	118
21.9	TREATMENT OF A SICK EMPLOYEE (INCLUDED NOT LIMITED TO)	119
21.10	DEFINITIONS	119
22	HEAT ILLNESS PREVENTION PROGRAM	122
22.1	INTRODUCTION	122
22.2	PROCEDURES FOR PROVISION OF WATER	123
22.3	PROCEDURES FOR ACCESS TO SHADE	124
22.4	HIGH HEAT PROCEDURES	125
22.5	PROCEDURES FOR EMERGENCY RESPONSE	125
22.6	PROCEDURES FOR ACCLIMATIZATION AND HEAT WAVE	126
22.7	PROCEDURES FOR EMPLOYEE TRAINING	127
22.8	TREATMENT OF A SICK EMPLOYEE	128
22.9	PROCEDURES FOR MONITORING THE WEATHER	129
23	HOUSEKEEPING	130
23.1	POLICY	130
24	INDUSTRIAL POWERED TRUCKS	132
24.1	PURPOSE	132
24.2	TRAINING PROGRAM	132
24.3	OPERATING RULES FOR INDUSTRIAL TRUCKS	133

25	LADDER SAFETY PROGRAM	139
25.1	SCOPE	139
25.2	INSPECT LADDERS CAREFULLY BEFORE USE	139
25.3	SETTING UP A LADDER SAFELY	139
25.4	CLIMBING SAFELY WITH LADDERS	140
25.5	GENERAL SAFETY FOR LADDERS	140
26	LEAD	141
26.1	PURPOSE	141
26.2	SCOPE	141
26.3	RESPONSIBILITIES	141
26.4	PROCEDURE	142
26.5	TRAINING.....	143
27	MANUAL MATERIAL HANDLING PROGRAM.....	144
27.1	PURPOSE	144
27.2	KEY RESPONSIBILITIES.....	144
27.3	PROCEDURE	145
27.4	WORK CONTROLS.....	147
27.5	TRAINING.....	148
28	PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY	149
28.1	SCOPE	149
28.2	COMPANY PROVIDED AND EMPLOYEE-OWNED EQUIPMENT	149
28.3	DEFECTIVE OR DAMAGED EQUIPMENT.....	149
28.4	HAZARD ASSESSMENTS.....	150
28.5	PPE.....	150
29	RESPIRATORY PROTECTION.....	151
29.1	PURPOSE	151
30	SANITATION	158
30.1	TOILETS AT JOB SITES	158
30.2	WASHING FACILITIES.....	158
31	SILICA EXPOSURE CONTROL.....	159
31.1	GENERAL INFORMATION	159
31.2	HEALTH HAZARDS.....	159
31.3	SILICOSIS	159
31.4	EXPOSURE	159
31.5	WORKPLACE ASSESSMENT.....	160
31.6	SILICA EXPOSURE STANDARD.....	161
32	WELDING, CUTTING, AND HOT WORK.....	171
32.1	BASIC BURNING AND WELDING PRECAUTIONS	171
32.2	FIRE WATCH.....	171
32.3	PERMIT AND AUTHORIZATION.....	171

32.4	COMPRESSED GAS CYLINDERS	172
32.5	WELDING AND CUTTING SAFETY PROCEDURES	172
32.6	ADDITIONAL RULES FOR SAFE USE	175
33	WILDFIRE SMOKE EXPOSURE MANAGEMENT PROGRAM	176
33.1	PURPOSE	176
33.2	INTRODUCTION AND SCOPE	176
33.3	DEFINITIONS	177
33.4	RESPONSIBILITIES	177
33.5	WILDFIRE SMOKE EXPOSURE CONTROL PLAN	179

Forms Table of Contents

- Job Safety Inspection Form
- Safety Training
- Employee Violation Warning Notice
- Accident, Injury & Illness Investigation Form
- First Aid Form
- Hot Work Permit
- Lockout/Tagout/Blockout - Inspection Sheet
- Energy Control Lockout/Tagout/Blockout Fact Sheet
- Written Site-Specific Silica Exposure Control Plan
- MSD Hazard Identification Form
- New Employee Orientation Safety Checklist
- Employee Separation Clearance Checklist
- Employee Handout - English
- Employee Handout – Spanish

Job Site Forms to Post

- Emergency Contacts
- Water Replenishment/ Shade Procedures Form
- Heat Illness Prevention
- National Weather Service Heat Index Chart
- Temperature Assessment for Indoor Workplaces
- Emergency Action Plan
- Codes of Safe Practice
- Operating Rules for Industrial Trucks

1 SAFETY POLICY

1.1 Policy

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 workplace. 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 ensure 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 our company 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.

All employees have a duty to maintain vigilance and foresight in identifying and correcting hazards to health, safety, or the environment. When necessary, they are to contact their supervisor to take the appropriate steps to eliminate or reduce mitigate hazards at work. The Safety Director and Management will be contacted where doubt or uncertainty may exist with respect to appropriate actions to be taken.

Signature: _____

Date: _____

2 INJURY AND ILLNESS PREVENTION PROGRAM

2.1 Responsibilities

Safety Director:

EER, Inc. has designated Shahzad Siddiqui as the Safety Director. The Safety Director has been given the authority and responsibility over this Health and Safety Program and for implementing all the provisions contained within.

The Safety Director's responsibilities include:

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

Managers and Supervisors:

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

We recognize that the responsibility for safety and health is a shared responsibility. EER, Inc. accepts the responsibility for leadership of this program and for its effectiveness and improvement, and for providing the safeguards to ensure safe working conditions. Our supervisors and management personnel are responsible for developing appropriate attitudes toward safety and for ensuring that all operations are performed with the utmost regard for the safety of all personnel involved. Management is also responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly. In addition, managers and supervisors are to:

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

Employees

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

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

2.2 Compliance / Disciplinary Policy

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

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

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

The level of disciplinary action to be taken by EER, Inc. can be decided depending on the seriousness of the safety infraction.

2.3 Communications

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

- New employee orientation includes a discussion of safety and health policies and procedures.
- Review of this program.
- Regularly scheduled safety meetings.
- Effective communication of safety and health concerns between employees and supervisors, including translation where appropriate.
- Posted or distributed safety information.

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

For each project, there will be communication with each employee and subcontractor before being allowed to work on the project.

2.4 Training

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

- To all new employees.
- To all employees given new job assignments for which training has not been previously provided.
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
- Whenever EER, Inc. is made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- To all employees with respect to hazards specific to each employee's job assignment.

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

- Explanation of EER, Inc. Injury and Illness Prevention Program, emergency action plan, and fire prevention plan, and measures for reporting any unsafe conditions, work practices, and injuries.
- Uses of appropriate clothing, including gloves, footwear, and Personal Protective Equipment
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Availability of toilet, handwashing and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.

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

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

- New employee training is to be done by the Foreman/Supervisor. All employees are to be oriented on the checklist in the Orientation section of this manual. This checklist must be signed by a supervisor. Where further training is needed or requested, the training form in the Training section of this manual shall be used.
- No employee is allowed to work before training is completed. This includes completion of the new employee checklist, which is to be signed by the Supervisor/Foreman.
- All new employees are to be provided with an employee handout describing their rights and disciplinary action procedures if necessary.
- A competent supervisor/foreman shall instruct all personnel assigned a new job on the possible hazards of the new assignment before the task is begun. If the new work involves any new substances, equipment, processes, or procedures, it is the responsibility of management or the Supervisor/Foreman to train all employees on the new hazards, substances, equipment, processes, or procedures.
- New hazards are to be reviewed by management and the Supervisor/Foreman procedures developed to protect against those hazards. Training 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.
- No employee is to perform a task or operate a piece of equipment unless they have been trained in the task or operation of the equipment.

2.5 Hazard Assessments / Inspections

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

- Daily inspections when required for equipment.
- Monthly workplace inspection of buildings, structures and grounds must be conducted depending on the work process and the type of hazard(s) involved and/or might develop. Findings of all inspections must be recorded on the **Inspection Checklist Form**. The Safety Inspection Checklist forms must be kept and filled in for due diligence purposes.
- When new substances, processes, procedures, or equipment, which present potential new hazards, are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.

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

Competent Person(s) and Facility Name
Superintendent on each job

2.6 Hazard Correction

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

- When observed or discovered.
- When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition will be provided with the necessary protection.
- All such actions taken and dates they are completed shall be documented.
- When a hazard is discovered, no unauthorized employee is to correct the hazard. It should be reported at once to supervision.
- Imminent hazards are to be reported at once to management. No individual is to take it upon himself or herself to correct an imminent hazard unless trained to do so and it can be done safely.

2.7 Accident Investigation (Including Incidents and Near Misses)

See the Accident / Incident Investigation section of this program.

2.8 Employee Access to the Program

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

- Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
 - Whenever an employee or designated representative requests a copy of the Program, the employer shall provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
 - One printed copy of the Program shall be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, the employer may charge reasonable, non-discriminatory reproduction costs (per Section 3204(e)(1)(E)) for the additional copies. or,
- Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of his or her regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

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

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

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

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

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

As used in this section (terms):

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

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

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

- a. The name and signature of the employee authorizing a designated representative to access the Program on the employee's behalf.
- b. The date of the request.
- c. The name of the designated representative (individual or organization) authorized to receive the Program on the employee's behalf; and
- d. The date upon which the written authorization will expire (if less than one (1) year).

2.9 Recordkeeping

The Safety Director will maintain the following documentation:

- Records of hazard assessment inspections, including the person(s) or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices. This documentation shall be maintained for a period of at least (1) year.
- Documentation of safety and health training for each worker, including the worker's name, training dates, types of training, and training providers. This documentation shall be maintained for a period of at least (3) years.
- The Log of Work-Related Injuries and Illnesses (Forms 300 and 300A, and form 301 or equivalent) will be maintained to classify work-related injuries and illnesses and to note the extent and severity of each case. The Form 300A (Summary) will be posted by February 1 of the year following the year covered by the form and keep it posted until April 30 of that year. This documentation shall be maintained for a period of at least (5) years.
- Any ventilation system records, air monitoring and/or sampling records shall be maintained for a period of at least (5) years.
- Any medical and occupational exposure records shall be maintained for a period of at least (30) years.
- Any accident reports and follow-up investigations shall be maintained for a period of at least (5) years.

3 ACCIDENT / INCIDENT INVESTIGATIONS POLICY

3.1 Purpose

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

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

- a. Result in an injury or illness to a worker requiring medical treatment.
- b. Did not involve injury or illness to a worker, or involved only minor injury not requiring medical treatment, but had a potential for causing serious injury or illness to a worker.
- c. Occur resulting in loss or damage sustained to material, equipment, or property.

Accident and Incidents in the workplace will be investigated for the following purposes:

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

3.2 Definitions

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

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

3.3 Policy

1. The Supervisor, employees, Joint Safety Committee and/or the Safety Representative with appropriate training in conducting accident investigations must complete an accident / incident investigation.
2. The following steps shall be taken to adequately complete an incident investigation:
 - a) Report the accident and/or incident occurrence to the Supervisor immediately;
 - b) Provide first aid and medical care to injured person(s) and prevent further injuries or damage;
 - c) Investigate the accident / incident;
 - d) Identify the causes of the accident / incident;
 - e) Report the findings of the investigation;
 - f) Develop a plan and recommendations for corrective action;
 - g) Implement the plan and recommendations for corrective action;
 - h) Evaluate the effectiveness of the corrective action; and
 - i) Make changes for continuous improvement.
3. The personnel conducting the investigation must prepare and complete a EER, Inc. Accident & Incident Investigation Report.
4. The incident report must include the following information:
 - j) The place, date, and time of the accident/incident;
 - k) The names and job titles of persons involved and/or injured in the accident/incident;
 - l) The names of witnesses;
 - m) A brief description of the accident/incident;
 - n) A statement of the sequence of events that led up to the accident/incident;
 - o) Identification of any unsafe conditions, acts, or procedures that contributed to the accident/incident;
 - p) Recommended corrective actions to prevent similar accidents/incidents;

- q) The name of persons who investigated the accident/incident
- 5. The Supervisor, Management team and/or the Safety Representative shall implement recommendations for corrective action immediately.
- 6. Management and/or Joint Occupational Health and Safety Committee shall review and evaluate the EER, Inc. Incident Investigation Report.
- 7. When conducting an incident investigation, EER, Inc. will ensure:
 - a) A preliminary investigation and accompanying report are completed within 48 hours of an incident.
 - b) A full investigation and final investigation report are completed within 30 days of the incident; and
 - c) Management shall review and evaluate the EER, Inc. Incident Investigation Report.

3.4 Reporting Injuries to Cal/OSHA

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

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

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

4 ASBESTOS

4.1 Purpose

The purpose of this program is to protect our workers from Asbestos exposure.

4.2 What Asbestos Is

Asbestos is a naturally occurring mineral. It is distinguished from other minerals by the fact that its crystals form long, thin fibers. The different types of asbestos are:

- Amosite
- Chrysotile
- Tremolite
- Actinolite
- Anthophyllite
- Crocidolite

Uses of asbestos:

Asbestos has been used in literally thousands of products because of its unique properties:

- Fire resistance
- High tensile strength
- Poor heat and electrical conductivity
- Impervious to chemical

Be aware of materials that could contain asbestos:

- Floor tiles
- Vinyl sheet flooring
- Mastic
- Ceiling tiles
- Roofing tiles
- Putties, caulks, and cements
- Siding shingles
- Wall and ceiling textures
- Asbestos cement and pipe

- Fire-resistant drywall
- Pipe and boiler insulation
- Sprayed-on building insulation
- Automotive brake and clutch linings
- Fire-resistant clothing
- Laboratory counter tops
- Laboratory ventilation hoods

4.3 When Asbestos is Dangerous

Asbestos is a naturally occurring mineral. It is distinguished from other minerals by the fact that its crystals form long, thin fibers. The most common way for asbestos fibers to enter the body is through breathing. In fact, asbestos-containing material is not generally considered to be harmful unless it is releasing dust or fibers into the air where they can be inhaled or ingested.

Asbestos is most hazardous when it is friable. The term "friable" means that the asbestos is easily crumbled by hand, releasing fibers into the air. Sprayed on asbestos insulation is highly friable. Asbestos floor tile is not.

Asbestos-containing ceiling tiles, floor tiles, undamaged laboratory cabinet tops, shingles, fire doors, siding shingles, etc. will not release asbestos fibers unless they are disturbed or damaged in some way. If an asbestos ceiling tile is drilled or broken, for example, it may release fibers into the air. If it is left alone and not disturbed, it will not.

Damage and deterioration will increase the friability of asbestos-containing materials. Water damage, continual vibration, aging, and physical impact such as drilling, grinding, buffing, cutting, sawing, or striking can break the materials down making fiber release more likely.

What are the health effects associated with asbestos exposure?

There are three primary diseases associated with asbestos exposure:

1. Asbestosis
2. Mesothelioma
3. Lung Cancer

Typically, there is a long latency period for diseases associated with asbestos. (This means it may take many years for the disease to show up.) Following proper work practices and using appropriate personal protective equipment can prevent exposure to asbestos.

Asbestosis- Asbestosis is a disease characteristic by fibrotic scarring of the lung. It is a restrictive lung disease, which reduces the overall volume of the lung. Asbestosis is prevalent among workers who have been exposed to large doses of asbestos fibers over a long period of time. The typical latency period for asbestosis is 10-20 years.

Mesothelioma- Mesothelioma is a cancer of the chest cavity lining (mesothelium). Mesothelioma can also occur in the lining of the abdominal cavity. This type of cancer spreads very rapidly and is always fatal. It is the disease associated with asbestos, which is of the greatest concern, however, it is also the rarest. Like other diseases associated with asbestos, it has a long latency period and may not develop for 20 to 40 years after initial exposure.

Lung Cancer- There are many causes for lung cancer. Asbestos exposure is only one of them. While employees exposed to large concentrations of asbestos fibers for many years have an increased risk of getting lung cancer, their risk is not as great as the cigarette smoker. A cigarette smoker who has worked with asbestos is more than 50 times more likely to contract lung cancer than the normal non-smoking population. The latency period associated with lung cancer from exposure to asbestos is typically 20 years.

4.4 Housekeeping

Housekeepers and custodians should never sand or dry buff asbestos containing floor tiles, and only wet stripping methods may be used during stripping operations. Low abrasion pads should be used at speeds below 300 rpm.

Broken and fallen ceiling tiles should be left in place until identified. Only after they have been identified as safe may they be removed. Asbestos tiles will be removed by asbestos abatement workers.

Broken and damaged asbestos floor tiles must also be removed by asbestos abatement workers.

4.5 Procedure for Dealing with Asbestos

Procedure for dealing with Asbestos containing or suspect Asbestos containing materials:

- Prior to working in an area that contains Asbestos you must be trained on Asbestos awareness which includes where it is found what to do in the event that it is found and not to disturb Asbestos under any circumstance. That training is to be documented and kept available on site. And in the records of the company.
- All areas where work is being conducted must be labeled and have clear signs and barriers blocking access to those areas warning of Asbestos containing material. In no circumstance is any employee allowed in this area without proper training and Personal protection. Disturbing the Asbestos is a violation of company policy.
- NEVER sand, grind, drill, hammer, cut, saw, break, damage, move or disturb asbestos-containing building materials or SUSPECT asbestos-containing building materials.
- If you come in contact with a material you suspect to contain asbestos, NOTIFY YOUR SUPERVISOR!
- Your supervisor will notify Environmental Health & Safety Services to have the material sampled for asbestos content.

- If the material is determined to contain asbestos, it cannot be disturbed or removed unless it is done so by a licensed asbestos abatement contractor.
- Never try to collect a sample of the suspect material yourself. State law requires all suspect materials be sampled by a State licensed asbestos inspector.
- Before moving or disturbing any building materials, it will be necessary to ensure they do not contain asbestos. If they do contain asbestos, they will need to be removed by State licensed asbestos abatement workers before the work may be performed.
- In the event you are working on a multi contractor site there should be no exposure to Asbestos that area should be abated prior to work starting and or that area isolated with proper Asbestos handling procedures to prevent contamination of areas outside the protected area.

5 BLOODBORNE PATHOGEN POLICY

5.1 Purpose

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.

5.2 Program Outline

Bloodborne training is required upon hire and annually thereafter. Bio-hazards signs will be placed on any area where blood exposure has been present. Proper labeling is covered in training.

An assessment must be done during infectious material exposure to determine what risks are involved even when proper PPE is available.

Access to a copy of the exposure control plan is available to all employees.

In the event of an infectious material exposure, universal precautions must be observed.

The first step is to evaluate the exposure and what level of clean-up will be involved. Then proper clothing, non-permeable gloves, face shield, and respiratory protection shall be donned. Then a solution of 10 parts water to 1 part bleach shall be liberally applied to all areas of infectious material.

The solution shall then be allowed to sit for 20 minutes. A properly labeled, leak-proof disposable bag for handling, storage and transportation and materials shall be provided. During the clean-up, all materials are to be placed in this labeled bag including gloves, protective clothing, respirator, and face shield. Hand washing facilities will be readily available for use after any clean up or for emergency. In the event that hand washing facilities are not available, antiseptic will be readily available. An evaluation of the person(s) involved in the cleaning of the infectious material shall be done upon completion.

Additionally, all equipment and surfaces after contact with blood and infectious material must be disinfected to be sure no transfer of infectious disease.

All Personal Protective Equipment must be readily available at no expense to employees. All reusable PPE will be evaluated for effectiveness and repaired if required.

A Hepatitis B vaccination shall be provided at no cost to the employees involved in an infectious blood clean-up.

An accurate medical record of occupational exposure will be kept for duration of employment plus 30 years.

Record of training will be kept for at least 3 years. The training and medical records will include content of training, names, titles, and dates.

All records will be available upon request to employees, assistant secretaries, and directors for examination and copying. Record must have written consent from employees prior to release. All transfer requirements set forth in 29 CFR 1910.1020 must be followed.

6 CODES OF SAFE PRACTICE

6.1 General Codes of Safe Practice

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

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

6.2 Construction Codes of Safe Practice

- No contractor or sub-contractor for any part of contract work shall require any laborer or mechanic employed in the performance of the contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his/her health or safety.

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

7 COMPRESSED AIR AND EQUIPMENT

7.1 Purpose

EER, Inc. *has* established this program to ensure compressed air is used safely and in accordance with manufacturer instructions.

7.2 Policy

The following precautions pertain to the use of compressed air at EER, Inc. *facilities*.

1. All pipes, hoses, and fittings must have a rating of the maximum pressure of the compressor. Compressed air pipelines should be identified (psi) as to maximum working pressure.
2. Air supply shutoff valves should be located (as near as possible) at the point-of-operation.
3. Air hoses should be kept free of grease and oil to reduce the possibility of deterioration.
4. Hoses should not be strung across floors or aisles where they are liable to cause personnel to trip and fall. When possible, air supply hoses should be suspended overhead, or otherwise located to afford efficient access and protection against damage.
5. Hose ends must be secured to prevent whipping if an accidental cut or break occurs.
6. Pneumatic impact tools, such as riveting guns, should never be pointed at a person.
7. Before a pneumatic tool is disconnected (unless it has quick-disconnect plugs), the air supply must be turned off at the control valve and the tool bled.
8. Compressed air must not be used under any circumstances to clean dirt and dust from clothing or off a person's skin. Shop air used for cleaning must be regulated to under 30 psi.
9. Goggles, face shields or other eye protection must be worn by personnel using compressed air for cleaning equipment.
10. Static electricity can be generated through the use of pneumatic tools. This type of equipment must be grounded or bonded if it is used where fuel, flammable vapors or explosive atmospheres are present.

7.3 Requirements for Operating & Maintaining Compressed Air Machinery

All components of compressed air systems including the cylinders must be visually inspected regularly by qualified and trained employees.

Maintenance superintendents should check with state and/or insurance companies to determine if they require their own inspection of this equipment. Operators need to be aware of the following:

Air receivers:

1. The maximum allowable working pressures of air receivers should never be exceeded except when being tested. Only hydrostatically tested and approved tanks shall be used as air receivers.
2. Air tanks and receivers should be equipped with inspection openings, and tanks over 36 inches in diameter should have a manhole. Pipe lug openings should be provided on tanks with volumes of less than five cubic feet. Air receivers shall be equipped with an indicating pressure gauge.
3. The intake and exhaust pipes of small tanks, similar to those used in garages, should be made removable for interior inspections.
4. No tank or receiver should be altered or modified by unauthorized persons.
5. Air receivers should be fitted with a drain cock that is located at the bottom of the receiver.
6. Receivers should be drained frequently to prevent accumulation of liquid inside the unit.
7. Air tanks should be located so that the entire outside surfaces can be easily inspected. Air tanks should not be buried or placed where they cannot be seen for frequent inspection.
8. Each air receiver shall be equipped with at least one pressure gauge and an ASME safety valve of the proper design.
9. A safety (spring loaded) release valve shall be installed to prevent the receiver from exceeding the maximum allowable working pressure. The safety valves must be tested.
10. Only qualified personnel should be permitted to repair air tanks, and all work must be done according to established safety standards.

Air Distribution Lines:

1. Air lines should be made of high-quality materials, fitted with secure connections.
2. Only standard fittings should be used on air lines.
3. Operators should avoid bending or kinking air hoses.
4. Air hoses should not be placed where they will create tripping hazards.
5. Hoses should be checked to make sure they are properly connected to pipe outlets before use.
6. Air lines should be inspected frequently for defects, and any defective equipment repaired or replaced immediately.
7. Compressed air lines should be identified as to maximum working pressures (psi), by tagging or marking pipeline outlets.

Pressure regulation Devices:

1. Only qualified personnel should be allowed to repair or adjust pressure regulating equipment.
2. Valves, gauges, and other regulating devices should be installed on compressor equipment in such a way that cannot be made inoperative.
3. Air tank safety valves should be set no less than 15 psi or 10 percent (whichever is greater) above the operating pressure of the compressor but never higher than the maximum allowable working pressure of the air receiver.
4. Air lines between the compressor and receiver should usually not be equipped with stop valves. Where stop valves are necessary and authorized, ASME safety valves should be installed between the stop valves and the compressor.
5. The Safety valves should be set to blow at pressures slightly above those necessary to pop the receiver safety valves.
6. Blowoff valves should be located on the equipment and shielded so sudden blowoffs will not cause personnel injuries or equipment damage.
7. Case iron seat or disk safety valves should be ASME approved and stamped for intended service application.
8. If the design of a safety or a relief valve is such that liquid can collect on the discharge side of the disk, the valve should be equipped with a drain at the lowest point where liquid can collect.
9. Safety valves exposed to freezing temperatures should be located so water cannot collect in the valves. Frozen valves must be thawed and drained before operating the compressor.

Air Compressor Operation:

1. Air compressor equipment should be operated only by authorized and trained personnel.
2. The air intake should be from a clean, outside, fresh air source. Screens or filters can be used to clean the air.
3. Air compressors should Never be operated at speeds faster than the manufacturers recommendation.
4. Equipment should not become overheated.
5. Moving parts, such as compressor flywheels, pulleys, and belts that could be hazardous should be effectively guarded.

Compressed Air Equipment Maintenance:

1. Only authorized and trained personnel should service and maintain air compressor equipment.
2. Exposed, non-current-carrying, metal parts of compressor should be effectively grounded.
3. Low flash point lubricants should not be used on compressors because of its high operating temperatures that could cause a fire or explosion.
4. Equipment should not be over lubricated.
5. Gasoline or diesel fuel powered compressors shall not be used indoors.
6. Equipment placed outside but near buildings should have the exhausts directed away from doors, windows, and fresh air intakes.
7. Soapy water or lye solutions can be used to clean compressor parts of carbon deposits, but kerosene or other flammable substances should not be used. Frequent cleaning is necessary to keep compressors in good working condition.
8. The air systems should be completely purged after each cleaning.
9. During maintenance work, the switches of electrically operated compressors should be locked open and tagged to prevent accidental starting.
10. Portable electric compressors should be disconnected from the power supply before performing maintenance.

8 COMPRESSED GAS AND EQUIPMENT

8.1 Purpose

The purpose of this program is to prevent injury from failing or failure of compressed gas cylinders and to establish requirements for handling, lifting, and storing compressed gas cylinders safely.

8.2 Scope

This program covers all employees and contractors who handle, transport and/or use compressed gas cylinders.

8.3 Key Responsibilities

Managers/Supervisors

- Must ensure that all employees are aware and trained on the proper handling, storage and use requirements for compressed gas cylinders.
- Must ensure that initial training is conducted for all new employees and that retraining is conducted when employee behaviors suggest that retraining is warranted.

Employees

- Must follow all requirements regarding the safe handling, storage, and use of compressed gas cylinders.

8.4 Procedure

General

Cylinders must not be accepted, stored, or used if evidence of denting, bulging, pitting, cuts, neck or valve damage is observed. If damage is observed:

- The cylinder must be taken out of service.
- The cylinder's owner shall be notified to remove the cylinder from the premises.
- If owned, the cylinder shall be de-pressured and inspected as required by this program.

Cylinder Identification

Gas identification shall be stenciled or stamped on the cylinder, or a label used. No compressed gas cylinder shall be accepted for use that does not legibly identify its content by name.

Handling

- Valve caps must be secured onto each cylinder before moving or storage.
- Compressed gas cylinders must not be allowed to strike each other.
- Secure the cylinder in a blanket when being lifted by mechanical means. Slings, ropes or electromagnets are prohibited to be used for lifting compressed gas cylinders.
- The preferred means to move compressed gas cylinders is with a cart, carrier or with a helper.
- When a cylinder cap cannot be removed by hand the cylinder must be tagged "Do Not Use" and returned to the designated storage area for return to vendor.

Storing

- All cylinders must be secured upright in a safe, dry, well-ventilated area that limits corrosion and deterioration.
- Cylinders must be secured by means that will prevent the cylinder from falling.
- When securing the cylinder, the restraints shall not be attached to electrical conduit or process piping.
- Empty and non-empty cylinders shall be stored separately. All stored cylinders shall be capped.
- Oxygen cylinders must be stored a minimum of 20 feet from combustible gas cylinders or areas where there may be open flame or arcing. Cylinders may also be stored where the oxygen is separated from combustible gas cylinders by a 5 foot or higher wall with a fire resistance rating of 30 minutes.
- Storage areas for full and empty cylinders must be designated and labeled. Cylinders should be stored in definitely assigned places away from elevators, stairs or gangways.

Use

- Cylinders must be equipped with the correct regulators. Regulators and cylinder valves should be inspected for grease, oil, dirt, and solvents. Only tools provided by the supplier should be used to open and close cylinder valves.
- Never force or modify connections.
- Only regulators and gauges shall be used within their designated ratings.
- The use of a pressure-reducing regulator is required at the cylinder unless the total system is designed for the maximum cylinder pressure.
- Valves must be closed when cylinders are not in use.
- Cylinders shall not be used as rollers or supports.

- Cylinders shall not be placed where they can come in contact with electrical circuits.
- Cylinders must be protected from sparks, slag, or flame from welding, burning or cutting operations.
- Empty cylinders must be returned to designated storage areas as soon as possible after use.

Inspection of Compressed Gas Cylinders

- We will ensure that compressed gas cylinders under our control are in a safe condition to the extent that this can be determined by visual inspection. Visual and other inspections shall be conducted as prescribed in the Transportation of Dangerous Good Act (TDGA). Where those regulations are not applicable, visual, and other inspections shall be conducted.
- Hoses and connections should be inspected regularly for damage. Hoses should be stored in cool areas and protected from damage.
- These owned cylinders must be visually inspected prior to charging before each use and at least annually.
- All inspections and testing must be documented.
- High Pressure Cylinders are those cylinders marked for service pressures of 900 psi and greater.
- High pressure cylinders shall be taken out of service and submitted for re-qualification testing when any of the following conditions are identified by visual inspection.
- Cuts, dings, gouges, dents bulges, pitting, neck damage or evidence of exposure to fire.
- The cylinders shall be inspected and retested according to the requirements stated in the Transportation of Dangerous Good Act (TDGA)
- Low Pressure Cylinders are those cylinders marked for service pressures of less than 900 psi.
- Low pressure cylinders fall into two categories, those requiring requalification and those that do not require re-qualification.
- Low pressure cylinders that do not require re-qualification shall be taken out of service and condemned when any of the following conditions are identified during inspection:
- The tare weight of the cylinder is less than 90% of the stamped-on weight of the cylinder.
- Observed pitting, dents, cuts, bulging, gouges, or evidence of exposure to fire.
- Low pressure cylinders subject to re-qualification shall be taken out of service, inspected, and retested when visual inspection identifies any of the following conditions: dents, bulges, pitting or neck damage.

Leaking Cylinders

Leaking cylinders should be moved promptly to an isolated, well-ventilated area, away from ignition sources. Soapy water should be used to detect leaks. If the leak is at the junction of the cylinder valve and cylinder, do not try to repair it. Contact the supplier and ask for response instructions.

Transportation

Cylinders must be transported in a vertical secured position using a cylinder basket or cart and must not be rolled. Regulators should be removed, and cylinders capped before movement. Cylinders should not be dropped or permitted to strike violently, and protective caps are not used to lift cylinders.

Empty Cylinder Marking

Cylinders should be marked as "MT" and dated when empty. Never mix gases in a cylinder and only professionals should refill cylinders. Empty cylinders must be handled as carefully as when filled.

Engineering Controls

Engineering controls such as emergency shutoff switches, gas cabinets and flow restrictors should be used wherever possible to control hazards. Emergency eyewash facilities should be present where corrosive gases or materials are used.

9 CONTROL OF HAZARDOUS ENERGY -LOCKOUT / TAGOUT PROGRAM

9.1 Purpose and Policy

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

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

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

9.2 Responsibility

Any employee who could be exposed to hazardous energy sources will be instructed in the safety significance of the lockout/tagout procedure. Employees authorized to perform lockout/tagout will receive training commensurate with their responsibilities.

Each new or transferred “affected” employee and “other” employees whose work operations are or may be in the area will be instructed in the purpose and use of the lockout/tagout procedure. Prior to lockout/tagout an authorized supervisor will brief all affected employees. In the event of tagout system only, the authorized individual will also brief all other personnel potentially exposed to the hazard.

9.3 Sources of Hazardous Energy

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

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

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

9.4 Basic Rules

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

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

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

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

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

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

- **Major cleaning** – This would apply to cleanup of machines as well as anytime guards or other safety devices are removed for cleaning.
- **Lubrication** – This applies to most lubrication performed on machinery. The only exception would be in the case of authorized and necessary on-the-run lubrication.
- **Changeover** – This applies to any changeover or setup work where guards or other safety devices are removed or bypassed.
- **Bypassing Guards and Safety Devices** – Any time normal production problems necessitate removing guards or other safety devices unless exempted in the specific procedural write-up.
- **Maintenance** – When maintenance work is to be performed on a machine or system where unexpected release could cause injury, those performing such maintenance must follow the lockout/tagout procedure.

All machinery or systems should have a specific procedural write-up that identifies all different types of hazardous energy associated with the machinery or systems. This write-up will include methods of properly locking out all such sources of hazardous energy. Any exceptions to the requirement of lockout/tagout for these procedures will be covered in the specific procedural write-ups for each type of machine or system. Steps to take for proper lockout procedures are:

- **NOTIFY** all workers in the area that lockout/tagout is going to be used and explain why it is necessary.
- **SHUT DOWN** the machine or system if it is operating, using a STOP button or by placing switch in "off/neutral" position. Individual shutting machine down must hang his personal tag over the STOP button.
- **ISOLATE** the machine or system from its energy sources. All sources of hazardous energy must be identified and isolated in the proper order.
- **LOCKOUT** the energy isolating device(s). Each individual working on the machine or system must attach his personal lock and tag to the energy-isolating device or the lock box containing the job lock keys.

- **DISSIPATE** any residual energy. Residual energy that cannot be dissipated must be blocked. Substantial blocking devices or hangers may be needed.
- **VERIFY** that all sources of hazardous energy have been isolated. After visually ensuring that no personnel are exposed, disengage STOP button, give warning startup call; then engage the START button, or other systems activating the machine or system. Engage the STOP button or return switches to the “off/neutral” position after performing this test.

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

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

9.5 Additional Lockout Tagout Situations

More Than One Person Locking Out the Machine or System:

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

More Than One Source of Hazardous Energy:

As mentioned earlier, more than one type of hazardous energy can be present in a machine or system. For example, a machine section may have parts that are driven by electrical power, as well as parts that move due to air pressure. A person working on such a machine would have to isolate the electrical power by manually opening a circuit breaker or through the use of other disconnecting switches, and also isolate the source of pneumatic energy (the isolation device likely being a valve on an airline). However, the worker only has one lock in his possession. In such cases, a machine is provided with job locks. Job locks are locks that are assigned to a machine or system rather than personnel. The individual working on a machine or system with multiple energy sources would lock out each type of hazardous energy on the machine using these job locks. Then he would collect the keys to the job locks and deposit them in a lock box. A lock box is a container that job lock keys can be deposited in (usually a box on the lockout station). A worker can then place his personal lock on this lock box, thus ensuring that all the isolation devices on the machine cannot be unlocked until he removes his lock from the box.

Multiple Personnel Locking Out Multiple Sources of Hazardous Energy:

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

Maintenance on Cord and Plug Equipment:

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

Note: Never remove another person's lock.

10 Cranes and Rigging

10.1 Purpose and Scope

The purpose of these policies and procedures is to provide a safe working environment for crane operators and all site personnel. All OSHA, and manufacturer requirements must be met.

It should be recognized that it is not feasible to address every possible issue, situation, and circumstance that may arise or be encountered on a project. Therefore, if problems develop or an unsafe condition occurs which is not addressed in this information the Contractor who is operating a particular crane should stop work immediately and determine how to safely resolve the issue. No work should proceed unless it is deemed safe to do so.

10.2 Criteria and Standards

All OSHA, and manufacturer requirements must be met.

The criteria and standards for the safe operation of cranes must include the following:

- Manufacturer's recommendations and requirements
- American National Standards Institute (ANSI)
- American Society of Mechanical Engineers (ASME)
- Occupational Safety and Health Administration (OSHA)
- National Commission for the Certification of Crane Operators (NCCCO)
- Local and State Regulations

These criteria are the minimum standard that must be met on all projects for all crane operations. These crane safety policies and procedures do not purport to restate all of these regulations but should be used for clarification and setting additional policies and procedures while operating cranes and/or rigging on projects.

10.3 Definitions

Accessory Gear

A secondary part of the crane or crane component which contributes to the overall function of the crane would include, but is not limited to, jibs, jib assemblies, outriggers, sheave assemblies, and compound weights.

Assembly & Disassembly Director (A/D)

A person who meets the criteria for both a competent person and a qualified person or by a competent person who is assisted by one or more qualified persons can be considered an A/D. The A/D must understand the applicable assembly/disassembly procedures. The A/D directly oversees the safe dismantling, moving, and set-up of the crane. The A/D needs to be both competent and qualified for the crane being worked with. These individuals will need to be able to oversee a crew for each task needed according to manufacturer's requirements.

Below-the-Hook Lifting Device

Rigging used in conjunction with the crane to attach the load to be lifted to the crane hook assembly. Would include, but is not limited to, such items as wire rope slings, lifting beams, shackles, and web slings.

Certified Agent

The manufacturer, or a person who is currently registered as a professional civil, mechanical, or structural engineer by the state in which work is being performed.

Certified Person

A person who has specific training and demonstrated proficiency and has been authorized by a private agency to perform specific work.

Competent Person

A person who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to fellow workers, and who has authorization to take prompt corrective measures to eliminate them.

Functional

This means a safety device shall be in use and operating while the crane is in use. Functional does not mean merely "capable of performing" for purposes of these safety requirements.

Jib

An extension attached to the boom point to provide added boom length for lifting specified loads.

National Commission for the Certification of Crane Operators (NCCCO)

An independent not-for-profit corporation formed to establish and administer a nationwide program of certification of crane operators. This organization establishes standards for measuring the knowledge and proficiency for the safe operation of crane equipment.

On-Rubber Pick and Carry

A lift made in conjunction with the manufacturer's load chart without the use of outriggers in which the load is lifted and moved under the power of the crane unit.

Positive Anti-Two-Blocking Device

A warning or damage prevention feature which alerts the operator before the load block or ball assembly makes contact with upper boom sheave assembly.

Qualified Person

A person who by possession of a recognized degree or certificate of professional standing, or who, by extensive knowledge, training, and experience, has successfully demonstrated the ability and skill they possess.

10.4 Safety Policies for Operators and Workers

Crane operators and employees working with them need to adhere to the following safety procedures at all times:

- A critical crane lift plan should be developed for high hazard lifts.
- Always place boom directly above the load when lifting. Never side-load a boom or use the crane to push or pull the load.
- It is the operator's responsibility to keep the load under control at all times. This can be accomplished by starting and stopping smoothly and by avoiding swinging the load too fast. Never allow the load or any object to strike the boom. The operator must, at all times, operate the equipment within the guidelines set forth by the manufacturer.
- The crane operator is ultimately responsible for all operations. If there are any questions, doubts, or uncertainties about the equipment, rigging, equipment set up area, load chart interpretation, or the load he should stop operations immediately.
- At no time shall any mobile industrial equipment (crane) be engaged in operation unless an appropriate load chart, operator's manual, and necessary decals are in place. The manufacturer's load chart shall be affixed to the crane or located in the operator's cab and accessible to the operator.
- To safely perform a lift, it is imperative that the weight of the load be known, and the operator shall ensure that no lift exceeds the manufacturer's rated capacity for a given radius, angle, or configuration.
- Access for entry and assembly of the crane shall be free from obstructions, underground hazards, and overhead power lines.
- Operator must understand the dynamics of boom flex.
- Crane equipment shall have the required inspection and current proof load testing certificates available upon arrival at the job site.
- Crane operators must be aware of power lines and safe distances as required by OSHA and the manufacturer. No crane shall be raised, lowered, or operated at unsafe distances from power lines.

- No loads shall be lifted over personnel.
- No one shall place their hands or any other portion of the body under a load suspended by the crane.
- No unauthorized personnel shall be working within the fall zone of the crane.
- A “Do Not Enter Zone”, perhaps using red tape, shall be used to prevent personnel from entering the crane rotation area. Allow 2’ minimum between crane and all objects.
- All personnel shall be clear of crawler tracks while the crane is moving.
- All personnel except for the operator and any trainee shall be clear of the crane rotating area during its operation.
- A qualified and certified signal person shall provide direction to the operator using the standard hand signals or radio communications that are common to the industry.
- Operation of crane equipment by persons designated as a trainee shall only be conducted during non-critical lifts and only under the direct supervision of an experienced operator. Where such lifts are conducted, advance notice shall be given to all those working with the crane equipment.
- All lifts and crane configurations shall be consistent with the manufacturer’s requirements and load charts.
- When pick and carry operations occur, the ground shall be smooth, level, and compacted, free from obstructions, underground hazards, and overhead power lines. There will need to be an A/D present with such lifts.
- No cribbing shall be placed under the crane axle, frame, or outrigger extension beams.
- Jib and boom shall be free from structural damage that exceeds the manufacturer’s maximum allowable tolerances.
- Anti-two-blocking device shall be functional and operational on all cranes equipped with such a device.
- A load indicator shall be on all load lines in use on mobile cranes that exceed 5 tons rated capacity or 200 feet of boom.
- Wind speed indicators shall be in use. No crane shall be operated in wind speeds that exceed the manufacturer’s specifications or when it is otherwise unsafe.

If the manufacturer does not specify allowable wind speeds, then the Crane Operator is responsible for only operating in safe conditions.

No person shall disable or circumvent a safety device while the crane is performing lifting service.

No load shall be lifted over occupied buildings; unless a letter has been obtained from the building’s owner stating the top 2 floors are empty or an engineer has verified it is safe.

Do not operate when there are lightning conditions.

When lifts are performed in the vicinity of other personnel, an audible signal will be used by the signal person to alert them.

The crane operator shall respond to signals only from the appointed qualified signal person, by radio contact using a hand-free device with the exception of an emergency stop signal. The operator shall obey an emergency stop signal when given at any time, regardless of who gives this signal.

The use of a cell phone or other communication devices during lifting services is prohibited. This avoids distractions or interruptions during these critical times.

10.5 Equipment, Attachments, and Inspections

An inspection of the crane components, accessory gear, below the hook lifting devices, the assembly, and setup of the crane will need to be completed each time a crane is placed on a project. All crane equipment and operation of crane equipment shall meet the requirements of the manufacturer, ANSI, ASME, and OSHA. Equipment is not to be modified, interchanged, or put to uses other than those described by the manufacturer. Equipment is to be repaired only by qualified persons. The crane is not to be left running, energized, or under pressure when unattended. Defective tools and equipment are to be reported immediately and removed from service until the defect can be corrected. Any defect shall be indicated on a "DANGEROUS-DO NOT USE" label if the tool and equipment is left unattended.

All guards are to be left in place and are to be properly used. Do not modify or tamper with the guards. Tools and equipment with defective, broken, modified, or missing guards are to be tagged "DANGEROUS-DO NOT USE" and removed from service. Any person found modifying or deactivating a safety guard or mechanism will be subject to disciplinary action up to and including termination.

Crane Attachments

Lifting Beams: Commonly known as "spreader bars" shall conform to ANSI B30.20, 1985 regulations which require the following permanent markings:

- Manufacturer's name
- Serial number (ID #)
- Weight of the bar (if over 100 lbs.)
- Load Rating
- Initial Proof Load Testing at 125% of the lifting beam's capacity. Proof of initial load testing shall be provided for all lifting beams. Load test shall not exceed 125% of the rated load.

Crane Outrigger Mats: The crane operator is responsible for the use and selection of crane outrigger mats. Since the maximum outrigger loading on a single outrigger pad can exceed 50,000 lbs. per sq. ft., a thorough investigation of ground conditions must be made prior to positioning the crane. By contrast, ground-bearing pressures on our largest lift rarely exceed 3,000 lbs. per sq. ft.

To ensure the safest working conditions, observe the following minimal guidelines when positioning for a lift:

- Thoroughly check surface conditions to ensure they will support the intended loading.
- The Law requires the owner of property or general contractor to be responsible for all ground conditions. Make inquiries regarding the presence of voids beneath the surface, such as loose fill, piping, conduit, drainage channels, etc. In some cases, an engineer drawing will be needed.
- Use outrigger mats at least 2 ft. wider than the outrigger plate to distribute loads over a greater area in order to reduce the possibility of surface failure.
- Level and center mats beneath the outrigger pads. Mats should be strong enough to prevent crushing, be free from defects, and be of sufficient width and length to prevent shifting or toppling under a load.
- Recheck mat positioning and integrity after each lift.

Inspections of Cranes and Crane Attachments

Daily Crane Inspections: At the beginning of each shift, the approved operator shall conduct a visual and functional inspection prior to using the crane. The inspections shall be documented and shall be maintained on-site.

Annual Crane Inspections: All cranes shall undergo a thorough annual inspection performed by a third-party agency. The third-party should be a qualified, certified person or company recognized by the U. S. Department of Labor. A copy of the inspection is to be kept with the crane.

Deficiencies: If deficiencies are discovered through operational use or inspection the defective crane should be labeled “Do Not Use” and placed out of service. No crane shall be placed back in service until deficiencies are evaluated and corrected by a qualified person.

Load Testing of Jibs: An approved operator that performs lifts with the jib attachment shall have a current certification stating that the jib has been proof tested by a qualified person. Proof tests shall be performed during the initial proof testing and every four years thereafter, unless a structural repair has been performed on the crane. If a structural repair has been performed (even if the jib was not damaged) a load test shall be performed prior to placing the crane back into service. No proof test of the jib is required during the annual certification as long as proof-testing of these components has been performed in accordance with the requirements specified above. These requirements apply equally to telescopic and lattice boom cranes.

Interpretation: Where the actual boom angle or radius does not match the values shown on the load chart, then the operator or engineer must calculate crane capacity using the next lowest capacity on the chart.

10.6 Equipment, Attachments, and Inspections

Only qualified riggers can perform rigging operations. According to OSHA standards:

- **Do** give safety first consideration in the handling of materials.
- **Do** familiarize yourself with the types of rigging available for easiest and safest lifting.
- **Do** inspect the lifting equipment before and after it is used to make certain it is in good condition.
- **Do** report to the appropriate shop supervisor any lifting equipment that appears to be unsafe before someone else uses it.
- **Do** remove damaged lifting equipment.
- **Do** refuse to move a load if you are not satisfied with the way the load is attached.
- **Do** stop operation and discuss any questions that arise over capacity, rigging, weather, or safety concerns with the crane operator and other qualified supervision.
- **Do not** let anyone overrule the judgment of the operator.
- **Do not** lift a piece without knowing its weight.
- **Do not** make a lift without reviewing Crane/Lifting Form, knowing the lifting equipment's capacity, and the method to be used.
- **Do not** use damaged lifting equipment to lift loads lower in capacity than the original rate capacity of the equipment.
- **Do not** leave equipment where it can be accidentally damaged by bending, cutting, or crushing.

Proper Use of Chain, Hooks, and Wire Rope Sling

- **Do** protect the sling from abrasions by using padding, blocks, or corner protectors.
- **Do** use a chain in abrasive environment.
- **Do** select the proper style hook or attachment.
- **Do** face the hook opening out and away from the sling pull when making choker hitches.
- **Do** use only positive locking hooks.
- **Do** see OSHA regulations for more information.
- **Do not** point load (tip load) standard sling hooks.
- **Do not** subject hooks or attachments to bending actions.

- **Do not** let the load lay directly on a sling wrapped around a load (lower the load on proper blocking).
- **Do not** assume when using a choker hitch that the hook is going to stay in place when the slack is being taken out of the sling. Add blocking or reposition.
- **Do not** use a grade of chain lower than 80 in conjunction with a crane.
- **Do not** use a hook that has more than 10 degrees of twist or if latch is not working.
- **Do not** use a hook with chain that is not at least the same capacity as what it is connected to.
- **Do not** use a cable choker sling that is less than the diameter of the shackle in the basket configuration. (See OSHA regulations for information).

Proper Use of Shackles

- **Do** make certain that the bolt in a screw pin shackle turns easily and is tightened by hand.
- **Do** use screw pin shackles wherever possible (they are safer).
- **Do** use the largest bearing surface possible on the shackle pin. This will reduce the bending movement on the pin.
- **Do not** use a shackle unless marked with its rated load capacity.
- **Do not** use any screw pin shackle where the bolt is very difficult to turn (the pin is either bent due to overload or the threads have been damaged).
- **Do not** use round pin shackles. Instead use screw pin shackles.
- **Do not** rest sling on pin if there is a chance that it can spin.
- **Do not** use a shackle that is not at least the same capacity as what it is connected to.

Proper Use of Nylon Webbing Slings

- **Do** inspect the surface and stitching of the sling for cuts and abrasions.
- **Do** use softeners, pads, sheaths, etc. to ensure protection of nylon and synthetic slings from cuts and abrasions.
- **Do** destroy if red safety thread is visible.
- **Do** use for fragile or valuable items.
- **Do not** use nylon slings on hoist hooks that are gouged or nicked (there could be sharp edges that could cut the sling).
- **Do not** use nylon slings on metal decking unless protected with padding.

- **Do** not use any sling if its rated capacity is not clearly identified.
- **Do** not use sling for convenience.
- **Do** not use slings that are too long as this may cause the load block to inadvertently contact the boom resulting in a dangerous situation.

Proper Use of Tag Lines

- **Do** use tag lines for lifting loads unless this will cause other hazardous conditions. If tag lines are not going to be used, this will need to be specified on the Job Hazard Analysis (JHA) Crane Worksheet.
- **Do** use non-conductive rope – i.e., Polypropylene

11 DRIVING SAFETY

11.1 Purpose

The purpose of this policy is to ensure that employees designated to operate a company vehicle for our company have proven they are qualified and are operating vehicles safely.

11.2 Scope

This policy applies to any employee required to operate a company vehicle to perform their job functions, such as salespersons and persons in a service fleet role. For purposes of this policy, a company vehicle pertains to any vehicle owned or leased by our company.

11.3 Policy

We will ensure that each employee operating a company vehicle as part of their job functions are qualified to do so and follow all safe driving practices as outlined by federal, state and policy requirements.

11.4 Responsibility

The Safety Director is responsible for:

- Coordinating program requirements throughout the company.
- Ensuring that employees are qualified to operate a vehicle as outlined in this policy.
- Conducting an annual screening of the motor vehicle records of all qualified employees.
- Reviewing all accidents involving a company vehicle to determine the employee's continued qualification status.
- Assisting Supervisors, when necessary, in implementing this program.
- Auditing this program on an annual basis to assure compliance with this policy.

Supervisors are responsible for:

- Implementing all aspects of this program.
- Ensuring that employees have been qualified to operate a company vehicle prior to operating a vehicle.
- Assisting the Safety Director, when necessary, in conducting annual motor vehicle record screening and accident reviews.

Employees are responsible for:

- Providing honest and current information when applying for permission to operate a company vehicle.
- Wearing the appropriate safety devices and following the appropriate safety rules, as required by federal, state, and policy requirements.
- Allowing only authorized passengers in a company vehicle.
- Authorized drivers must report any collision or traffic violation while driving on company duties to the supervisor.

Company Rules

- Operators of on or off-road vehicles must be qualified by possession of a valid, current driver's license for the type of vehicle being driven.
- Drivers shall have 3 years of driving experience on the vehicle he/she is licensed to drive & regularly drives.
- Passenger compartments are to be free from loose objects that might endanger passengers in the event of an incident.
- Signs, stickers, or labels are to be fitted in such a manner that they do not obstruct the driver's vision or impede the driver's use of any controls.
- Our company requires drivers and all passengers to wear seat belts anytime the vehicle is in motion.

Employees driving vehicles are required to follow safe driving behaviors and practices, including:

- Obey all local and provincial driving laws or regulations as well as requirements of clients
- Immediately report any citation, warning, vehicle damage or near miss associated with company or client vehicle operation to the supervisor;
- Immediately report any restriction or change to their driving privileges to the supervisor.
- Seat belts shall always be worn by all occupants during the operation of any vehicle; only seats fitted with three-point inertia-reel type seatbelts be used.
- Defensive drivers continually assess conditions and hazards and remain prepared for any challenge that may approach them;
- When speaking with a passenger, always keep your eyes on the road;
- Both hands on the wheel;
- When parking the driver should make every effort to park the vehicle in a manner that allows the first move when leaving the parking space to be forward. Use a spotter when needed.

- No use of cell phones, radios or other electronic devices while driving any vehicle - vehicle must be safely parked prior to using a mobile phone or 2-way radio;
- Slow down around construction, large vehicles, wildlife, fog, rain, snow, or anything else that adds a hazard to your driving;
- Drive for conditions, not just the speed limit;
- Alcohol or illegal drugs are not allowed to be in a company, client or leased vehicle at any time and all vehicles are subject to random inspections. Drivers must not operate a motor vehicle while under the influence of alcohol, illegal drugs, or prescription or over-the-counter medications that might impair their driving skills.

Drivers are to be prepared before leaving:

- Perform 360 walk around – report new damage;
- Check windshield for cracks that could interfere with vision;
- Inspect for vehicle damage and immediately report any damage to the supervisor if not previously observed;
- Make sure dirt or snow is removed from lights on all sides of the vehicle;
- Brush or clean off snow or ice on all windows to ensure complete vision;
- Check fuel level to be certain the destination can be reached;
- Check to ensure the license plates and inspection tag on vehicle are current;
- Ensure that there is a first aid kit and inspected fire extinguisher in the company vehicle;
- Ensure driver is rested and alert for driving;
- Secure all loads. Ensure loads are within the manufacturer’s legal limits for the vehicle.
- Employees are not to perform repairs or maintenance other than routine fluid additions unless qualified.
- Assess the risk of a journey before driving and plan their driving route based on a journey risk assessment.

11.5 Defensive Driving Techniques

The Defensive Driver

Characteristic

- Careful to not make driving errors.
- Does not become involved in an accident or a close call because of weather, road conditions, traffic, or the actions of pedestrians and other drivers.
- Watches for other drivers that may lack skill.
- Watches for other drivers that may have a bad attitude.

- Continuously being alert of their surroundings to prevent or be aware of possible accidents.
- Gives up the right of way to prevent accidents.
- Gives driving full attention and is not distracted by passengers, phones, maps, or stereos.
- Knowledgeable on driving in the city, highway, at night, and in various weather conditions.
- Has knowledge of how to handle the vehicle and maneuver during emergency situations.
(example: tire blowout or skidding.)

Uncharacteristic

- Driving under the influence of alcohol.
- Driving under the influence of drugs.
- Driving when taking any prescription or over the counter medication that may cause drowsiness.
- Driving when tired.
- Driving when emotionally upset (angry, depressed).

Knowing the Vehicle

Shut and lock all doors - There are concerns about being trapped, but it is much more likely to be approached by an intruder especially when traveling alone at night. Another common issue is leaving doors open when in reverse when moving a short distance and getting the door jammed on an object. For example, backing up to a gas pump or near a fence.

- Fasten seatbelt
- Locate all controls
- Adjust seat
- Adjust mirrors
- Put foot on brake
- Start engine (check dash of warning lights)
- Be aware of surroundings before putting car in gear
 - Children in area
 - Items behind or near car
 - Pedestrian traffic
 - Vehicle traffic
 - Blind spots

An estimated 6,335,000 car accidents occur annually.

An estimated 2.3 million people are injured annually in vehicle accidents. An estimated 42,500 people die annually in vehicle accidents.

1 out of 12 vehicles will be involved in a two-car vehicle accident.

Weather Conditions

Check weather forecast and postpone your trip if necessary. Make sure your car is well maintained.

- Windshield wipers checked and in good condition.
- Fluid levels full.
- Tires properly inflated and worn tires replaced.
- Clean headlights, taillights, signal lights, and windows.
- The inside of the car should also be secured in case of a sudden stop or swerve.

Hot Weather Driving

According to the National Safety Council more vehicle injuries and fatalities occur during the summer than any other season.

Leading Causes:

1. High speed.
Speeding is a factor in about 1/3 of all vehicle crash fatalities.
2. Impaired or Careless Driving.
Almost half of all fatal car accidents involve alcohol. Open containers are illegal in all states. If you notice a car swerving, weaving, stopping abruptly, or generally driving unsafely, avoid them completely. Slow down to increase distance. If the driver is behind you, pull over, turn a corner, or get off on the next exit. Notify the police.

Drowsiness can reduce reaction time almost as much as drinking. If you're tired, stop and rest. Signs of fatigue include eyestrain, blurred vision, head dropping, yawning, and swerving in lanes.

3. Not Wearing Seat Belts.
Seat belts are required by law. Your car may have air bags, but it doesn't mean that you can get away without wearing a seatbelt. The seat belt should be worn correctly and should not be modified in any way or worn in any other way than intended.

Cold Weather Driving

- Reduce stress by leaving earlier and giving yourself more time.
- Reduce risk of skidding by looking ahead and slowing even more for turns and stops.

- Allow 4-5 times the normal braking distance to come to a full stop on snow or ice.
- A.B.S. brakes reduce tire skid when braking, but on ice, snow, gravel, soft surfaces, etc., braking distances can be longer than with conventional brakes.
- Listen to weather forecasts on radio and TV.

Wet or Rain Hazards

- Stay out of puddles as they can hide potholes and flood your brakes. If your brakes get flooded, dry them by driving with the brake pedal down until they start working again.
- If over-spray from an oncoming vehicle blinds you, grip the steering wheel, stay OFF the brake, and be ready to brake when you can see.
- Always remember that the first rainfall of the season will bring up the oils and other materials from the road, making it the most slippery.
- Stay below posted speed limits.
- Avoid hydroplaning on wet roads by driving in the tracks of the car in front of you.
- Avoid braking heavily which can cause your car to go out of control.
- Watch for icy spots even if no signs are posted, on bridges and shady areas.
- If you skid, take your foot off the gas and turn in the direction you want the car to go. Do not use your brakes.

Poor Visibility

- Reduce your speed so you can stop in plenty of time.
- Use your flashers if you're driving slowly.
- Pull over and don't drive if it is too dangerous.
- Use your windshield wipers.
- Use low beam lights when visibility is limited during the day and at night.
- If snow or ice builds up on your windows, either front and/or rear, stop and clean them.

Winds

- If you are driving in strong winds, grip the steering wheel firmly.
- Crosswinds are most dangerous because they can move your vehicle into another lane or another vehicle can be blown into yours.
- Headwinds require you to give the vehicle more gas to keep up speeds.
- The safest thing to do is to stop in a safe area and wait out the winds.

For all weather conditions you can obtain information from Highway Patrols, State Police, and radio stations.

Road Awareness

- Be prepared for unpredictable events.
- Drive at the right speed and know when to slow down and stop.
- Anticipate the mistakes or unsafe maneuvers of the other drivers.
- Keep your eyes moving.
- Watch for brake lights ahead of you.
- Communicate your intentions with turning blinkers, brake lights, and flashers.
- Pay close attention to crosswalks or when driving near schools, parks, and parking lots.
- Be cautious of children playing near driveways.
- Use your horn to warn pedestrians or other drivers of possible trouble.
- Use headlights in rain, snow, fog, in the evening, or early morning.
- Allow extra space between your vehicle and large trucks, heavy equipment, heavy equipment haulers, motorcycles, and bicycles.
- If a tailgater is following you, move to another lane if possible or pull to the side of the road and let the tailgater pass you.
- Never engage in drag racing or drive on a bet.
- Do not drive in another driver's blind spot.
- Do not weave in and out of traffic.
- If you plan to drive a long distance, stop and stretch after every two hours.
- Stay in the middle of your lane in between the lines.

- Slow down in unfamiliar areas.
- Observe road surfaces.
- When backing up, always check for obstructions. If there is limited visibility, get out of the vehicle and check it out.
- When turning, especially in a larger vehicle where a wider turn will take place, give yourself space, signal, and watch your blind spot. Always proceed slowly and with caution.

11.6 Driving Techniques

Safe Following Distance

- Use the two-second rule. When the car in front of you passes a fixed object or marker, start counting out loud: one-one thousand and two-one thousand. If you have reached the object prior to completing the full count, then you are following too closely. Slow down until you create, at minimum, the full two second count.
- In poor driving conditions add 4-5 more seconds on the count.

Braking Distance

- Take into consideration time and braking distance.
- Ideal acknowledgment of an upcoming situation is one to two seconds.
- Ideal physical reaction time to brake is one to two seconds.
- Alcohol, drugs, being tired, cell phones, and other distractions can all extend the emotional and physical reaction times.
- The faster your speed, the longer the braking distance will be.

Approaching Intersections

- Most accidents happen at intersections, just seconds after the light changes.
- Never assume that the other driver is going to yield to you even though you may have the right of way.
- Keep your foot over the brake in case you need to make a sudden stop.
- If you are stopped at an intersection with a traffic light, and it turns green, make sure other traffic has stopped or is slowing before moving forward.
- Always look for pedestrians.

Defensive Driving With The Aggressive Driver

- If there is a conflict starting on the road with another driver, let it go. Do not cut the other driver off. Do not "gesture" back. Avoid eye contact or racing up on or to the driver. Do not pull over if the other driver "eggs you on" and do not "egg on" the other driver to pull over. If the driver starts to follow you, do not go home or to your office. Drive to a Police Station. The Aggressive Driver does not realize the consequences of their actions. There is zero regard for others on the road.
- Aggressive Driving is a traffic offense.
- Road Rage is a criminal offense.
- Road Rage is "an assault with a motor vehicle or other dangerous weapon by the operator or passenger(s) of another motor vehicle, or an assault precipitated by an incident that occurred on a roadway."

12 ELECTRICAL SAFETY AWARENESS

12.1 Purpose

This program is implemented to ensure the safety of all our employees and protect them from electrical hazards.

12.2 Scope

This applies to all EER, Inc. *employees*. Note: See EER, Inc. *High Voltage Electrical Programs* for additional safety procedures.

12.3 Procedures

- Workers are required to report, as soon as practical, any obvious hazard to life or property observed in connection with electrical equipment or lines.
- Workers should be instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines.
- When electrical equipment or lines are to be serviced, maintained, or adjusted, necessary switches should be locked-out and tagged whenever possible.
- Portable electrical tools and equipment should be grounded or of the double-insulated type.
- Make all electrical appliances grounded.
- All extension cords being used should have a grounding conductor.
- The ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120-volt AC circuit at locations where construction, demolition, modifications, alterations, or excavations are being performed.
- All temporary circuits protected by suitable disconnecting switches or plug connectors at the junction should be with permanent wiring.
- Exposed wiring and cords with frayed or deteriorated insulation should be repaired or replaced promptly.
- Flexible cords and cables should be free of splices or taps.
- Clamps or other securing means should be provided on flexible cords or cables at plugs, receptacles, tools, and equipment and the cord jacket securely held in place.
- Cord, cable, and raceway connections should be intact and secure.
- The disconnecting means should always be opened before fuses are replaced.

- The location of electrical power lines and cables (overhead, underground, underfloor, other side of walls) should be determined before digging, drilling, or similar work is begun.
- Metal measuring tapes, ropes, hand lines, or similar devices with metallic thread woven into the fabric should be prohibited where they could come in contact with energized parts of equipment or circuit conductors.
- The use of metal ladders is prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures, or circuit conductors. Portable ladders with non-conductive side rails are to be used.
- The disconnecting switches and circuit breakers should be labeled to indicate their use or equipment served.
- The interior wiring systems should include provisions for grounding metal parts of electrical raceways, equipment, and enclosures.
- All electrical raceways and enclosures should be securely fastened in place.
- All energized parts of electrical circuits and equipment should be guarded against accidental contact by approved cabinets and enclosures.
- Sufficient access and working space should be provided and maintained to all electrical equipment to permit ready and safe operations and maintenance.
- All unused openings (including conduit knockouts) in electrical enclosures and fittings should be closed with appropriate covers, plugs, or plates.
- Electrical enclosures such as switches, receptacles, junction boxes, etc. should be provided with tight-fitting covers or plates.
- All disconnecting switches for electrical motors in excess of two horsepower capable of opening the circuit when the motor is in a stalled condition should be without exploding. (Switches must be horsepower rated equal to or in excess of the motor hp rating).
- All motor disconnecting switches, or circuit breakers located should be within sight of the motor control device.
- Each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit should be within sight of the motor.
- The controller for each motor in excess of two horsepower rated in horsepower should be equal to or in excess of the rating of the motor it serves.
- All workers who regularly work on or around energized electrical equipment or lines should be instructed in the cardiopulmonary resuscitation (CPR) methods.
- All workers are prohibited from working alone on energized lines or equipment over 600 volts.

12.4 Safe Electrical Practice & Training

- Safe procedures that are in their job assignment. Employees who face a risk of electric shock but who are not qualified persons shall be trained & familiar with electrically related safety practices All employees must be trained on minimum safe approach distances and clearances to power lines. Instruction is to be given never to work on exposed and /or live wires.
- For all unqualified employees, minimum safe approach distance shall be posted, and 10 feet distance shall be kept from all exposed power sources. If more than 50kv, consult the OSHA standard for proper distance to maintain.
- Where electrical hazards may exist in any location, including confined spaces or enclosed workspaces in that case protective barriers/shields and insulating material must be present to protect exposed electrical hazards.
- Conductive apparel will not be worn unless the items are rendered non-conductive by covering, wrapping or other insulating means.
- Employees will be trained on all safety-related work practices to prevent electrical shock. Avoid work on live equipment. Perform Lock-out Tag-out procedures prior to performing work
- When working on or near exposed de-energized parts, they are to be treated as live. Always have electrical exposures tested do not assume it is dead.
- Only qualified persons may work on energized parts. Protective measures must be in use such as insulated tools and PPE appropriate to the voltages contained in the equipment.
- When working under overhead lines, clearance distance must be provided, or lines shall be de-energized and grounded. Minimum safe approach distance should be established prior to work commencing. When a qualified person is working near overhead lines, whether in an elevated position or on the ground, the person may not approach or take any conductive object without an approved insulating handle closer to exposed energized parts than shown in Table S5

TABLE S5 Voltage range (phase to phase) | Minimum approach distance

300V and less	Avoid Contact
Over 300V, not over 750V	1 ft. 0 in. (30.5 cm).
Over 750V, not over 2kV	1 ft. 6 in. (46 cm).
Over 2kV, not over 15kV	2 ft. 0 in. (61 cm).
Over 15kV, not over 37kV	3 ft. 0 in. (91 cm).
Over 37kV, not over 87.5kV	3 ft. 6 in. (107 cm).
Over 87.5kV, not over 121kV	4 ft. 0 in. (122 cm).
Over 121kV, not over 140kV	4 ft. 6 in. (137 cm).

- Qualified employees must adhere to the approach distances in accordance with NFPA 70 standards.
- Qualified employees will be trained in safe work practices for work on ladders or near exposed energized parts.
- Employees may not enter spaces containing exposed energized parts unless illumination is provided that enables the employees to work safely and that employee is trained and qualified to work in that area.
- All vehicle and mechanical equipment must have a clearance distance of 10 feet or proper distance in relationship to electrical power lines or equipment. Minimum safe approach distance must be adhered to.

13 ELECTRICAL HIGH VOLTAGE POLICY

13.1 Purpose

We have developed a High Voltage Electrical Safety Program to establish minimum standards to ensure that our employees' health and safety are protected during high voltage electrical work at EER, Inc.. We are required by OSHA, as well as other regulatory agencies, to provide protective equipment, training, guidelines, procedures, and other protective measures for employees exposed to potential high voltage electrical hazards.

13.2 Scope

This program applies to all our employees, contractors working with our employees, vendors, visitors, and temporary employees performing energized electrical work over 600 volts. This includes all maintenance, repair, and diagnostic procedures involving energized electrical equipment.

13.3 Definitions

Authorized Lockout/Tagout Employee - A person who has completed the required hazardous energy control training and is authorized to lockout or tagout a specific machine or equipment to perform service or maintenance. A person must be certified as an Authorized Lockout/Tagout Employee in order to apply a lock or tag to control hazardous energy. All Authorized Lockout/Tagout Employees must be trained in:

- Core IIPP Safety Training;
- Advanced Electrical Safety/Lockout/Tagout Training; and
- Equipment specific procedures in their individual work units.

Confined space - An enclosed space which has limited egress and access, and has an atmospheric hazard (e.g., explosive atmosphere or asphyxiating hazard) and/or other serious safety hazards (e.g., electrical hazard).

Damp location - Partially protected locations subject to moderate degrees of moisture, such as some basements.

De-energized electrical work - Electrical work that is performed on equipment that has been previously energized and is now free from any electrical connection to a source of potential difference and from electrical charges.

Disconnecting (or isolating) switch - A device designed to close and/or open an electric circuit.

Dry location - Locations not normally subject to dampness or wetness, as in the case of a building under construction.

Energized electrical work - Repair, maintenance, troubleshooting, or testing on electrical circuits, components, or systems while energized (i.e., live). Only Qualified High Voltage Electrical Workers are permitted to work on energized circuitry of 50 volts/25 amps to ground or greater.

Energy source - Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Exposed electrical parts - Energized parts that can be inadvertently touched or approached nearer than a safe distance by a person. Parts not suitably guarded, isolated, or insulated. Examples include terminal contacts or lugs, and bare wiring.

Ground fault circuit interrupt (GFCI) - A device whose function is to interrupt the electric circuit to the load when a fault current to ground exceeds a predetermined value that is less than that required to operate the over-current protective device of the supply circuit.

Ground - A conducting connection, whether intentional or accidental, between an electrical circuit or equipment and the earth or to some conducting body that serves in place of the earth.

Hazardous location - An area in which an airborne flammable dust, vapor or gas may be present and would represent a hazard if a source of ignition were present (see National Fire Protection Association (NFPA) Class I & II and Division 1 & 2).

High voltage - Circuits with a nominal voltage more than 600 volts.

Interlock - An electrical, mechanical, or key-locked device intended to prevent an undesired sequence of operations.

Isolating switch - A switch intended for isolating an electric circuit from the source of power. It has no interrupting rating and is intended to operate only after the circuit has been opened by some other means.

Life safety equipment - Equipment that provides critical protection for safety in the event of an emergency or other serious hazard. Life safety equipment, which is electrically energized, should be worked on using Energized Electrical Equipment (EEW) procedures to ensure that the protection provided by the equipment is not lost (e.g., fire alarm and evacuation).

Lockout - The placement of a lock on an energy-isolating device according to procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout / tagout - A standard that covers the servicing and maintenance of machines and equipment in which the unexpected re-energization of the equipment or release of stored energy could cause injury to employees. It establishes performance requirements for the control of such hazardous energy. See our Company's Control of Hazardous Energy and Lockout/Tagout Program.

Low voltage - Circuits with a nominal voltage less than or equal to 600 volts.

Switching devices - Devices designed to close and/or open one or more electric circuits. Included in this category are circuit breakers, cutouts, disconnecting (or isolating) switches, disconnecting means, interrupter switches, and oil (filled) cutouts.

Qualified High Voltage Electrical Worker – A qualified person who by reason of a minimum of two years of electrical training and experience with high voltage circuits and equipment, who has demonstrated by performance familiarity with the work to be performed and the hazards involved, and has successfully completed the following training:

- Core Safety Training;
- Advanced Electrical Safety and Lockout/Tagout training;
- Hazardous Electrical High Voltage training (Appendix E); and
- Demonstrated a minimum of two years’ experience working on the specific equipment under the oversight of another Qualified High Voltage Electrical Worker.

Such training will be provided when the employee is initially assigned to the job and refresher training will be provided every three years (see Section Seven, Training Requirements and Competency Assessment).

Only a Qualified High Voltage Electrical Worker is allowed to work on energized conductors or equipment connected to energized high-voltage systems. With the exception of replacing fuses, operating switches, or other operations that do not require the employee to contact energized high voltage conductors or energized parts of equipment, clearing trouble or emergencies involving hazard to life or property, no such employee shall be assigned to work alone.

Note One: Whether a person is considered to be a “qualified” person will depend upon various circumstances in the workplace. It is possible and, in fact, likely for an individual to be considered “qualified” with regard to certain equipment in the workplace, but “unqualified” as to other equipment.

Note Two: An employee who is undergoing on-the-job training and who, in the course of such training, has demonstrated an ability to perform duties safely at his or her level of training and who is under the direct supervision of a qualified person is considered to be a qualified person for the performance of those duties.

Remote-control circuit - Any electric circuit that controls any other circuit through a relay or an equivalent device.

Service - The conductors and equipment for delivering energy from the electricity supply system to the wiring system of the premises served.

Service equipment - The necessary equipment, usually consisting of a circuit breaker or switch and fuses, and their accessories, located near the entrance of supply conductors to the building and intended to constitute the main control and means of cutoff of the supply.

Setting up - Any work performed to prepare a machine or equipment to perform its normal production operation.

Tagout - The placement of a tagout device on an energy-isolating device according to procedure to indicate that the equipment may not be operated until the tagout device is removed.

Voltage (of a circuit) - The greatest root-mean-square (effective) difference of potential between any two conductors of the circuit concerned.

Voltage, nominal - An approximate value assigned to a circuit or system for the purpose of conveniently designating its voltage class, e.g., 120/240, 480/277, and 600.

Wet location - Installations subject to saturation with water or other liquids. 4. Responsibilities

Supervisors and Facilities Management (FM) Responsibilities

Supervisors and managers of persons performing electrical work must be knowledgeable about the work to be performed and the hazards involved to determine who is qualified to perform the work.

Supervisors and Facilities Management are responsible for:

- Determining which employees are Qualified High Voltage Electrical Workers and are allowed to work on energized systems. This process involves “certification” of the individual by another Qualified High Voltage Electrical Worker based upon observation of their safe work practices, knowledge level and familiarity with the tools and equipment for performing energized electrical work on high voltage systems, and documentation of the required two years of training and experience;
- Creating a Hazard Assessment and Standard Operating Procedure (SOP) for High Voltage Activities) with a Qualified High Voltage Electrical Worker;
- Ensuring that our Qualified High Voltage Electrical Worker has reviewed and approved the Hazard Assessment and SOP for high voltage activities;
- Reviewing and/or writing switching procedures in conjunction with the high voltage electrical contractor; and
- Notifying EH&S one (1) to two (2) days prior to the commencement of high voltage work.

Safety Coordinators Responsibilities

Safety Coordinator is responsible for:

- Performing program implementation review on an annual basis on all electrical work including lockout/tagout procedures for specific equipment, and high voltage switching procedures or high voltage electrical contractors;
- Assisting in the coordination of appropriate training for Qualified High Voltage Electrical Workers and Authorized Lockout/Tagout Persons;

Qualified Electrical Worker Responsibilities

Qualified High Voltage Electrical Workers who perform energized electrical work on equipment or systems operating at greater than 600 volts must be able to:

- Understand how to use special tools and special work procedures for greater than 600 volts;
- Know the clearance requirements for high voltage equipment, barrier and barricading requirements;

- Understand special hazards associated with high voltage equipment;
- Understand special procedures and tools for extracting personnel from energized circuits and providing rescue and resuscitation, and;
- Understand the workspace and guarding specified in the Cal/OSHA standard.

Additionally, all Qualified High Voltage Electrical Workers must also have the skills and techniques necessary to distinguish exposed live parts from other parts of electrical equipment and to determine the nominal voltage of exposed live parts. The Safety Coordinator will work together to determine who is a designated Qualified High Voltage Electrical Worker.

13.4 Program Components

Flow Chart

Hazard Assessment and Standard Operating Procedures (SOP's)

We will develop and implement written High Voltage Standard Operating Procedures (SOP) using the Hazard Assessment and Standard Operating Procedures for High Voltage Activities (Appendix A) form. All activities, performed by either an employee or by a High Voltage Electrical contractor, must have a SOP developed, documented, and reviewed by both the employee's supervisor and EH&S.

Qualified employees must assess the tasks to be performed and note whether the work can be performed with the equipment in the de-energized state, as described below. The equipment manual, as well as personnel who are experienced with the equipment, shall be consulted for assistance in making these determinations. When work on equipment must be performed while energized, qualified employees must follow the procedures for energized electrical work as described in this program.

De-Energized Electrical Work

Electrical systems must be worked on in the de-energized state, whenever feasible, following the work practices described in our Company's Control of Hazardous Energy and Lockout/Tagout Program. Energized electrical work should only be performed in situations where utilizing Control of Hazardous Energy practices increases the hazard(s) to the employee and/or equipment or it is not feasible (e.g., performing metering and testing).

High Voltage Work

Energized Electrical Work

Energized electrical work is acceptable for tasks which can only be performed with the equipment energized or when the use of de-energized electrical work procedures presents a greater hazard. Cal/OSHA has defined such work as repair, maintenance, troubleshooting, or testing on electrical circuits, components, or systems while energized (i.e., live). No other activities shall be performed while energized.

Due to the degree of electrical hazards associated with this type of work, the procedures, equipment, and other controls described in this section must be used when performing energized electrical work.

Our energized electrical work practices and procedure shall incorporate all other applicable provisions of Cal/OSHA regulations covering work in confined or enclosed workspaces, workspace illumination, alerting techniques, and personal protective equipment requirements.

Operating Procedures

Qualified High Voltage Electrical Worker

Energized electrical work on systems shall only be performed by a Qualified High Voltage Electrical Worker. We are responsible for determining whether an employee is qualified to perform energized electrical work. This qualification shall be made based on completion of applicable training and experience.

Only Qualified High Voltage Electrical Workers shall work on energized conductors or equipment connected to energized high voltage systems. Except for replacing fuses, operating switches, other operations that do not require the employee to contact energized high voltage conductors or energized parts of equipment or clearing trouble or emergencies involving hazard to life or property, no such employee shall be assigned to work alone.

Observers

During the time that work is being performed on any exposed conductors or exposed parts of equipment connected to high voltage systems, a Qualified High Voltage Electrical Worker, or an employee in training, must be in close proximity at each work location to:

- Act primarily as an observer for the purpose of preventing an accident.

Render immediate assistance in the event of an accident.

All Safe Work Practices must be followed while performing energized electrical work.

Tools and Personal Protective Equipment (PPE)

Employees working in areas where there are potential electrical hazards must be provided with and use personal protective equipment (PPE) that is appropriate for the specific work to be performed. The electrical tools and protective equipment must be specifically approved, rated, and tested for the levels of voltage of which an employee may be exposed.

Electrical Protective Equipment must be selected to meet the criteria established by the American Society of Testing and Materials (ASTM) and by the American National Standards Institute (ANSI).

Insulating equipment made of materials other than rubber shall provide electrical and mechanical protection at least equal to that of rubber equipment.

PPE and all tools and equipment must be maintained in a safe, reliable condition and be inspected for damage before each day's use and immediately following any incident that can reasonably be suspected of having caused damage.

Our employees must use insulated tools and handling equipment that are rated for the voltages to be encountered when working near exposed energized conductors or circuit. Tools and handling equipment should be replaced if the insulating capability is decreased due to damage. Protective

gloves must be used when employees are working with exposed electrical parts above fifty (50) volts.

Fuse handling equipment (insulated for circuit voltage) must be used to remove or install fuses when the fuse terminals are energized. Ropes and hand lines used near exposed energized parts must be non-conductive.

Protective shields, barriers or insulating materials must be used to protect each employee from shock, burns, or other electrical injuries while that person is working near exposed energized parts that might be accidentally contacted or where dangerous electric heating or arcing might occur.

Precautions about Arcing and Flashes

Employees must wear protective equipment for the level of flash arc exposed to determined by the NFPA 70 e standard wherever there is a potential danger of electric arcs, flashes or flying objects resulting from electric explosion. Examples of situations with the potential for arcs:

- Working with a metal or conductive tool near a live electrical contact point with voltages above 600 volts;
- Accidentally making contact across two live electrical contact points with a metal or conductive tool; and
- Utilizing conductive materials or tools to connect a circuit in place of properly rated fuses or circuit breakers.

Precautions to prevent arcs or flashes include the following:

- Keep covers over live electrical contact points closed;
- Avoid using metal or conductive tools around live electrical contact points, when possible;
- Avoid pointing or placing metal tools near live electrical contact points in equipment with voltages above 600 volts;
- Verify the voltages present when working near live electrical contact points;
- Utilize test fixture boxes while performing adjustments, calibrations, or function tests of energized parts; and
- Use properly rated fuses for the capacity of the line or protection needed for the equipment in question.

Workspace Clearances and precautions

Clearances and Access Distances for Energized Electrical Work must comply with Cal/OSHA regulations.

- Minimum approach distance to energized high power voltages lines for unqualified employees is 10 feet.

- Minimum approach distance for qualified employees shall be followed per 29 CFR 1910.333(c)(3)(i) Qualified – Table S5 Selection and Use of Work Practices - Approach Distances for Qualified Employees – Alternating Current

At least one entrance not less than 24 inches wide and six (6) and a half (1/2) feet high must be provided to give access to the working space around energized electrical equipment. When uninsulated energized parts are located adjacent to such entrance, they must be guarded.

The area in the immediate vicinity of the workspace must be surveyed and all potential hazards such as ladders, stacked boxes, ceiling tiles, or doors that may fall or swing into the workspace must be secured to prevent interference with the work being performed.

A clear escape path must be maintained from the workspace to an exit from the area.

Proper illumination under CA Title 8 for work is required prior to performing any task involving high voltage.

Special Requirements High Voltage

Work on systems greater than 600 volts must be performed using de-energized electrical work practices, whenever possible. Energized electrical work on greater than 600-volt electrical systems must only be performed by a Qualified Electrical Worker. The following work practices are required, in addition to the requirements described above, for energized electrical work.

Work Practices

Work on greater than 600 volts must be performed following the same requirements as described above under Operating Procedures, including the use of permits, Qualified High Voltage Electrical Workers, tools, PPE, and safety observers.

Voltage Detection

The operating voltage of equipment and conductors must be determined before performing any energized electrical work on high voltage systems. This should be performed using a calibrated and working high voltage probe designed for high voltage circuits at the level of voltage to be encountered.

Clearances

Workspace clearances must comply with Cal/OSHA Clearance and Access Distances (Appendix D)

Tools and Probe

Insulating gloves and blankets shall be visually inspected before each use, electrically re-tested in accordance with ASTM standards (every six (6) months for gloves and sleeves and every twelve (12) months for blankets). Gloves and blankets shall be marked with either the date tested or with the date the next test is due. Whenever rubber gloves are used, they must be protected by outer canvas or leather gloves. Insulating protective equipment found to be defective or damaged must be immediately removed from use.

When not in use, protective equipment must be stored in suitable containers and stored away from direct sunlight, steam pipes, sources of excessive heat, and protected from physical damage.

We will provide insulating equipment designed for the voltage levels that will be encountered.

Overhead Voltage Lines

Special requirements are required for work on overhead voltage lines. In general, this work should only be performed by personnel (e.g., outside vendors) who are experienced in this type of electrical work and have the appropriate tools including hoists and fall protection.

All work near power lines with equipment must be at a minimum distance of 10 feet and maybe further determined on kv levels. Appropriate minimum safe approach distance should be kept under CFR 1926 and 1910 and CA Title 8. Post and maintain in plain view of the operator and driver on each crane, derrick, power shovel, drilling rig, or similar apparatus, a durable warning sign legible at 12 feet reading: "Unlawful to Operate This Equipment Within 10 Feet of High-Voltage Lines of 50,000 Volts Or Less."

Hazardous Locations

Wet or Damp Locations

Work in wet or damp work locations (i.e., areas surrounded or near water or other liquids) should not be performed unless it is absolutely critical.

Electrical work should be postponed until the liquid can be cleaned up. If the work cannot be avoided, the Senior Superintendent or FM Project Manager responsible for the task, prior to performing the work, must grant approval.

Every attempt should be made to provide an insulated workspace if the work must be performed.

The following special precautions must be incorporated while performing work in damp locations :

- Only use electrical cords that have Ground Fault Circuit Interrupters (GFCIs);
- Place a dry barrier over any wet or damp work surface;
- Remove standing water before beginning work. Work is prohibited in areas where there is standing water;
- Do not use electrical extension cords in wet or damp locations; and
- Keep electrical cords away from standing water. Working on Life Safety Systems

Protection from Life Safety Systems

Life safety systems (e.g., emergency lighting) are intended to provide safety features additional to the safety features of the equipment being serviced, therefore, de-energized procedures should not be used. Examples:

- Work on alarm systems, which would require deactivation of the system in order to perform de-energized electrical work;
- Work on ventilation systems for hazardous locations, which would require shutting off the ventilation systems in order to perform de-energized electrical work; and

- Work on illumination systems, which would create a safety hazard if they were turned off in order to perform de-energized electrical work.

Energized Electrical Work for Life Safety Systems

Work on life safety systems should be performed using energized electrical work practices or preferably, during off hours when the life safety systems can be taken out of service to ensure the life safety protection provided by these systems is maintained. Specific procedures need to be developed by the individual departments to work on these systems safely.

De-Energized Electrical Work for Life Safety Systems

When work requires that a life safety system be de-energized, EH&S approval is required prior to work being performed.

Additional safeguards such as a fire watch, notification of security, and an ERT are also required if a life safety system is to be de-energized.

Overriding Safety Interlocks

Overriding safety interlocks are often required when performing metering, in emergency situations, or when troubleshooting equipment with the power on (i.e., energized electrical work). The following safe work practices shall be followed:

- Overriding safety interlocks shall only be performed by Qualified High Voltage Electrical Workers who are experienced with the equipment being serviced and understand the consequences of overriding the interlocks (NOTE: Interlocks must not be used as the sole means of de-energizing equipment);
- Work areas must be marked with labels, tags, or barriers when such work is being performed;
- All safety interlocks should be restored after the work has been completed; and
- Positive confirmation should be made to verify that each interlock functions as intended.

Equipment Inspection and Calibration

All electrical test equipment must be inspected for damage before use. The equipment must not be used if it is damaged or if its functionality is questionable. Equipment must be handled in a manner that will not damage the equipment. Prior to each use, electrical test equipment, such as voltmeters, must be verified to be functional. This is accomplished by testing the voltmeter on a known voltage to verify correct readings. After metering or testing is completed, the voltmeter should again be tested on a known voltage to verify functionality of the voltmeter.

Electrical test equipment should be calibrated yearly, at a minimum. If there is any doubt as to the equipment's calibration, the equipment should be recalibrated.

13.5 Reporting Requirements

We will make all energized electrical work practices and procedures available to all affected employees and to all Cal/OSHA and Department of Labor officials upon request.

13.6 Training Requirements and Competency Assessment

Training Requirement, Class Title	Target Audience	Frequency
Core Safety Training	All Employees	At time of employment & periodically thereafter
Advanced Electrical Safety and Lockout/Tagout Training	Employees who work directly with electrical systems from 50 to 600 volts, Authorized Lockout/Tagout Persons	Annually
High Voltage and Hazardous Electrical Safety Training	Employees who work with, or in the proximity of, electrical equipment or systems over 600 volts, Qualified High Voltage Electrical Worker	Annually

Employee Training

All employees involved with work on or around energized, or potentially energized electrical circuitry of fifty (50) volts to ground or greater, shall be trained in energized electrical safe work practices and procedures every three years. All employees fall into this category and receive this training every three years.

Qualified High Voltage Electrical Worker

Employees must receive training in avoiding the electrical hazards associated with working on or near exposed energized parts prior to performing energized electrical work. Such training will be provided when the employee is initially assigned to the job and refresher training will be provided every three years or when conditions change.

The following items are to be included in the training of Qualified High Voltage Electrical Workers:

- Our Control of Hazardous Energy Control and Lockout/Tagout Training Program including safe work practices required to safely de-energize electrical equipment;
- Universal safety procedures;
- Skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment;
- Perform on-the-job training with a skilled technician. This may include completion of the Hazardous Electrical Voltage Training checklist with a trained technician;
- Skills and techniques necessary to determine the nominal voltage of exposed live parts;
- Clearance distances corresponding to the voltage of exposed live parts;

- Selection and use of personal protective equipment, tools, insulating and shielding materials and equipment for working on or near energized parts; and
- Selection and use of proper work practices for working on or near energized parts.

Qualified High Voltage Electrical Workers must also be trained in recognizing signs and symptoms of electric shock, heart fibrillation, electric burns, and proper first aid protocols for these conditions. They must have the following training:

- Basic Cardiopulmonary Resuscitation (CPR);
- Automatic External Defibrillator (AED); and
- Contacting emergency personnel.

Only Qualified High Voltage Electrical Workers are permitted to perform energized electrical work on equipment or systems operating at greater than 600 volts. Such employees are qualified persons, who by reason of a minimum of two years of training and experience with high-voltage circuits and equipment, have demonstrated by performance familiarity with the work to be performed and the hazards involved.

Emergency Response

In case of an emergency, employees must contact their supervisor and dial 911 from an internal or external telephone.

Documentation of Training and Experience

Documentation of the three (3) types of training as described in the table above will be maintained. Experience received by Qualified High Voltage Electrical Workers must be maintained for all personnel as covered by this program. Documentation is necessary to demonstrate that individuals have met the training and experience requirements for the types of work being performed.

Qualified High Voltage Electrical Workers who have obtained the required two years of experience and training must demonstrate their knowledge before becoming authorized to perform energized electrical work on high voltage circuits. This process involves “certification” of the individual by another Qualified High Voltage Electrical Worker based upon observation of their safe work practices, knowledge level and familiarity with the tools and equipment for performing energized electrical work on high voltage systems, and documentation of the required two years of training and experience.

14 ELECTRICAL LOW VOLTAGE POLICY

14.1 Program Description

The purpose of this program is to prevent injuries and accidents and protect employees from low voltage electrical hazards. “Low Voltage” is defined by Cal/OSHA as work performed directly on or in proximity of systems of 600 volts, nominal, or less. Work unit specific safety procedures for preventing electric shock or other injuries resulting from direct/indirect electrical contact to employees working on or near energized or de-energized parts will be developed and implemented as required.

14.2 Scope

This program applies to all our work operations involving electrical systems of 600 volts or less where employees may be exposed to live parts and/or those parts that have been de-energized. Any work on energized equipment may be done only after it has been determined that this type of work must be performed with the equipment energized.

14.3 Definitions

Current - (measured in amps/ampere) Term used to describe electric flow. It is current that can cause electric shock.

Deenergized – Electrical devices that are disconnected from all energy sources including direct electric connections, stored electric energy such as capacitors, and stored non-electrical energy in devices that could reenergize electric circuit parts.

Energized Electrical Work – Work conducted by an employee on or near an exposed energized circuit greater than 50 volts and less than or equal to 600.

FM - Factory Mutual –An independent product safety testing and certification company.

GFCI – Ground Fault Circuit Interrupter, provides additional protection from shocks by shutting off current to equipment when a change in electricity is sensed.

Grounding - Provides a safe path between electricity and the earth, preventing leakage of current. The creation of a conductive path for electricity between a circuit or the equipment to ground.

High Voltage – Electrical systems or equipment operating at or intended to operate at a sustained voltage of more than 600 volts.

Low voltage - Electrical systems or equipment operating at or intended to operate at a sustained voltage of 600 volts or less.

Polarized Plug - Helps reduce the potential for shock with easily identifiable plugs. One prong is wider than the other and can only be inserted into outlets one way.

Qualified Person – A person, designated by Our company, who by reason of experience or instruction has demonstrated familiarity with the operation to be performed and the hazards involved. Only qualified people shall work on electric equipment.

Note One: Whether a person is considered to be a “qualified person” will depend upon various circumstances in the workplace. It is possible and, in fact, likely for an individual to be considered “qualified” with regard to certain equipment in the workplace, but “unqualified” as to other equipment.

Note Two: An employee who is undergoing on-the-job training and who, in the course of such training, has demonstrated an ability to perform duties safely at his or her level of training and who is under the direct supervision of a qualified person is considered to be a qualified person for the performance of those duties.

Qualified Electrical Worker – A qualified person who by reason of a minimum of two years of electrical training and experience with high voltage circuits and equipment and who has demonstrated by performance familiarity with the work to be performed and the hazards involved. Only a Qualified Electrical Worker is allowed to work on energized conductors or equipment connected to energized high-voltage systems. With the exception of replacing fuses, operating switches, or other operations that do not require the employee to contact energized high voltage conductors or energized parts of equipment, clearing trouble or emergencies involving hazard to life or property, no such employee shall be assigned to work alone.

An employee is considered qualified only after they have successfully completed our Electrical Safety Awareness, Advanced Electrical Safety, and Hazardous Electrical Voltage trainings, and have demonstrated a minimum of two years’ experience working on the specific equipment under the oversight of another Qualified Electrical Worker. This training will be provided when the employee is initially assigned to the job with refresher training every three years after.

Resistance - The ease with which electricity flows through the material (conductor). Materials (conductors) with higher resistance properties can become hot. (Measured in ohms)

UL - Underwriters Laboratories is an independent product safety testing and certification organization.

Voltage - Electric potential or potential difference assigned to a circuit or system expressed in volts.

14.4 Responsibilities

The goal of the electrical safety program is to ensure that all employees understand the hazards associated with electric energy and are capable of performing the necessary steps to protect themselves and their coworkers.

Primary responsibilities include:

- Hazard identification
- Training
- Reporting/correcting safety hazards

Employees

- Are aware of electrical safety issues
- Comply with safe operating procedures when working with electrical equipment
- Attend appropriate safety training.
- Report safety concerns
- Only qualified persons shall work on electrical equipment.

Managers

- Ensure employee are trained, qualified, and authorized to work on electrical equipment
- Conduct periodic hazard analysis of work areas
- Correct identified safety hazards

Safety Coordinator

- Provide assistance in identifying electrical safety issues
- Provide electrical safety training for employee
- Review electrical equipment safe operating procedures as necessary

Facilities Management

- Ensure that all authorized or qualified persons have received appropriate levels of training.
- Ensure appropriate Personal Protective Equipment is provided to authorized or qualified employee who work with electrical equipment.

14.5 Program Components

Voltages as low as 12 volts can be dangerous. When working with or around electrical equipment, one may inadvertently become part of an electrical circuit. Only trained and authorized or qualified individuals should do any repair or work on electrical equipment.

As part of the Injury and Illness Prevention Program, foreman is required to conduct a hazard analysis of the workplace. This analysis will provide a mechanism for defining work unit specific hazards associated with electricity and create a plan for hazard mitigation and employee training.

General Precautions for All employees

- Never work on “hot” or energized equipment unless it is necessary to conduct equipment troubleshooting.
- Use extension cords only as temporary power sources.
- Inspect all equipment periodically for defects or damage.

- Do not connect too many pieces of equipment to the same circuit or outlet as the circuit or outlet could become overloaded.
- Be sure that ground-fault circuit interrupters (GFCI) are used in high-risk areas such as wet locations (GFCI's are designed to shut off electrical power within as little as 1/40 of a second).
- Plug strips, such as those used on computers, should be plugged directly into outlets and not into extension cords or other plug strips.
- All cords that are worn, frayed, abraded, corroded, or otherwise damaged must be replaced.
- Grasp the plug to remove it from a socket - never pull the cord.
- Keep all cords away from heat, oil, and sharp edges.
- Always follow the manufacturer's instructions for use and maintenance of all electrical tools and appliances.
- Keep equipment operating instructions on file.
- Never touch an electrical appliance and plumbing at the same time.
- Always unplug electrical appliances before attempting any repair or maintenance.
- All electrical devices must be properly grounded with approved three wire plugs unless they are "double insulated". Grounding provides a safe path for electricity to the ground, preventing leakage of current in circuits or equipment.
- All electrical equipment used should be UL or FM approved.
- Keep cords out of the way of foot traffic so they don't become tripping hazards or become damaged by traffic.
- Never use electrical equipment in wet areas or run cords across wet floors.
- Ensure energized parts of electrical equipment operating at 50 volts or more are guarded against accidental contact.
- Only properly trained employees should work on electrical equipment.
- Know how to respond to emergencies such as electric shock incidents or fires.

Localized Electrical Outage

- All Employees should immediately report electric outages.
- If possible, identify the defective equipment or the cause of the failure and report this information to supervisors upon their arrival.

Facilities

- Keep equipment in good working order to help prevent electrical accidents.

- **NEVER** work with electricity greater than 600 volts without specific permission, training, and written procedures. Notify your supervisor immediately if you have any questions.
- Be able to recognize electrical safety hazards in your work area.
- Ensure that all authorized or qualified persons have received appropriate training in order to operate or repair equipment.
- Maintain a three-foot clearance around electrical panels.
- Electrically operated equipment must be deenergized before work may commence.
- Always follow lockout/tag-out procedures when working on electrical equipment (Lockout/Tag-out Program) and wear appropriate Personal Protective Equipment (PPE) such as safety glasses, rated rubber gloves, rated rubber sleeves, insulated boots, or face shield.
- Never override safety devices such as electrical interlocks.
- Remove all rings, key chains or other metal objects when working around electricity.
- Wear appropriate personal protective equipment, such as eye protection or insulated gloves, as needed.
- Never use metal ladders when working near energized wiring.
- Damp or wet environments may be dangerous when working with electricity.
- Never plug in cords that are wet or touch electrical equipment with wet hands.
- Employees working with lasers, performing hardware or software testing, or other activities that do not require direct contact with electrical components, should be aware of electrical safety issues and be alert to the possibility of other employees conducting energized work in the area.

14.6 Reporting Requirements

Damaged or Defective Electrical Equipment

Report malfunctioning equipment or devices to your supervisor. Typical issues include:

- Damaged cords, plugs or outlets;
- Receiving a shock when touching the equipment; and
- Arcing, sparking, smoking, or otherwise malfunctioning equipment.

Any electrical equipment not operating properly should be:

- Taken out of service immediately.
- Tagged or labeled as “Do Not Use”.
- Reported to the appropriate individual for repair.

Do not attempt to repair any electrical equipment yourself unless you are properly trained and authorized to do so.

If safety issues persist, please notify your supervisor.

14.7 Training Requirements and Competency Assessment

Training Requirement, Class Title	Target Audience	Frequency
Basic Electrical Safety Awareness	All Employees	At time of employment and periodically thereafter as part of our Core Safety Training Program
Advanced Electrical Safety	Employees who work directly with electrical systems from 50 to 600 volts, Qualified or Authorized Persons	Annually
Lock Out/Tag Out	Employees who work directly with electrical systems from 50 to 600 volts, Qualified or Authorized Persons	Annually
Hazardous Electrical Voltage Safety	Employees who work with or in the proximity of electrical equipment or systems over 600 volts, Qualified Electrical Worker (QEW)	Annually

Cal/OSHA Electrical Low- Voltage

The following conditions must be met before work is performed on exposed energized parts of equipment or systems.

- The Authorized Persons' duties will consist of notifying all Affected Personnel/Persons that the task has been completed and all items are secured. All barricade systems will have been removed and all proper labeling will be in place. All permanent barriers and covers will be replaced after the work is completed.
- All electrical equipment and systems shall be treated as energized until tested.
- All low voltage will be locked and tagged out in accordance with lockout/tagout procedures.
- Conductive measuring tapes, ropes, conductive fish tapes or similar measuring devices will be used when using live low voltage.
- Temporary barriers and/or barricades will be used at access points.
- Responsible supervision has determined that the work is to be performed while the equipment or systems are energized.
- Involved personnel have received instructions on the work techniques and hazards involved in working on energized equipment.
- Suitable personal protective equipment and safeguards are provided and used.

15 EMERGENCY ACTION / RESPONSE PLAN POLICY

15.1 Introduction

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

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

15.2 Site Coordination

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

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

15.3 Bomb Threat

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

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

15.4 Hazardous Material Spill

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

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

15.5 Fire / Explosion

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

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

Fight a fire only if:

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

When an Alarm Sounds:

- Evacuate the building or area through the safest exit. Do not use elevators. Leave personal items behind. Close doors, windows, and gas valves in your area as you exit.
- Leave the building and go to the staging area for roll call and get assignments to help direct Emergency Services.
- Report all information to the site Superintendent.
- Do not re-enter building until instructed to do so by a supervisor, or emergency services.

Supervisor or designee duties:

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

15.6 Alarm System

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

15.7 Injuries / Emergencies

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

15.8 First Aid Kits

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

15.9 Bloodborne Pathogens

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

16 FALL PROTECTION PROGRAM

16.1 Introduction

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

16.2 Unprotected Sides and Edges

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

16.3 Leading Edges

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

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

16.4 Hoist Areas

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

16.5 Holes / Floor Openings

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

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

16.6 Ramps, Runways and Other Walkways

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

16.7 Wall Openings

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

16.8 Fall Protection Systems

Guardrail Systems

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

- Top edge height of top rails, or equivalent guardrail system members, will be 42 – 45 inches above the walking/working level.
- Mid-rails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members will be installed between the top edge of the guardrail system and the walking/working surface when there is no wall or parapet wall at least 21 inches high.
- Screens and mesh, when used, will extend from the top rail to the walking/working level and along the entire opening between top rail supports.
- Intermediate members (such as balusters), when used between posts, will be not more than 19 inches apart.
- Other structural members (such as additional mid-rails and architectural panels) will be installed such that there are no openings in the guardrail system that are more than 19 inches wide.
- Guardrail systems will be capable of withstanding, without failure, a force of at least 200 pounds applied within 2 inches of the top edge, in any outward or downward direction, at any point along the top edge.
- When the 200-pound load is applied in a downward direction, the top edge of the guardrail will not deflect to a height less than 39 inches above the walking/working level.
- Mid-rails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members will be capable of withstanding, without failure, a force of at least 150 pounds applied in any downward or outward direction at any point along the mid-rail or other member.

- Guardrail systems will be so surfaced as to prevent injury to an employee from punctures or lacerations, and to prevent snagging of clothing.
- The ends of all top rails and mid-rails will not overhang the terminal posts, except where such overhand does not constitute a projection hazard.
- Steel banding and plastic banding will not be used as top rails or mid-rails.
- Top rails and mid-rails will be at least one quarter inch nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it will be flagged at not more than 6-foot intervals with high visibility material.
- When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section will be placed across the access opening between guardrail sections when hoisting operations are not taking place.
- When guardrail systems are used at holes, they will be erected on all unprotected sides or edges of the hole.
- When guardrail systems are used around holes used for the passage of materials, the hole will have not more than two sides provided with removable guardrail sections to allow the passage of materials. When the hole is not in use, it will be closed over with a cover, or a guardrail system will be provided along all unprotected sides or edges.
- When guardrail systems are used around holes which are used as points of access, they will be provided with a gate, or be so offset that a person cannot walk directly into the hole.
- Guardrail systems used on ramps and runways will be erected along each unprotected side or edge.

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.

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 extend outward from the outermost projection of the work surface as follows:
- Safety nets will be installed with sufficient clearance under them to prevent contact with the surface or structure 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, or to any object which is incompatibly shaped or dimensioned in relation to the snap hook such that unintentional disengagement could occur by the connected object being able to depress the snap hook keeper and release itself.

- On suspended scaffolds or similar work platforms with horizontal lifelines which may become vertical lifelines, the devices used to connect to a horizontal lifeline will be capable of locking in both directions on the lifeline.
- Horizontal lifelines will be designed, installed, and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.
- Lanyards and vertical lifelines will have a minimum breaking strength of 5,000 pounds.
- Lifelines will be protected against being cut or abraded.
- Self-retracting lifelines and lanyards which automatically limit free fall distance to 2 feet or less will be capable of sustaining a minimum tensile load of 3,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.
- Self-retracting lifelines and lanyards which do not limit free fall distance to 2 feet or less, rip stitch lanyards, and tearing and deforming lanyards will be capable of sustaining a minimum tensile load of 5,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.
- Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body belts and body harnesses will be made from synthetic fibers.
- Anchorages used for attachment of personal fall arrest equipment will be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached, or will be designed, installed, and used as follows:
 - As part of a complete personal fall arrest system which maintains a safety factor of at least two; and under the supervision of a qualified person.
- Personal fall arrest systems, when stopping a fall, will:
 - Limit maximum arresting force on an employee to 1,800 pounds when used with a body harness.
 - Be rigged such that an employee can neither free fall more than 7 1/2', nor contact any lower level.
 - Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet.
 - Have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 7 1/2', or the free fall distance permitted by the system, whichever is less.

- The attachment point of the body harness will be located in the center of the wearer's back near shoulder level, or above the wearer's head.
- Body harnesses, and components will be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.
- Personal fall arrest systems and components subjected to impact loading will be immediately removed from service and will not be used again for employee protection until inspected and determined by a competent person to be undamaged and suitable for reuse.
- *EER, Inc.* will provide for prompt rescue of employees in the event of a fall or will assure that employees are able to rescue themselves.
- Personal fall arrest systems will be inspected prior to each use for wear, damage and other deterioration, and defective components will be removed from service.
- Personal fall arrest systems will not be attached to guardrail systems, nor will they be attached to hoists except as specified.
- When a personal fall arrest system is used at hoist areas, it will be rigged to allow the movement of the employee only as far as the edge of the walking/working surface.

Personal Fall Restraint Systems

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

- Prior to the use of a Personal Fall Restraint System, all employees should be trained on how to inspect the Personal Fall Restraint System, how and when to wear a Personal Fall Restraint System and how to perform a rescue after a fall in a Personal Fall Restraint System.
- Anchorage points used for fall restraint shall be capable of supporting 4 times the intended load under qualified supervision or 3000 pounds, whichever is greater.
- Restraint protection shall be rigged to allow the movement of employees only as far as the sides of the working level or working area.

Note: All safety belts, harnesses and lanyards placed in service or purchased on or before February 1, 1997, shall be labeled as meeting the requirements contained in ANSI A10.14-1975, Requirements for Safety Belts, Harnesses, Lanyards, Lifelines and Drop Lines for Construction and Industrial Use.

All Personal Fall Arrest Systems, Personal Fall Restraint Systems and Positioning Device Systems purchased or placed in service in service after February 1, 1997, shall be labeled as meeting the requirements contained in ANSI A10.14-1991 American National Standard for Construction and Demolition Use, or ANSI Z359.1-1992 American Standard Safety Requirements for Personal Fall Arrest Systems, Subsystems and Components.

Positioning Device Systems

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

- Positioning devices will be rigged such that an employee cannot free fall more than 2 feet.
- Positioning devices will be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds, whichever is greater.
- Connectors will be dropped forged, pressed, or formed steel, or made of equivalent materials.
- Connectors will have a corrosion resistant finish, and all surfaces and edges will be smooth to prevent damage to interfacing parts of this system.
- Connecting assemblies will have a minimum tensile strength of 5,000 pounds.
- D-Rings and snap hooks will be proof tested to a minimum tensile load of 3,600 pounds without cracking, breaking, or taking permanent deformation.
- Snap hooks will be sized to be compatible with the member to which they are connected to prevent unintentional disengagement of the snap hook by depression of the snap hook keeper by the connected member or will be a locking type snap hook designed and used to prevent disengagement of the snap hook by the contact of the snap hook keeper by the connected member.
- Unless the snap hook is a locking type and designed for the following connections, snap hooks will not be engaged:
 - Directly to webbing, rope, or wire rope.
 - To each other.
 - To a D-Ring to which another snap hook or other connector is attached.
 - To a horizontal lifeline.
 - To any object which is incompatibly shaped or dimensioned in relation to the snap hook such that unintentional disengagement could occur by the connected object being able to depress the snap hook keeper and release itself
- Positioning device systems will be inspected prior to each use for wear, damage, and other deterioration, and defective components will be removed from service.
- Body belts, harnesses, and components will be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.

Warning Line Systems

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

- The warning line will be erected around all sides of the roof work area.

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

Protection from Falling Objects

Falling object protection will comply with the following provisions:

- Toe boards, when used as falling object protection, will be erected along the edge of the overhead walking/working surface for a distance sufficient to protect employees below.
- Toe boards will be capable of withstanding, without failure, a force of at least 50 pounds applied in any downward or outward direction at any point along the toe board.

- Toe boards will be a minimum of 3 1/2 inches in vertical height from their top edge to the level of the walking/working surface. They will have not more than 1/4 inch clearance above the walking/working surface. They will be solid or have openings not over 1 inch in greatest dimension.
- Where tools, equipment, or materials are piled higher than the top edge of a toe board, paneling or screening will be erected from the walking/working surface or toe board to the top of a guardrail system's top rail or mid-rail, for a distance sufficient to protect employees below.

17 FIRE PREVENTION / FIRE EXTINGUISHERS

17.1 Scope

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

17.2 Fire Prevention Plan

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

17.3 Fire Prevention

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

Potential Fire Hazards:

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

Proper Handling and Storage:

- a. Use and store all chemicals in accordance with the Safety Data Sheets.
- b. Store separately all incompatible chemicals that may cause a fire to start or spread. An example would be an oxygen cylinder next to acetylene.

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

Controlling Ignition Sources:

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

Fire Fighting Systems and Equipment:

- a. Portable fire extinguishers should be used for small fires only and by trained personnel. Fire extinguishers will be conspicuously located and marked with arrows to clearly identify location, especially when material may block view of location. Open access will always be kept to fire extinguishers and fire-fighting equipment. Persons using a fire extinguisher should be trained and use the proper type of extinguisher for the type of fire. All fire extinguishers will be clearly marked for type and clearly identified by a sign when two different extinguishers are located together. Fire extinguishers will be located next to egress, near flammable operations, and where all other Federal, State and local law requires. Fire extinguishers will be inspected monthly and annual service will be provided. Annual maintenance date will be recorded and kept for 1 year after last entry. There are four general classifications of fires depending on the materials involved. The fire extinguisher that will be used will be rated for the materials involved in the fire.
 - 1. Class A fires have materials such as wood, paper, rags/cloth which produce embers, ash, and char.
 - 2. Class B fires have materials such as flammable gasses and liquids or grease, which often create vapors or fumes that will combust.
 - 3. Class C fires have lived electrical equipment/lines or materials near electrically powered equipment.

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

17.4 Housekeeping and Maintenance Controls

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

Flammable Storage Waste:

- a. Maintain all flammable materials in approved containers and approved cabinets. Do not exceed maximum quantities.
- b. Label all flammable materials clearly.
- c. Store away from ignition sources.

Combustible Storage Waste:

- a. Maintain all debris, scraps, and trash in proper disposal containers.
- b. Maintain all combustible waste neatly and away from ignition sources.

Maintenance of Aisles, Stairways, and Exits:

- a. Keep aisles free of clutter or debris that may cause a trip hazard.
- b. Do not block aisles, passageways or exits.
- c. Keep all exits unlocked during work hours.
- d. Clearly mark exits with signs.
- e. Light all stairways, aisles and exits that would not have proper illumination in a fire.
- f. Maintain all firefighting equipment and systems.

- g. The Superintendent/Foreman/Supervisor/Manager will maintain the accumulation of flammable and combustible waste.
- h. Regular inspections will be performed for fire hazards by the designated person.

17.5 Post Evacuation Map

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

17.6 Training

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

Emergency Evacuation:

In the event of a fire, the person who discovers the fire will immediately notify all persons on site by pulling an alarm, use of the public address system, or oral communication. A Supervisor or designated person, when available, will dial 911 and the public address system will be used to evacuate the site. When the alarm is heard or a notice to evacuate has been communicated, all persons will exit the building by using the closest and safest exit route and continue on to meet at the staging area for roll call.

Fight Fire Only If:

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

When an Alarm Sounds:

- a. Evacuate the building or area through the safest exit. Do not use elevators. Leave personal effects behind. Close doors, windows, and gas valves in your area as you exit.
- b. Leave the building and go to the staging area for roll call and get assignments to help direct Emergency Services.

- c. Report all information to the designated person.
- d. Do not re-enter building until instructed to do so by a supervisor, designated person, or Emergency Services.

Designated Person Duties:

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

18 FIRST AID PROGRAM

18.1 Program Outline

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

The safety director is responsible for ensuring the following:

- The contents of the First Aid kits must be checked before being sent out to each job and at least weekly on each job to ensure that the expended items are replaced.
- First Aid kits shall consist of appropriate items and stored in a weather-proof container with individual sealed packages of each type of item per ANSI Standard Z308.1-1998 or Cal/OSHA, subchapter 4, 1512 9c).
- First Aid supplies are readily available and easily accessible at the job site.
- Ensure there is proper equipment for prompt transportation of the injured person to a physician or hospital, or a communication system for contacting necessary ambulance services.
- Ensure the telephone numbers of the physicians, hospitals or ambulances are conspicuously posted using the attached form.
- Suitable facilities are provided for quick drenching or flushing of eyes or body where the eyes or body of any person may be exposed to injurious corrosive materials.

First Aid is the treatment given a victim prior to the arrival of professional medical assistance.

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

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

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

18.2 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.

18.3 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.

18.4 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 burns 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.

18.5 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.

18.6 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 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.

18.7 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.

19 HAND AND POWER TOOLS

19.1 Purpose

The purpose of a portable tool and equipment program is to minimize and remove the risk of accidents and injuries caused by improperly guarded, maintained or otherwise unsafe or improper use of tools and equipment.

19.2 Scope

An effective portable tool and equipment program is an integral part of any effective safety program. Keeping tools and equipment neat, clean, organized, and well maintained in a safe condition, reduces the chances of accidents, injuries, and losses. Well-organized work areas also increase the ability of employees to perform their jobs efficiently. Tool and equipment inspections shall be conducted on a regular basis and documented.

19.3 General Procedures

Employees using hand and power tools will be provided with PPE that protects them from all hazards which includes, but is not limited to, eye protection, ear protection, hand protection, face protection, respiratory protection, body protection, and foot protection.

Power tools that need service or are no longer in safe working order must be locked and tagged out to prevent unauthorized use. Hand tools must be issued a tag saying, “do not use”.

Portable Tools & Equipment

- Discard or repair damaged tools such as frayed electric cords on tools, leaking hoses, and missing guards.
- Operating control on hand-held power tools shall be located as to minimize the possibility of its accidental operation.
- Non-current carrying metal parts of cord-and plug-connected equipment, where required to be grounded, shall be grounded.
- Adequate enclosures and or guarding shall be provided to protect portable and mobile equipment from physical damage. Guarding shall be in place when in use.

Pneumatic Tools

- Each tool must have a retainer to prevent ejection.
- Air tools must be operated at rated psi. Air compressors set above the rated psi for tools, must have regulators in the line between the compressor and the tools. Install adjustable pressure regulator and tool oiler in line between compressor and point of operation.

- Hose and hose connections must be rated for pressure and service being used and cannot be repaired with hose clamps.

Portable Abrasive Wheels

- A safety guard must cover the spindle end, nut, and flange projections.
- Abrasive wheels must be protected. Revolving guards shall be made of adequate strength and enclose the wheel sides upward from the back for 1/3 of the wheel thickness.
- Clearance of guard to wheel must be 1/16 inch or less.
- Vertical or right-angle head grinders must be ½ covered with a guard.
- The guard must be between the operator and the wheel during use.
- Mounting and inspection: all grinding wheels must be inspected (ring test) and spindle speed checked to not exceed wheel rating.
- Ring Test: put an axle through the spindle hole and lightly tap with hard rubber. Listen for a solid ring such as tapping a crystal water glass. A dry thud indicates a cracked wheel and should be discarded.
- All contact surfaces must be flat and free of foreign matter.
- Bushings used in wheel holes must be smaller than the width of the wheel and cannot touch the flanges.
- Abrasive wheels shall not be stored where they would be subjected to exposure to high temperature or humidity, water, or other liquids, freezing temperature or temperature low enough to cause condensation on the wheels when moved from storage to an area of higher temperature, or where they would be subjected to physical damage from falling tools or materials.

19.4 Responsible Persons

It is our policy that accident prevention shall be considered of primary importance of our operation and administration. It is the intention of the Company and its top management to provide a safe and healthy work environment for all employees. It is the responsibility of all employees to conduct their job tasks in a manner that will protect the safety and well-being of themselves and all fellow employees. Should an unsafe condition exist, that cannot be immediately eliminated, report said conditions to the supervisor before beginning or continuing with your job duties.

20 HAZARD COMMUNICATION / GHS POLICY

20.1 Purpose

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

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

20.2 Safety Data Sheets (SDS)

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

The 16 sections of a SDS are as follows:

1. Identification

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

2. Hazard Identification

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

3. Composition/Information on Ingredients

For a hazardous product that is a substance: the chemical name, synonyms, CAS No., and the chemical name of impurities, stabilizing solvents and stabilizing additives were classified and that contribute to the classification of the product. For a hazardous product that is a mixture: for ingredients that present a health hazard, the chemical name, synonyms, CAS No., and concentration. Note: Confidential Business Information Rules may apply.

4. First-aid Measures

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

5. Fire-fighting Measures

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

6. Accidental Release Measures

Protective equipment, emergency procedures, methods and materials for containment and clean up.

7. Handling and Storage

Precautions for safe handling, conditions for storage, including any incompatibilities.

8. Exposure Controls and Personal Protection

Exposure limits, engineering controls, personal protective equipment.

9. Physical Properties

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

10. Stability and Reactivity

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

11. Toxicological Information

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

12. Ecological Information

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

13. Disposal Information

Safe handling and methods of disposal, including contaminated packaging.

14. Transport Information

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

15. Regulatory Information

Safety, health, and environmental regulations specific to the product.

16. Other Information

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

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

20.3 Labeling

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

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











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

- Product identifier
- Signal word
- Hazard statement(s)
- Pictogram(s)
- Precautionary statement(s)
- Labels are not to be defaced or removed on either incoming container or a secondary container.

20.4 Pictograms

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

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

	Exploding bomb (for explosion or reactivity hazards)		Flame (for fire hazards)		Flame over circle (for oxidizing hazards)
	Gas cylinder (for gases under pressure)		Corrosion (for corrosive damage to metals, as well as skin, eyes)		Skull and Crossbones (can cause death or toxicity with short exposure to small amounts)
	Health hazard (may cause or suspected of causing serious health effects)		Exclamation mark (may cause less serious health effects or damage the ozone layer*)		Environment* (may cause damage to the aquatic environment)
	Biohazardous Infectious Materials (for organisms or toxins that can cause diseases in people or animals)				

* The GHS system also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.

20.5 Employee Training

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

- The requirements of the hazard communication regulation, including the employees' rights under the regulation.
- The location and availability of the written Hazard Communication Program.
- Any operation in their work area, including non-routine tasks, where hazardous substances are present, and exposures are likely to occur.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- Protective practices prescribed to minimize or prevent exposure to these substances.
- How to read labels and review SDS to obtain hazard information.
- Physical and health effects of the hazardous substances, particularly when it comes to use of grease and similar cleaners.

- Symptoms of overexposure.
- Measures employees need to put into practice to reduce or prevent exposure to these hazardous substances by engineering controls, work practices, and use of personal protective equipment.
- Emergency and First Aid procedures to follow if employees are exposed to hazardous substances, grease, and similar cleaners in particular.

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

20.6 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.

20.7 Unlabeled Pipes

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

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

20.8 Program Review

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

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

21 Heat Illness Prevention – Indoor Workplaces

21.1 Purpose

This program is intended to comply with the California Code of Regulations Title 8, Section 3396, Heat Illness Prevention, and is made available to all employees in indoor work environments. The Heat Illness Prevention Standard applies to indoor workplaces when one or more of the following conditions exist:

- The temperature equals or exceeds 87 degrees Fahrenheit when workers are present.
- The heat index equals or exceeds 87 degrees Fahrenheit when workers are present.
- Workers wear clothing that restricts heat removal, and the temperature equals or exceeds 82 degrees Fahrenheit.
- Workers work in a high radiant heat area, and the temperature equals or exceeds 82 degrees Fahrenheit.

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. Taking a proactive and effective approach to heat illness is vital to protecting the lives of workers.

Company Safety Director: _____

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

This regulation does not apply to incidental heat exposures where an employee is exposed to temperatures at or above 82 degrees Fahrenheit and below 95 degrees Fahrenheit for less than 15 minutes in any 60-minute period. This exception does not apply to the following:

1. Vehicles without effective and functioning air conditioning, or
2. Shipping or intermodal containers during loading, unloading, or related work.

21.2 Procedures for provision of Water (included not limited to)

- 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.

Sufficient quantity refers to at least (1) quart of water 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 of odors that could 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 insufficient. When employees are working across large areas, water must 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 linked to governmentally approved potable drinking water systems, as shown on the manufacturer's label.

- Water containers will be kept in sanitary condition and labeled as “potable drinking water” or with similar wording.

- Paper cone rims or bags of disposable cups and their associated cup dispensers will be made available to workers and will be kept clean until used.

- As part of ensuring Replenishment Procedures (see page 11) are effectively carried out, 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.

- Water containers will be placed as close as practicable to the workers to encourage frequent water consumption. If the workplace environment 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 readily accessible drinking water.

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

Note: The attached “Water Replenishment Procedures Form” will be filled out for each worksite.

21.3 Procedures for access to cool down area for Indoor Workplace (Included not Limited to)

“Cool-down area” means an indoor or outdoor area that is blocked from direct sunlight and shielded from other high radiant heat sources to the extent feasible and is either open to the air or provided with ventilation or cooling. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight.

- Cool-down area(s) will be located as practicable as possible in work areas. The temperature in the cool-down area(s) will be maintained at less than 82 degrees Fahrenheit.
- Cool-down area(s) will be available at the worksite to accommodate the number of employees on recovery or rest periods so that they can sit down fully in a normal posture without having to be in physical contact with each other. During meal periods, there will be sufficient cool-down areas for all employees who choose to remain in the general area of work or in areas designated for recovery and rest periods.
- Employees will be informed of the cool-down locations and allowed and encouraged to take a Preventative Cool-Down Rest in the cool-down area for no less than five minutes at a time when they feel the need to do so to protect themselves from overheating. Access to the cool-down area(s) for a Preventative Cool-Down Rest 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 7 of this program.

Cool-Down Area(s):

Department	Cool-Down Area(s)	Number of Seats Available

21.4 Procedures for Temperature Assessment for Indoor Workplace (Included not Limited to)

The company will assess and measure heat by monitoring the temperature and heat index and recording whichever is greater whenever the temperature or heat index reaches 87 degrees Fahrenheit (or temperature reaches 82 degrees Fahrenheit for employees working in clothing that restricts heat removal or high radiant heat areas). This is an important step to know when to implement control measures to keep employees safe.

The following method(s) will be used to measure the temperature or heat index:

(a thermometer, Kestrel, weather station, wet-bulb globe thermometer, hygrometer for measuring humidity, etc.)

Instruments used to measure the temperature or heat index shall be used and maintained according to the manufacturer's recommendations. Instruments used to measure the heat index must be capable of providing the same results as those in the National Weather Service heat index chart in Appendix A of Section 3396.

Location(s) for Temperature Measurements	Name/Job Title Person Taking Measurements

The measurements for temperature and/or heat index will be taken according to the following guidelines:

1. Initial measurements will be taken at times during the work shift when it is reasonable to suspect that employee exposures are expected to be the greatest and when it is suspected to equal or exceed 82 degrees Fahrenheit.
2. Measurements will be taken again when the temperature is expected to be 10 degrees or more above the previous measurements where employees work and at times during the work shift when employee exposures are expected to be the greatest.

Records of these measurements will be retained for 12 months or until the next measurements are taken, whichever is later. The records shall be made available to employees, designated representatives, and representatives of Cal/OSHA at the worksite and upon request. The records will include the date, time, and specific location of all measurements.

Workers and union representatives (if applicable) will be actively involved in the following processes through their participation in safety meetings and risk evaluations:

- Planning, conducting, and recording the measurements of temperature or heat index, whichever is greater; and
- Identifying and evaluating all other environmental risk factors for heat illness that may exist in our workplace.

21.5 Procedures for control measures for Indoor Workplace (Included not Limited to)

Control measures will be implemented to minimize the risk of heat illness in indoor workplaces when either of the following occurs:

- Indoor temperature or heat index is 87 degrees Fahrenheit or higher.
- Indoor temperature is 82 degrees Fahrenheit or higher, and workers are either:
 - Wearing clothing that restricts heat removal or
 - Working in an area with high radiant heat.

When feasible, engineering controls will be implemented first to reduce the temperature and heat index to below 87 degrees Fahrenheit (or temperature below 82 degrees Fahrenheit for workers working in clothing that restricts heat removal or working in high-radiant heat areas).

Administrative controls will be added if feasible engineering controls are not enough to comply with the regulation. If both engineering and administrative controls are not feasible to decrease the temperature and minimize the risk of heat illness, then personal heat-protective equipment will be provided.

The following engineering controls will be implemented to reduce and maintain the indoor temperature, heat index, or both to the lowest possible level (*check methods used*):

- Cooling fans or air conditioning
- Increased natural ventilation, such as opening windows and doors when the outdoor temperature or heat index is lower than the indoor temperature and heat index
- Local exhaust ventilation at points of high heat production or moisture (such as exhaust hoods in laundry rooms)
- Reflective shields to block radiant heat
- Insulating or isolating heat sources from workers, or isolating workers from heat sources
- Elimination of steam leaks
- Cooled seats or benches
- Evaporative coolers
- Dehumidifiers
- Other: _____

The following administrative controls will be implemented when feasible engineering controls have been implemented but have not sufficiently lowered temperatures or heat index. These controls are modified work practices that can reduce heat exposure by adjusting work procedures, practices, or schedules (*check methods used*):

- Modify work schedules and activities to times of the day when the temperature is cooler or schedule shorter shifts, especially during heat waves.
- For newly hired workers and unacclimatized existing workers, gradually increase shift length over the first one to two weeks.

- Require mandatory rest breaks in a cooler environment, such as a shady location or an air-conditioned building. The duration of the rest breaks should increase as heat stress rises.
- Rotate job functions among workers to help minimize exertion and heat exposure. If workers must be in proximity to heat sources, clearly mark them so workers are aware of the hazards.
- Require workers to work in pairs or groups during extreme heat so they can monitor each other for signs of heat illness.
- Other: _____

The following personal heat-protective equipment will be provided if feasible engineering controls do not decrease the temperature enough and administrative controls do not minimize the risk of heat illness. This personal heat-protective equipment consists of special cooling devices that the worker wears on their body and can protect them in hot environments (*check methods used*):

- Water and/or air-cooled garments, cooling vests, jackets, and neck wraps. The cooling source can be reusable ice packs or cooled air connected to an external source.
- Supplied air personal cooling systems
- Insulated suits
- Heat-reflective clothing
- Infrared-reflecting face shields
- Other: _____

21.6 Procedures for Emergency Response for Indoor Workplace (Included not Limited to)

Supervisors will carry cell phones or have other means of communication to ensure that emergency medical services can be called. Prior to each shift, checks will be made to ensure that these electronic devices are functional. If an electronic device does 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 work site, which may not be visible from the road or highway.

If necessary, supervisors will transport the employee to a place where they can be reached by an emergency medical provider.

Workers and supervisors will be provided with a map of the work site and clear and precise directions (such as street or road names, distinguishing features, and distances to major roads) to avoid a delay in accessing 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.

21.7 Procedures for Acclimatization for Indoor Workplace (Included 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 human body needs time to adapt when temperatures rise suddenly, and employees risk heat illness by not giving themselves time to adjust when a heat wave strikes or when starting a new job that exposes them to high heat. Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress.

- The weather shall be monitored daily. The supervisor will monitor for sudden heat wave(s) or increases in temperatures.
- A supervisor or designee shall closely observe an employee who has been newly assigned to a high-heat area 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.
- The 14-day observation period applies when the temperature or heat index meets either of the following conditions: 1) it equals or exceeds 87 degrees Fahrenheit or 2) it equals or exceeds 82 degrees Fahrenheit when a worker wears clothing that restricts heat removal or works in a high radiant heat area.

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

21.8 Procedures for Employee Training Supervisory & Non-Supervisory (Included not Limited to)

Each supervisory and non-supervisory employee will receive training in the following topics before beginning work that should reasonably be anticipated to result in exposure to the risk of heat illness.

- (a) The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
- (b) The company's procedures for complying with the requirements of the Cal/OSHA Regulations, including but not limited to the company's responsibility to provide water, 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. In addition, heat illness may progress quickly from mild symptoms and signs to serious and life-threatening illness.
- (f) It is important for employees to immediately report to the company, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves or coworkers.
- (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) Where the workplace is affected by outdoor temperatures, how to monitor weather Reports, and how to respond to hot weather advisories

21.9 Treatment of a Sick Employee (Included 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 cool-down area and drinking cool water is appropriate or if emergency service providers will need to be called. A sick worker will not be left alone in the cool-down area, 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 cool-down area. While the ambulance is en route, first aid will be initiated (cool the worker, place the worker in the cool-down area, remove excess layers of clothing, and apply cool water to their body). Do not let sick workers leave the site, as they may get lost or die before reaching a hospital.

See the attached handout “Protecting Yourself from Heat Stress” developed and provided by the Department of Health and Human Services. The handout offers additional information regarding the symptoms and necessary first aid provisions related to heat illness.

21.10 Definitions

- (1) **“Acclimatization”** means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.
- (2) **“Administrative control”** means a method to limit exposure to a hazard by adjustment of work procedures, practices, or schedules. Examples of administrative controls that may be effective at minimizing the risk of heat illness in a particular work area include, but are not limited to: acclimatizing employees, rotating employees, scheduling work earlier or later in the day, using work/rest schedules, reducing work intensity or speed, reducing work hours, changing required work clothing, and using relief workers.
- (3) **“Clothing that restricts heat removal”** means full-body clothing covering the arms, legs, and torso that is any of the following:
 - (A) Waterproof; or

- (B) Designed to protect the wearer from a chemical, biological, physical, radiological, or fire hazard; or
- (C) Designed to protect the wearer or the work process from contamination.

EXCEPTION to subsection (b)(3): “Clothing that restricts heat removal” does not include clothing with flame or arc-flash resistant properties demonstrated by the employer to be all of the following:

- (1) Constructed only of knit or woven fibers; and
- (2) Worn in lieu of the employee’s street clothing; and
- (3) Worn without a full-body thermal or moisture barrier.

(4) **“Cool-down area”** means an indoor or outdoor area that is blocked from direct sunlight and shielded from other high radiant heat sources and is either open to the air or provided with ventilation or cooling. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. A cool-down area does not include a location where:

- (A) Environmental risk factors defeat the purpose of allowing the body to cool; or
- (B) Employees are exposed to unsafe or unhealthy conditions; or
- (C) Employees are deterred or discouraged from accessing or using the cool-down area.

(5) **“Engineering control”** means a method of control or a device that removes or reduces hazardous conditions or creates a barrier between the employee and the hazard. Examples of engineering controls that may be effective at minimizing the risk of heat illness in a particular work area include, but are not limited to: isolation of hot processes, isolation of employees from sources of heat, air conditioning, cooling fans, cooling mist fans, evaporative coolers (also called swamp coolers), natural ventilation where the outdoor temperature or heat index is lower than the indoor temperature or heat index, local exhaust ventilation, shielding from a radiant heat source, and insulation of hot surfaces.

(6) **“Environmental risk factors for heat illness”** means working conditions that create the possibility that heat illness could occur, including: air temperature, air movement, relative humidity, radiant heat from the sun and other sources; conductive heat sources such as the ground, workload severity and duration, protective clothing, and personal protective equipment worn by employees.

(7) **“Globe temperature”** means the temperature measured by a globe thermometer, which consists of a thermometer sensor in the center of a six-inch diameter hollow copper sphere painted on the outside with a matte black finish, or equivalent. The globe thermometer may not be shielded from direct exposure to radiant heat while the globe temperature is being measured.

(8) **“Heat illness”** means a serious medical condition resulting from the body’s inability to cope with a particular heat load, and includes: heat cramps, heat exhaustion, heat syncope, and heat stroke.

(9) **“Heat index”** means a measure of heat stress developed by the National Weather Service (NWS) for outdoor environments that takes into account the dry bulb temperature and the relative

humidity. For purposes of this section, heat index refers to conditions in indoor work areas. Radiant heat is not included in the heat index.

(10) **“Heat wave”** means any day in which the predicted high outdoor temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit greater than the average high daily outdoor temperature for the preceding five days.

(11) **“High radiant heat area”** means a work area where the globe temperature is at least five degrees Fahrenheit greater than the temperature, as defined in subsection (b)(19).

(12) **“Indoor”** refers to a space that is under a ceiling or overhead covering that restricts airflow and is enclosed along its entire perimeter by walls, doors, windows, dividers, or other physical barriers that restrict airflow, whether open or closed. All work areas that are not indoor are considered outdoor and covered by section 3395.

EXCEPTION: Indoor does not refer to a shaded area that meets the requirements of subsection 3395(d) and is used exclusively as a source of shade for employees covered by section 3395.

(13) **“Personal heat-protective equipment”** means equipment worn to protect the user against heat illness. Examples of personal heat-protective equipment that may be effective at minimizing the risk of heat illness in a particular work area include, but are not limited to: water-cooled garments, air-cooled garments, cooling vests, wetted over-garments, heat-reflective clothing, and supplied-air personal cooling systems.

(14) **“Personal risk factors for heat illness”** means factors such as an individual’s age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of medications that affect the body’s water retention or other physiological responses to heat.

(15) **“Preventative cool-down rest”** means a rest taken in a cool-down area to prevent overheating.

(16) **“Radiant heat”** means heat transmitted by electromagnetic waves and not transmitted by conduction or convection. Sources of radiant heat include the sun, hot objects, hot liquids, hot surfaces, and fire.

(17) **“Relative humidity”** means the amount of moisture in the air relative to the amount that would be present if the air were saturated.

(18) **“Shielding”** means a physical barrier between radiant heat sources and employees that reduces the transmission of radiant heat.

(19) **“Temperature”** means the dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer freely exposed to the air without considering humidity or radiant heat, to measure the temperature in the immediate area where employees are located.

(20) **“Union representative”** means a recognized or certified collective bargaining agent representing the employees.

22 Heat Illness Prevention Program

22.1 Introduction

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

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

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

Project Name:	
Competent Person	
Phone Number	

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

- Review of this program.
- Regularly scheduled safety meetings.
- Effective communication of safety and health concerns between employees and supervisors, including translation where appropriate.
- Posted or distributed safety information.

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

For each project, there will be communication with each employee and subcontractor before being allowed to work on the project.

22.2 Procedures for Provision of Water

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

- The drinking water shall be fresh, pure, suitably cool, and provided to employees free of charge. The water shall be located as close as practicable to the areas where employees are working.
 - Fresh and Pure: Water must be fit to drink (i.e., potable) and free from odors that would discourage workers from drinking the water.
 - Suitably Cool: During hot weather, the water must be cooler than the ambient temperature but not so cool as to cause discomfort.
 - As Close as Practicable to Where Employees are Working: Placing water only in designated shade areas or where toilet facilities are located is not sufficient. When employees are working across large areas, water shall be placed in multiple locations.
- Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used for replenishment, they must be governmentally approved for potable drinking water systems, as shown on the manufacturer's label.
- Water containers will be kept in sanitary condition and labeled "potable drinking water" or 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 attachment), 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.

22.3 Procedures for Access to Shade

- Shade structures will be opened and placed as close as practicable to the workers when the temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly, when requested by an employee. Note: The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned, and the air conditioner is on.
- Enough shade structures will be available at the site to accommodate the number of employees on recovery or rest periods, so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other. The shade shall be located as close as practicable to the areas where employees are working. During meal periods, there will be enough shade for all the employees who choose to remain in the general area of work or in areas designated for recovery and rest periods.
- “Shade” means blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use (i.e. obstacles or hazardous or unreasonably unpleasant conditions while moving towards the shade or resting in the shade).
- Employees will be allowed and encouraged to take a Preventative Cool-Down Rest in the shade, for a period of no less than five minutes at a time, when they feel the need to do so to protect themselves from overheating. Such access to shade shall be permitted at all times.
- An individual employee who takes a preventative cool-down rest:
 - a. Shall be monitored and asked if he or she is experiencing symptoms of heat illness.
 - b. Shall be encouraged to remain in the shade; and
 - c. Shall not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event, less than 5 minutes in addition to the time needed to access the shade.
- If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, appropriate first aid or emergency response will be provided in accordance with page 5 of this program.
- When applicable shade structures will be relocated to follow along with the crew, they will be placed as close as practical to the employees, so that access to shade is provided at all times.
- In situations where trees or other vegetation are used to provide shade, the thickness and shape of the shaded area will be evaluated before assuming that sufficient shadow is being cast to protect employees.

- In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide access to shade that provides equivalent protection.

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

22.4 High Heat Procedures

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

- Effective communication by voice, observation, or electronic means will be maintained at all times so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the workers to observe them or communicate with them, an electronic device, such as a cell phone or text messaging device, may be used for this purpose if reception in the area is reliable.
- Employee observation will be made for alertness and signs or symptoms of heat illness through one of the following means:
 - Supervisor or designee observation on jobsites of 20 or fewer employees; or
 - Mandatory buddy system (when there are too many employees to allow direct observation, the company may use the buddy system and pair up employees.); or
 - Regular communication with sole employee such as by radio or cellular phone; or
 - Other effective means of observation.
 - One or more employee(s) will be designated on each worksite, as authorized, to call for emergency medical services. Other employees have authorization to call for emergency services when no designated employee is available (see Water Replenishment/Shade Procedures Form).
- Employees will be reminded throughout the work shift to drink plenty of water.
- Pre-shift tailgate meetings will be held before the commencement of work to review the high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.

22.5 Procedures for Emergency Response

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

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

22.6 Procedures for Acclimatization and Heat Wave

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

- All employees shall be closely observed by a supervisor or designee during a heat wave. For purposes of this section only, "heat wave" means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

- The weather will be monitored daily. The supervisor will be on the lookout for sudden heat wave(s) or increases in temperatures.
- An employee who has been newly assigned to a high heat area shall be closely observed by a supervisor or designee for the first 14 days of the employee's employment.
- For new employees, the intensity of the work will be lessened during a two-week break-in period [such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early-morning or evening)]. Steps taken to lessen the intensity of the workload for new employees will be documented.
- During a heat wave, all employees will be observed closely (or maintain frequent communication via phone or radio) to be on the lookout for possible symptoms of heat illness.
- Employees and supervisors will be trained on the importance of acclimatization, how it is developed, and how these company procedures address it.

22.7 Procedures for Employee Training

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

- a. The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
- b. The company's procedures for complying with the requirements of the Cal/OSHA Regulation, including, but not limited to, the company's responsibility to provide water, shade, cool-down rests, and access to first aid as well as the employees' right to exercise their rights under this standard without retaliation.
- c. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot, and employees are likely to be sweating more than usual in the performance of their duties.
- d. The concept, importance, and methods of acclimatization.
- e. The different types of heat illness, the common signs and symptoms of heat illness, and appropriate first aid and/or emergency responses to the different types of heat illness, and in addition, that heat illness may progress quickly from mild symptoms and signs to serious and life-threatening illness.
- f. The importance to employees of immediately reporting to the company, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers.
- g. The company's procedures for responding to signs or symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.

- h. The company's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider.
- i. The company's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided, as needed, to emergency responders. These procedures shall include designating a person to be available to ensure that emergency procedures are invoked when appropriate.

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

- a. The company's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider.
- b. The procedures the supervisor is to follow to implement the applicable provisions in this section.
- c. The procedures the supervisor is to follow when an employee exhibits signs or reports symptoms consistent with possible heat illness, including emergency response procedures (including first aid and immediate medical treatment).
- d. How to monitor weather reports and how to respond to hot weather advisories.

22.8 Treatment of a Sick Employee

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

- If an employee displays signs or symptoms of severe heat illness (high body temperature, confusion, loss of coordination, hot dry skin or profuse sweating, throbbing headache, and seizures), and the worksite is located more than 20 minutes away from a hospital, call emergency service providers, communicate the signs and symptoms of the victim, and request Air Ambulance.

22.9 Procedures for Monitoring the Weather

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

CALIFORNIA Dial-A-Forecast

Eureka 707-443-7062

Hanford 559-584-8047

Los Angeles 805-988-6610 (#1)

Sacramento 916-979-3051

San Diego 619-297-2107 (#1)

San Francisco 831-656-1725 (#1)

- Prior to each workday and during the workday, the supervisor will monitor the weather at the worksite by one of the methods listed in this section. This critical weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, or increasing the number of water and rest breaks.
- The National Weather Service Heat Index may also be utilized to evaluate the risk level for heat illness related to relative humidity (see attachment

23 HOUSEKEEPING

23.1 Policy

Maintaining good housekeeping is essential to keeping a safe worksite. The following must be followed:

- The site must be kept clean to the extent that the nature of the work allows.
- To facilitate cleaning, keep every floor, working surface, and passageway free from protruding nails, splinters, loose boards, or openings.
- Perform cleaning and sweeping in such a manner as to minimize the contamination of the air with dust.
- In areas where workers may pass or perform duties, remove all debris and accumulations of material. Cover hoses and electrical conductors across aisles or passageways or suspend them overhead so that there is no tripping hazard.
- Where mechanical handling equipment is used, allow sufficient safe clearances for aisles, at loading docks, through doorways and wherever turns or passages must be made. Mark such aisles and passageways.
- Storage of material must not create a hazard. Store bags, containers, bundles, construction materials and other equipment in tiers, stacked, blocked, or interlocked. They must be limited in height so that they are stable and secure against falling, sliding, or collapse.
- Maintain free access at all times to all exits, fire alarm boxes, fire extinguishing equipment, and any other emergency equipment. Free access means clear of all obstructions.
- Keep working and storage areas free from accumulation of materials that pose hazards of tripping, fire, explosion, or pest harborage. Exercise vegetation control.
- Keep all lunchrooms, washrooms, and restrooms in a clean and sanitary condition. Garbage cans in lunchrooms and restrooms must be equipped with fitted covers and the contents disposed of daily.
- During the course of construction, alteration, repair or demolition of buildings and structures, ensure continuous clean-up of your work area, including removal of all rubble, scrap, boxes, crates and excess material to trash disposal areas.
- Maintain all floors and walkways in good condition. Repair or replace loose or broken components. Ensure secure footing on all floors and walkways.

- Provide containers for the collection and separation of waste, trash, oily or used rags, and other refuse. Containers used for garbage and other oily, flammable, or hazardous wastes, such as caustics, acids, harmful dusts, or similar materials must be equipped with covers. Dispose of common garbage and other waste at frequent and regular intervals. Store and dispose of chemical agents or substances which might react to create a hazardous condition separately. Handle, accumulate and dispose of all hazardous wastes in accordance with OSHA, state, and federal regulations.

24 INDUSTRIAL POWERED TRUCKS

24.1 Purpose

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

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

24.2 Training Program

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

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

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

- The operator has received an evaluation that reveals that the operator is not operating the truck safely;
- The operator is assigned to drive a different type of truck; or
- A condition in the workplace changes in a manner that could affect safe operation of the truck.
- Every three years

Outline of Training:

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

24.3 Operating Rules for Industrial Trucks

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

1. Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors pursuant to Section 3668 shall be permitted to operate such vehicles.
2. Stunt driving and horseplay are prohibited.
3. No riders shall be permitted on vehicles unless provided with adequate riding facilities.
4. Employees shall not ride on the forks of lift trucks.

5. Employees shall not place any part of the bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
6. Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
7. Drivers shall check the vehicle daily before use, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for forklifts (forks, chains, cable, and limit switches)
8. No truck shall be operated with a leak in the fuel system.
9. Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse--3 seconds--passing the point.
10. Trucks traveling in the same direction shall not be passed at intersection, blind spots, or dangerous locations.
11. The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
12. Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
13. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.
14. Grades shall be ascended or descended slowly.
 - When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
 - On all grades, the load and load engaging means shall be tilted back if applicable and raised only as far as necessary to clear the road surface.
 - Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgrade.
15. The forks shall always be carried as low as possible, consistent with safe operations.
16. When leaving a vehicle unattended (the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck), the brakes are set, the mast is brought to the vertical position, and forks are lift in the down position, either:
 - The power shall be shut off and, when left on an incline, the wheels shall be blocked; or

- The power may remain on provided the wheels are blocked, front and rear.
17. When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck which remains in the operator's view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.

Exception: Forks on fork-equipped industrial trucks may be in the raised position for loading and unloading if the forks are raised no more than 42 inches above the level where the operator/loaders are standing, and the power is shut off, controls placed in neutral, and the brakes set. If on an incline, the wheels shall be blocked.
 18. Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the industrial truck's power shall be shut off and the brakes set.
 19. Motorized hand trucks shall enter elevators or other confined areas with the load end forward.
 20. Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicles.
 21. Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.
 22. Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.
 23. To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with applicable regulations promulgated by the Public Utilities Commission.
 24. The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge of the truck while it is on a any elevated dock, platform, freight car or truck.
 25. Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 ½ feet from the centerline of railroad tracks is prohibited.
 26. Trucks shall not be loaded in excess of their rated capacity.
 27. A loaded vehicle shall not be moved until the load is safe and secure.
 28. Extreme care shall be taken when tilting loads. Elevated loads shall not be tilted forward except when the load is being placed onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to what is necessary to stabilize the load.
 29. The load engaging device shall be placed in such a manner that the load will be securely held or supported.

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

OPERATOR'S DAILY REPORT

Engine-Powered Lift Trucks

Truck No. _____ Make _____ Date of inspection _____

CHECK EACH ITEM If OK write OK	Explain below if not OK or any other action taken
1. Fuel level	
2. Oil level & Pressure	
3. Water level and fan belt	
4. Brakes--service and parking	
5. Lights--head, tail, warning	
6. Horn	
7. Hour meter and gauges	
8. Steering	
9. Tires	
10. Hydraulic controls	
11. Other conditions	
12. Seat belts	

Notes

Operator's Signature: _____

OPERATOR'S DAILY REPORT

Battery-Powered Lift Trucks

Truck No. _____ Make _____ Shift _____

CHECK EACH ITEM If OK write OK	Explain below if not OK or any other action taken
1. Battery plug connection	
2. Battery charge	
3. Battery load test	
4. Brakes--service and seat brake	
5. Lights--head, tail, warning	
6. Horn	
7. Hour meter	
8. Steering	
9. Tires	
10. Hydraulic Controls	
11. Other conditions	

Please add dates of inspection

Operator's Signature _____

25 LADDER SAFETY PROGRAM

25.1 Scope

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

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

25.2 Inspect Ladders Carefully Before Use

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

25.3 Setting Up a Ladder Safely

Extension Ladders and Stepladders

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

25.4 Climbing Safely with Ladders

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

25.5 General Safety for Ladders

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

26 LEAD

26.1 Purpose

The purpose of this procedure is to advise employees in areas where lead is suspected on an awareness level basis about the properties and dangers of lead, general guidelines, and training requirements.

26.2 Scope

The purpose of this procedure is to advise employees in areas where lead is suspected on an awareness level basis about the properties and dangers of lead, general guidelines, and training requirements. This procedure applies to our operations where employees whose work activities may contact lead containing materials but do not disturb the material during their work activities. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers our employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

26.3 Responsibilities

The purpose of this procedure is to advise employees in areas where lead is suspected on an awareness level basis about the properties and dangers of lead, general guidelines, and training requirements.

Managers and Supervisors

- In coordination with the Safety Director, develop and implement annual lead awareness training.
- Ensure personnel are aware of work that has the potential of exposure to lead.
- Identify possible locations where lead in the workplace may be found.
- Inform the Safety Manager of upcoming work involving known or suspected lead-containing materials, allowing the Safety Manager to provide any necessary monitoring or other required actions.
- Ensure employees comply with the lead awareness requirements.

Safety Director:

- Coordinate annual lead awareness training activities.

Employees:

- Comply with the lead awareness requirements and direct any questions or concerns to the Safety Manager.
- Attend required annual training.

- Review material safety data sheets or consult with the supervisor to identify any container with lead-containing material.

26.4 Procedure

Health Effects of Lead

Common symptoms of acute lead poisoning are loss of appetite, nausea, vomiting, stomach cramps, constipation, difficulty in sleeping, fatigue, moodiness, headache, joint or muscle aches, and anemia. Long term (chronic) overexposure to lead may result in severe damage to the blood-forming, nervous, urinary, and reproductive systems.

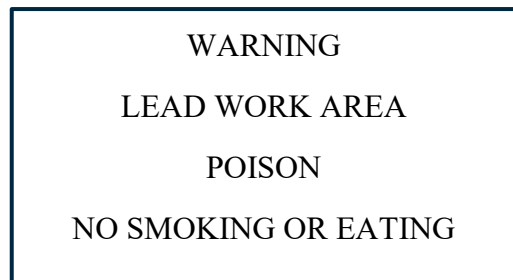
Locations

Each worksite shall create a list of possible locations of lead containing materials such as leaded paints, leaded solders, pipes, batteries, circuit boards, cathode ray tubes, leaded glass, and demolition/salvage materials.

The list is to be provided to the Safety Director on a quarterly basis and revised as lead containing materials are added or eliminated from the previous list.

General Requirements

Employees must abide by any signs/labels/assessment reports indicating the presence of lead containing materials and will not disturb the lead containing material. Appropriate work practices shall be followed to ensure the lead containing materials are not disturbed. Regulated access signs are to demarcate the lead exposure regulated work areas. The signs should read as follows:



General Work Practices

When working on multi-contractor worksites our employees will be protected from exposure. If employees working immediately adjacent to a lead abatement activity are exposed to lead due to the inadequate containment of such job, we will either remove the employees from the area until the enclosure breach is repaired or perform an initial exposure assessment.

Employees will wash hands and face if lead materials are contacted. Employees' hands and faces shall be washed if lead containing materials are contacted. Any possible contact with lead containing material must be reported immediately to the supervisor or Safety Manager.

If air is re-circulated back into the workplace, the system must be equipped with a HEPA (high efficiency particulate air) and backup filter, and a system to monitor the lead level will be installed.

When using mechanical means to remove lead-containing paints or coatings, use equipment which is equipped with a HEPA collection system.

Whenever possible, use a wet system to reduce airborne dust.

Whenever possible, substitute lead material with non-lead material.

Respirators shall be used during the time period required to install or implement control if engineering and work practices are insufficient as well as for emergency use.

If respirators are required, they will be NIOSH certified, and all employees will follow our Company's Respiratory Protection Program.

26.5 Training

The purpose of this procedure is to advise Lead awareness training is required at time of hire, during orientation or before initial assignment in areas where lead is suspected, and annual refresher training is conducted. Lead awareness training is required for employees whose work activities may contact lead containing materials but do not disturb the material during their work activities. Lead awareness training is required at time of hire, during orientation, or before assignment to areas containing lead.

Refresher training must be given annually.

Documentation of training - Lead awareness training shall be documented including dates of training, location of training, employee name and trainer name.

Training will include the health effects of lead, how to report suspected locations of lead containing material and not to disturb any possible lead containing material.

Training records shall be provided upon request all materials relating to the employee information and training program to regulatory agencies.

27 Manual Material Handling Program

27.1 Purpose

Our company is committed to providing a safe and healthy working environment for all employees. Musculoskeletal disorders (MSD) account for a majority of reported injuries and we must minimize the risk and incidence of MSDs. To achieve this goal, we require each worksite to establish and maintain an MSD, Lifting and Handling Loads Program with the following elements:

- Ongoing training of management, supervisors, and employees (including new hires) on MSD awareness hazards and control measures
- Training of staff (on MSD hazard assessment and control measures)
- Tracking of MSD statistics
- MSD hazard identification and assessment (see MSD Hazard Identification form)
- Control of MSD hazards through the application of engineering and/or administrative controls
- Proactively integrating ergonomics principles into workplace design and work techniques
- A realization that personal protective equipment may only be used as a substitute for engineering or administrative controls if it is used in circumstances in which those controls are not practicable.

27.2 Key Responsibilities

Company Safety Manager

Develops local Lifting and Handling Loads Programs for all worksites in accordance with this procedure and ensures all employees are aware of the requirements of the local Lifting and Handling Loads Program.

- Communicate, promote, and support the MSD, Lifting and Handling Loads Program.
- Conduct MSD training sessions and/or provide MSD training materials.
- Maintain records of MSD training that they provide in a manner that supports accuracy and ease of access for monitoring purposes.
- Monitor corrective actions taken as identified on incident reports.
- Support supervisors and the worksite JHSC in the Lifting and Handling Loads Program process.
- Assist in the investigation of MSD incidents to address injury hazards.

- Bring to the attention of company management any MSD hazards identified during their investigations, audits, or inspections.
- Ensure distribution and awareness of MSD Hazard Identification Forms.
- Provide input into purchasing specifications for new tools, equipment and furniture as needed to reduce MSD hazards.
- Provide input into the development of safe work procedures to reduce MSD hazards.

Worksite Manager

Responsible for the implementation and maintenance of the Lifting and Handling Loads Program for their facility and ensuring all assets are made available for compliance with the procedure. He or she will also:

- Ensure that all worksite departments implement and maintain the provisions of the Lifting and Handling Loads Program.
- Seek regular reports to ensure that their worksite is in compliance with the Lifting and Handling Loads Program.
- Manual lifting equipment such as dollies, hand trucks, lift-assist devices, jacks, carts, hoists must be provided for employees. Other engineering controls such as conveyors, lift tables, and workstation design should be considered.
- Use of provided manual lifting equipment by employees must be enforced.

Employees

- Shall attend all MSD related training for the task they are performing.
- Practice MSD prevention strategies as per MSD training.
- Comply with safe work procedures.
- Correctly use the equipment provided by our company according to manufacturers' recommendations.
- Report to the supervisor any unsafe acts, unsafe tasks, unsafe conditions, or equipment problems that create MSD hazards.
- Report any MSD incidents to the supervisor and cooperate in the investigation process.

27.3 Procedure

Worksite Assessment

Before manual lifting is performed, a hazard assessment must be completed. The assessment must consider size, bulk, and weight of the object(s), if mechanical lifting equipment is required, if two-man lift is required, whether vision is obscured while carrying and the walking surface and path where the object is to be carried. The assessment shall also include:

- Use of the MSD Hazard Identification form contained within this procedure
- Physical Demands
 - Neck Back Shoulder Wrist
 - Hand
 - Knee Ankle/
 - Feet
- Force Required and Working Distance
 - Do employees push, pull, lift, lower, or carry objects that are too heavy or require too much force; away from the center of the body or in a jerky or twisting manner?
- Work Postures
 - Is the back is curved too much or in a stooped position?
 - Is the back is twisted during movements?
 - Is the neck bent or twisted?
 - Are the arms away from the body?
 - Are the wrists flexed, extended, or pinched positions?
- Repetitive Use of Similar Muscles
 - Do employees perform movements over and over in the same way?
- Static Muscle Use and Duration
 - Do employees hold any of the above work postures for > 20 sec.?
 - Stand for long periods with their knees locked?
 - Stand in one position without moving or stretching?
- Contact Stress
 - Do employees put localized pressure on any part of their body?
- Workspace Layout and Conditions
 - Are there working heights, reaches in workspace, equipment, tool design, storage conditions, etc., that cause or contribute to employees experiencing any of the physical demands risk factors?
 - Also consider seating, floor surfaces, the characteristics of objects handled, including size and shape, load condition and weight distribution, and container as well as tool and equipment handles.

- Organization of Work
 - Are there work processes, monotonous job tasks, work recovery cycles, task variability, work rate, machine paced tasks or peak activity demands that cause or contribute to rushing, frustration, fatigue, or other visible signs of stress?
- Environmental Conditions
 - Are employees exposed to poor lighting, vibration, cold or hot air/wind/water?

27.4 Work Controls

Our company will ensure based on the assessment, that we implement control measures to eliminate, minimize or reduce, as far as is reasonably practicable, the risk of musculoskeletal injury to the worker.

Handling Heavy or Awkward Loads

We will take all practicable means to adapt the heavy or awkward loads to facilitate lifting, holding, or transporting by workers or to otherwise minimize the manual handling required. Those include:

Where use of lifting equipment is impractical or not possible, two-man lifts must be used.

All loads carried on handcarts shall be secured.

All awkward type loads shall be secured to prevent tipping.

Additional methods include:

- reducing the weight of the load by dividing it into two or more manageable loads
- increasing the weight of the load so that no worker can handle it and therefore mechanical assistance is required
- reducing the capacity of the container
- reducing the distance, the load must be held away from the body by reducing the size of the packaging
- providing hand holds
- team lift the object with two or more workers
- improve the layout of the work process to minimize the need to move materials
- reorganize the work method(s) to eliminate or reduce repeated handling of the same object
- rotate workers to jobs with light or no manual handling
- use mobile storage racks to avoid unnecessary loading and unloading.

Incidents and Injuries

If an employee reports symptoms of a MSI we will:

- Musculoskeletal injuries caused by improper lifting must be investigated and documented. Incorporation of investigation findings into work procedures must be accomplished to prevent future injuries.
- Injuries must be recorded and reported as required by 29 CFR Part 1904.

Review & Updating Lifting and Handling Loads Program

- Supervision must periodically evaluate work areas and employees' work techniques to assess the potential for and prevention of injuries. New operations should be evaluated to engineer out hazards before work processes are implemented.

27.5 Training

We will ensure that a worker who may be exposed to the possibility of musculoskeletal injury is trained in specific measures to eliminate or reduce that possibility. Our training shall include:

- General principles of ergonomics,
- Recognition of hazards and injuries,
- Procedures for reporting hazardous conditions, and
- Methods and procedures for early reporting of injuries.

Additionally, job specific training will be given on safe lifting and work practices, hazards, and controls.

28 PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

28.1 Scope

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

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

- When PPE is necessary
- What PPE is necessary
- How to properly don, doff, adjust & wear PPE (Note: The employee must be fitted with these items)
- The limitations of PPE
- The proper care, cleaning, maintenance, useful life & disposal of PPE.
- Selection and reasons for the PPE selected for each employee (Hazards vs. Selection must be discussed)

Retraining of an employee is required when the following occurs:

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

The certification training must be documented and include the employee's name, the dates of training, and the certification subject of the PPE trained on.

28.2 Company Provided and Employee-Owned Equipment

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

28.3 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.

28.4 Hazard Assessments

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

Written hazards assessments include the following:

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

28.5 PPE

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

- Hard hats
- Hi-Vis safety vests or equivalent
- Work boots
- Safety rated eye protection

In addition, other PPE may be required depending on the tasks being performed.

29 Respiratory Protection

29.1 Purpose

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

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

WHAT IS A RESPIRATOR?

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

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

Respirator Descriptions – Respirators come in several combinations of fit types and classes. All respirators must be NIOSH approved. It is important that you understand the benefits and limitations of each device. Only positive pressure types are permitted when working in an immediately dangerous to life or health (IDLH) environment.

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

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

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

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

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

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

1) **Self-Contained Breathing Apparatus (SCBA)** – SCBAs are compressed air cylinders carried on the user's back connected by an air supply hose to a full-face piece rubber respirator. SCBA cylinders contain a 30-minute air supply. Users must carefully monitor the amount of air used and exit contaminated environment before the air supply runs out.

Breathing air quality and use. OSHA requires the employer to provide employees using atmosphere-supplying respirators (supplied-air and SCBA) with breathing gases of high purity.

(1) The employer shall ensure that compressed air, compressed oxygen, liquid air, and liquid oxygen used for respiration accords with the following specifications:

(A) Compressed and liquid oxygen shall meet the United States Pharmacopoeia requirements for medical or breathing oxygen; and

(B) Compressed breathing air shall meet at least the requirements for Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989, to include:

1. Oxygen content (v/v) of 19.5-23.5%.
2. Hydrocarbon (condensed) content of 5 milligrams per cubic meter of air or less;
3. Carbon monoxide (CO) content of 10 ppm or less;
4. Carbon dioxide content of 1,000 ppm or less; and
5. Lack of noticeable odor.

Local jurisdiction requirements for cylinders must also be met.

2) **Air-Supplied** – These can be tight fitting or loose fitting. They make use of a hose to deliver clean, safe air from a stationary source of compressed air. They provide clean air for long periods of time and are light in weight for the user. They can, however, limit the range of use and your mobility. Also, there is the danger of damaging the hose or the hose being caught, affecting airflow.

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

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

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

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

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

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

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

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

D. Gases and Vapors – Chemical cartridges remove gases and vapors through a filter, catalyst, or sorbent. These attach to half-mask and full-face-piece rubber respirators. There is no one cartridge that is effective on all gases and vapors, so you must know which contaminant you are dealing with before selecting one.

BEFORE USING A RESPIRATOR

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

- A. A worker reports medical signs or symptoms that are related to his ability to use a respirator.
- B. Oversight feels that a worker needs to be reevaluated.

C. A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a physiological burden being placed on a worker.

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

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

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

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

An additional fit test may be required if:

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

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

USE AND CARE OF RESPIRATORS

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

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

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

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

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

- 1) face piece
- 2) Fastening straps and closures
- 3) Inhalation and exhalation valves
- 4) Filter
- 5) Cartridge
- 6) Air hose
- 7) Breathing tubes
- 8) Regulator
- 9) Lens
- 10) Connections and clamps for hoses and tubes

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

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

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

- 1) Once donned correctly, cover the front of the respirator by cupping both hands. Inhale sharply. A negative pressure should be felt inside the filtering face piece. If any leakage is detected at the respirator edges, adjust the straps by pulling back along the sides and or reposition the respirator.

2) Repeat until sealed properly. If problems persist, see your supervisor. Never enter into a contaminated area with an improper fit.

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

1) Positive Pressure Seal Check

- a. Make sure the respirator is secured and a good facial seal is achieved.
- b. Cover the exhalation valve with the palm of your hand (you may have to unscrew the valve cover).
- c. Exhale gently into the face piece to create positive pressure.
- d. *There should be no signs of leakage out of the facial seal, inhalation valve, or cartridge seats.*

2) Negative Pressure Seal Check

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

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

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

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

A. Daily Cleaning – After each use, you should clean your rubber respirator using disinfectant respirator wipe pads. Then it is ready to use next time.

B. Weekly Cleaning – A thorough cleaning should be done about once a week, depending on how much the respirator was used. Cleaning should also be done prior to long-term storage.

- 1) Remove cartridges. Disassemble face pieces by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses, or other components. Replace or repair any defective parts.

- 2) Wash components in warm water with a mild detergent or with an approved cleaner. Use a brush (not wire) to remove dirt.
- 3) Rinse components in clean, warm, preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on face pieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.
- 4) Components should be hand dried with a clean lint-free cloth or air-dried.
- 5) Reassemble face piece, replacing filters and cartridges where necessary.
- 6) Test the respirator to ensure that all components work properly.

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

MAINTAINING RESPIRATOR EFFECTIVENESS

In the Workplace – Be conscious of the work environment. Changes in work conditions or atmospheric hazards may affect your respirator usage. While using your respirator for an extended period of time, you may find it beneficial to periodically leave the work area to wash your face and respirator face pieces as necessary to prevent eye or skin irritation associated with respirator use. *Do not remove your respirator in a contaminated environment, even if only for a short time and even if it is uncomfortable.* Do not remove your respirator too soon. Wait until you are no longer in the presence of airborne contaminants. You should also relocate to a better location when examining or adjusting your respirator. Remember, the *concentration* or toxicity of the contaminant is the hazard, and not the *length* of exposure, in many cases.

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

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

RECORDKEEPING

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

30 SANITATION

30.1 Toilets at Job Sites

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

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

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

30.2 Washing Facilities

We will ensure the following washing facility standards are met:

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

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

31 Silica Exposure Control

31.1 General Information

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

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

31.2 Health Hazards

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

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

31.3 Silicosis

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

31.4 Exposure

Inhalation is the route of exposure for respirable crystalline silica. In general, silica particles vary in size. Larger particles get entrapped in the nose, throat, larynx, trachea, and bronchi from which they can be expectorated (coughed up) or swallowed into the digestive tract. Respirable-sized particles penetrate deeper into the lungs. Crystalline silica containing substances can become respirable sized particles when workers grind, cut, drill, or crush materials that contain crystalline silica.

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

Smoking and Silica Exposure

Research has shown that smoking doubles the negative effects of silica dust exposure. A strong correlation has been reported for increased risk of lung cancer among silica-exposed workers who smoke and have silicosis.

Factors Affecting Occupational Exposure Risk

The use of controls in the workplace to prevent exposures to respirable crystalline silica is required when air concentrations are above the permissible exposure limit. However, if these controls are not used or are used improperly, exposure risk increases. Personal protective equipment is often used in conjunction with engineering and other controls to protect workers. When respiratory protection is worn, a proper fit is a significant factor in reducing exposure risk.

31.5 Workplace Assessment

Material and Product Review

Many construction sites typically contain well-known sources of silica such as sand, stone, soil, and concrete. Geological surveys can provide some information on soil, rock, and minerals at a construction site.

Products containing silica are used in the construction and general (including maritime) industries. Glass makers, mineral wool manufactures, abrasive blasting operations, and dental laboratories are just a few of the many industries that use silica-containing materials.

Some products that contain silica may not be so commonly known or easily identified. A safety data sheet (SDS) should provide information helpful in determining silica content of manufactured products. The hazard identification section and/or composition (ingredient) section should include this information. The exposure controls/personal protection section, and/or the toxicological information section should also indicate whether or not silica is in the product and explain potential health effects (such as silicosis or lung cancer). SDSs should have descriptive words that indicate silica content such as the following:

- Crystalline silica
- SiO₂
- Silica dust
- Silica
- Quartz
- Sand

Conditions of Use and Work Activity Review

A review of work activities associated with silica-containing products and materials should be conducted. Any activities that may generate airborne dust should be carefully assessed. Some processes use silica bound in a matrix (occluded) or amorphous (non-crystalline) silica. These materials are not the same as crystalline silica particles and are considered not as hazardous. Process knowledge along with product knowledge is essential for assessing the workplace and work tasks for potential risk of crystalline silica exposures.

31.6 Silica Exposure Standard

Exposure Limits

The development and application of an action level (AL) provides a trigger for implementing specific controls and efforts to reduce worker exposures. The AL is 25 micrograms of respirable silica quartz per cubic meter of air (25 $\mu\text{g}/\text{m}^3$) averaged over an eight-hour period. The new action level aligns with the American Conference of Governmental Industrial Hygienists (ACGIH®) threshold limit value (TLV®) which was established in 2009.

The permissible exposure limit is 50 $\mu\text{g}/\text{m}^3$ averaged over an eight-hour period. Employers must ensure that no employee is exposed above the established permissible exposure limit (PEL).

Exemptions from the respirable crystalline silica rules include:

1. Agricultural operations.
2. Exposures resulting from *processing sorptive clays* (such as kitty litter). This exclusion is based on the fact that this type of silica is typically occluded (blocked with ions) or coated and does not pose the same level of health risks as crystalline silica.
3. Operations where *objective data* demonstrate employee exposures will remain below the 25 micrograms per cubic meter ($\mu\text{g}/\text{m}^3$) as an eight-hour time-weighted average (TWA) under any foreseeable conditions.

Exposure Assessment

Each employer is required to determine employee exposures to respirable crystalline silica unless one of the specific exposure control methods detailed in Table 1 of the OSHA standard are used. There are two options provided for assessing employee exposures: the performance option and the scheduled monitoring option.

Performance Option

An assessment of employee exposure may consist of objective data and/or air monitoring data that accurately characterizes employee exposures to respirable crystalline silica. An employer must demonstrate through objective data that any material containing silica or any specific process, operation, or activity involving silica-containing materials cannot release respirable crystalline silica dust in concentrations at or above 25 $\mu\text{g}/\text{m}^3$ as an eight-hour TWA under any expected conditions of use.

Objective data means “information, such as air monitoring data from industry - wide surveys or calculations based on composition of a substance, demonstrating employee exposure to respirable crystalline silica associated with a particular product or material or a specific process, task, or activity.” The data must reflect work conditions closely resembling or with a higher exposure than the tasks, controls, processes, materials, and/or environmental conditions in the current work activities.

Objective data can consist of monitoring data obtained prior to the effective date of the rule. It can also consist of size-specific real-time monitoring, material information, such as safety data sheets or geoengineering sample analysis, or any other form of alternative information where the definition is satisfied. However, objective data cannot include exposures below the action level due to engineering or other controls in place.

Scheduled Monitoring Option (a.k.a. periodic monitoring option)

Initial monitoring must first be performed to determine eight-hour TWA exposures for each employee. One or more breathing zone samples must be obtained that represent employees on each shift, job classification, and work area. If there are a number of employees who share the same tasks, shifts, and/or job classification, a representative number of samples can be taken to determine similar exposure groups. If representative sampling is done instead of sampling all employees, the employer shall sample the employee(s) expected to have the highest respirable crystalline silica exposures.

The employer requirements based on initial monitoring results are listed below:

1. If initial monitoring results are below AL ($<25 \mu\text{g}/\text{m}^3$), monitoring may be discontinued for those employees.
2. If initial monitoring results are at or above AL and below PEL ($\geq 25 \mu\text{g}/\text{m}^3$ and $< 50 \mu\text{g}/\text{m}^3$), then monitoring must be repeated within six months of the most recent monitoring event.
3. If initial monitoring results are above the PEL ($>50 \mu\text{g}/\text{m}^3$), then monitoring must be repeated within three months of most recent monitoring.
4. If monitoring results, other than initial sampling results, are below the AL ($<25 \mu\text{g}/\text{m}^3$), then repeat monitoring within six months of most recent monitoring event until two consecutive measurements taken seven or more days apart are below the AL. If this occurs, then monitoring can be discontinued for those employees.

Methods of Sample Collection and Analysis

Employers must ensure that all samples taken to determine employee exposure are *collected* using approved sampling methods (for respirable-sized particles) and *evaluated* by an accredited laboratory that analyzes air samples for respirable crystalline silica according to approved analytical methods.

Air sampling results should be reported in total respirable crystalline silica (RCS) which contains analyzed concentrations for quartz, cristobalite, and tridymite forms of silica. The RCS concentration is compared to the exposure limits.

Reassessment of Exposures

If changes in the workplace may result in new or additional exposures at or above the action level, a new exposure assessment must be conducted to accurately represent the changed conditions and exposures.

Employee Notification of Exposure Assessment Results

Employers must notify all affected employees of the results either by providing individual results in writing or by posting the results in an appropriate, accessible location for all affected employees.

The time requirements for reporting exposure results are listed below:

- Construction employees must receive the results of exposure monitoring within five working days of employer receipt of results.
- All other employees must receive the results of exposure monitoring within 15 working days of employer receipt of results.

Observation of Exposure Monitoring

Affected employees or their designated representatives must be provided an opportunity to observe any monitoring of employee exposure to respirable crystalline silica.

If entry into a regulated or restricted access area is required to observe monitoring, personal protective equipment and clothing must be provided at no cost to the observer. The employer is required to ensure the observer used the equipment and clothing.

Specified Exposure Control Methods (including Table 1)

Certain tools and equipment used in construction-type work activities can be retrofitted with dust controls. Specific work practices can provide additional dust controls. Wet methods, exhaust ventilation, and enclosures are some examples of specific exposure controls methods to reduce exposure when handling crystalline silica-containing materials.

Indoor and Enclosed Area Tasks

Tasks performed indoors or in enclosed areas must include a means of exhaust to minimize dust accumulation.

Wet Methods

Workers can wet surfaces or use equipment with water delivery systems designed to deliver water at the cutting or grinding surface. The water flow rate must be sufficient to minimize the release of visible dust. An example of a wet method is a wet saw used for cutting tile or concrete.

Ventilation

Local exhaust ventilation systems capture dust at the source. This type of dust control method is very efficient when designed for the tool or equipment. High-efficiency particulate air (HEPA) filtration must be used to ensure redistribution of dust does not occur. An example of a ventilation control is a rotary hammer drill equipped with a vacuum and HEPA filter for dust control.

Enclosures

Enclosures provide a barrier to separate the worker from the dust source. Seals must be airtight to provide appropriate dust control. Enclosed cabs or booths on vehicles and large equipment must be under positive pressure and temperature controlled, have airtight seals and gaskets, and have

properly functioning doors and closing mechanisms. In addition, the enclosure must have an air intake filter with a minimum efficiency rating value (MERV) rating of 16 or better and be maintained as free from settled dust as practicable. A rock drilling rig with an enclosed cab is an example of a dust control method for a construction activity.

Some specific exposure control methods have been deemed acceptable by OSHA. These methods are included in Table 1.

Air sampling is not required when construction employees engage in tasks using the specific exposure controls outlined in Table 1.

In addition, air sampling is not required when non-construction employees, such as building maintenance personnel, engage in tasks using the methods in Table 1 as long as:

- The task is indistinguishable from a construction task listed; and
- The task will not be performed regularly in the same environment; and
- The specific controls and respiratory protection are fully implemented according to the table.

NOTE: All other elements of the silica rules apply when using OSHA’s Table 1 (see attachment), except for air sampling. This includes training, medical surveillance, control measures, and recordkeeping.

If an employee performs more than one task in OSHA’s Table 1 during their shift, the total duration of tasks must be used to determine the appropriate respiratory protection. For instance, tasks which total less than four hours may use the respiratory protection specified for less than four hours. If the total duration of tasks is greater than four hours, then the respiratory protection must be the level specified in the “> hours/shift” column.

Regulated and Restricted Access Areas

Fixed Sites – Regulated Areas

Regulated areas must be established at fixed sites where employee exposures to respirable crystalline silica exceed or can be expected to exceed the PEL of 50 µg/m³.

Regulated areas must also be demarcated from the rest of the worksite to reduce the number of employees exposed to respirable crystalline silica dust. Signs are required at all entrances and must read:

<p>DANGER RESPIRABLE CRYSTALLINE SILICA MAY CAUSE CANCER CAUSES DAMAGE TO LUNGS WEAR RESPIRATORY PROTECTION IN THIS AREA AUTHORIZED PERSONNEL ONLY</p>
--

Access must be limited at regulated areas to authorized personnel only. Authorized personnel consist of employees or contractors required by work duties to be in the area, any designated representative of employees for the purpose of observing monitoring, and anyone authorized by the Occupational Safety and Health Act, or regulations issued under it to be in a regulated area.

Respiratory protection must be required for and provided to every authorized person entering a regulated area.

Construction Activities – Restricted Areas

Written Procedures

Employers engaged in construction activities or using the specific exposure control methods in Table 1 must have written procedures to restrict work areas where respirable crystalline silica dust is generated, and employees may be exposed. These procedures must be included in the written exposure control plan.

Competent Person

A competent person must be identified to control access to restricted areas and ensure exposure control procedures are followed at the site. This is an individual who is capable of identifying existing and foreseeable respirable crystalline silica hazards and who has the authorization to implement corrective measures.

Methods of Compliance (when exposures are above the PEL)

Engineering and Work Practice Controls

If an employee is exposed to respirable crystalline silica at or above the PEL, the employer must implement engineering and work practice controls (including administrative controls) to reduce and control employee exposures. There are many types of engineering and work practice controls.

Not all possible control methods have been included in the Specified Exposure Control Methods (see Table 1). Manufacturing activities cannot use the Table 1 methods since they are not considered construction or construction-like activities. Wet methods, ventilation, and enclosures are still excellent methods for controlling dust in any environment.

Whenever controls are not feasible to reduce employee exposures to or below the PEL, controls must still be implemented that will reduce employee exposure to the lowest feasible level. Respiratory protection must be provided and used for all activities where feasible controls cannot reduce the exposure to below the PEL or during the time period feasible engineering controls or work practices are being installed or implemented.

Written Exposure Control Plan

A written exposure control plan is required for worksites where respirable crystalline silica exposures are above the PEL. The exposure control plan must include, at minimum, the following elements:

- Task descriptions that involve exposure to respirable crystalline silica in the workplace.

- Engineering controls, work practices, and respiratory protection used to limit employee exposure to respirable crystalline silica for each task.
- Housekeeping measures used to limit employee exposure to respirable crystalline silica.
- Annual review, at minimum, of the written exposure control plan to evaluate the effectiveness of the plan. Updates to the plan should be made as necessary.
- Designation of a competent person if employees are engaged in construction activities or if employees are using any of the specific exposure control methods allowed in Table 1 of the standard. The competent person must make frequent and regular inspections of job sites, materials, and equipment to ensure implementation and effectiveness of the written exposure control plan.
- Provision of the written exposure control plan for review, or copies of the plan, upon request to affected employees, designated employee representatives, or required agencies.

Abrasive Blasting

Employers engaged in abrasive blasting activities where blasting agents contain crystalline silica or where abrasive blasting is conducted on substrates that contain crystalline silica must also comply with other OSHA standards, when applicable.

Respiratory Protection

Respiratory protection is required for reduction of employee exposure to hazardous levels of respirable crystalline silica when exposures cannot be feasibly controlled to below the PEL (50 $\mu\text{g}/\text{m}^3$). Respirators are to be provided at no cost to employees and a respiratory protection program is required to be in place in accordance with OSHA regulations.

Specific circumstances when the appropriate respiratory protection is required include:

- When feasible engineering or work practice controls are not sufficient to reduce employee exposures to or below the PEL
- During periods when feasible engineering and work practice controls are being installed or implemented
- During certain maintenance and repair tasks where engineering controls and work practices are not feasible
- When specified by an exposure control method listed in Table 1: Specified Exposure Control Methods
- During periods when employees and employee representatives are in a regulated area

Housekeeping

The following practices are prohibited under the silica rule where the activity could contribute to employee exposure to respirable crystalline silica:

- Dry sweeping or dry brushing

- Use of compressed air to clean clothing or surfaces

Wet sweeping, HEPA-filtered vacuuming, cleaning with compressed air with a dust collection system, or other methods of minimizing exposure should be used to clean silica-containing dust.

If none of these methods are feasible, this must be documented, and exposures still maintained below the PEL using respiratory protection and other feasible control methods.

Medical Surveillance

Medical surveillance must be provided to each employee covered under the silica rule at no cost to the employee and at a reasonable time and place. The following are the requirements for inclusion in the medical surveillance program:

- Within 30 days of initial assignment (baseline) of work, unless they have received a medical exam within the last three years that meets the requirements (see exam requirements below); or
- They are exposed to respirable crystalline silica at or above the action level for 30 or more days per year; or
- They are required to wear a respirator for 30 or more days per year.

A qualified physician or other licensed health-care professional (PLHCP) who manages silica medical surveillance programs and performs medical exams should have a thorough knowledge of silica-related diseases and health effects.

A qualified NIOSH B-Reader must be utilized to interpret all chest X-rays. The B-Reader certification is a unique certification for physicians and specialists. A classification scheme was created to codify and describe radiographic abnormalities in a simple, systematic, and reproducible manner by the International Labour Organization (ILO), a specialized agency of the United Nations.

This type of interpretation and classification has been shown to help in the early detection of silicosis. X-ray analysis alone was estimated to miss about 63 percent of patients who would have otherwise been diagnosed with silicosis.

The employer is required to provide the PLHCP with a copy of the respirable crystalline silica rule and the information below:

- A description of the employee's former, current, and anticipated duties related to the employee's occupational exposure to respirable crystalline silica.
- The employee's former, current, and anticipated levels of occupational exposure to respirable crystalline silica
- Personal protective equipment used or anticipated to be used and the expected time and duration of use.
- Previous employment-related medical exams provided to employee and still within control of the employer.

Baseline (initial) Medical Surveillance

The initial employee medical examination must consist of:

- A medical and work history, with emphasis on: past, present, and anticipated exposure to respirable crystalline silica, dust, and other agents affecting the respiratory system; any history of respiratory system dysfunction, including signs and symptoms of respiratory disease (e.g., shortness of breath, cough, wheezing); history of tuberculosis; and smoking status and history;
- A physical examination with special emphasis on the respiratory system
- A chest X-ray [a single poster anterior radiographic projection or radiograph of the chest at full inspiration recorded on either film (no less than 14 x 17 inches and no more than 16 x 17 inches) or digital radiography systems], interpreted and classified according to the International Labour Office (ILO) International Classification of Radiographs of Pneumoconiosis by a NIOSH-certified B Reader;
- A pulmonary function test to include forced vital capacity (FVC) and forced expiratory volume in one second (FEV1) and FEV1/FVC ratio, administered by a spirometry technician with a current certificate from a NIOSH approved spirometry course;
- Testing for latent tuberculosis infection; and
- Any other tests deemed appropriate by the PLHCP.

Periodic Medical Surveillance

Medical exams are required every three years (excluding the TB test) for employees who remain in the medical surveillance program. The PLHCP may recommend a higher frequency for this medical exam based on individual medical and health factors.

PLHCP Written Medical Report for Employee

The results of an employee medical exam must be explained to the employee by the PHCLP. A written medical report must also be provided to the employee within 30 days of each medical exam performed.

PLHCP Written Medical Opinion for Employer

Employers should obtain a written medical opinion for each covered employee stating the employee has met the requirements to perform their work and any recommended limitations. The employer must provide a copy of the written medical opinion to the employee within 30 days of the exam. The medical opinion instructions must be followed and may include employee referral to a specialist.

Employee Authorization

An employee may provide written authorization to allow for more information to be included in the written medical opinion made available to the employer. The additional information can include recommended limitations on the employee's exposure to respirable crystalline silica and a statement that the employee should be examined by a specialist if chest X-rays are classified as 1/0 or higher by the B Reader or if the PLHCP deems a specialist visit is otherwise necessary.

Training

The elements required for communication to employees must be included in the overall hazard communication program and include at least the health hazards listed below:

- Cancer
- Lung effects
- Immune system effects
- Kidney effects

Training and hazard communication must also include:

- Any other health hazards associated with respirable crystalline silica;
- Specific tasks that could result in exposure and any regulated or restricted access areas;
- Specific protective measures to prevent or reduce exposures;
- Medical surveillance program purpose and description; and
- When a competent person is required and the identity of this person.

Employees must be able to demonstrate knowledge and understanding of the communication and training elements listed above.

Recordkeeping

Employers are required to maintain records according to OSHA regulations depending on the type of record:

- Exposure records (including objective data records) must be retained for 30 years.
- Medical records must be retained for the duration of employment plus 30 years.

All medical records and exposure assessment records must be made available to employees upon request.

Exposure Assessment Records

Air monitoring records must include the following information:

- The date of sampling;
- The task(s) evaluated;
- Sampling and analytical methods used;
- The number, duration, and results of samples;
- The identity of the laboratory that performed the analysis;
- The type of PPE used during sampling; and
- The name, social security number, and job classification of all employees represented by the sampling with a note as to which employees actually participated in the sampling.

Objective data records used to determine employee exposures must include at least the following:

- The crystalline silica-containing material used by employees
- The source of the objective data
- The results of material testing and the testing protocol used
- Description of the process, task, or activity using the material
- Any other data relevant to the objective data and associated exposures

Medical Surveillance Records

Records associated with medical surveillance must include the following employee information:

- Name and social security number
- A copy of the PLHCP's and specialists' written medical opinions
- A copy of the information provided to the PLHCPs and specialist

32 WELDING, CUTTING, AND HOT WORK

32.1 Basic Burning and Welding Precautions

1. All Moveable fire hazards shall be taken to a safe place away from burning/welding.
2. Guards must be used to shield/confine the heat, sparks, and slags.
3. Welding and cutting are not permitted if a safe environment cannot be created. Stop all operations if there becomes presence of hazardous fumes, dust, and hazards of dangerous metals.
4. Cracks, holes, and floor openings are to be covered if they are within 50 feet of the heat source.
5. Keep suitable extinguishing equipment in the area.
6. No hot work is allowed in the presence of flammable or combustible vapors, liquids, or dusts.
7. Remove combustibles 50 feet from the hot work operations or cover/barricade them with flame proof covers.
8. All equipment will be inspected and maintained including hoses, gauges, and cylinders.

32.2 Fire Watch

1. A fire watch is used in areas where other than minor fires could occur.
2. A fire watch is used where appreciable combustibles are closer than 35 feet from the point of hot work.
3. Fire watch is used where combustibles are likely to ignite.
4. Fire watch will have a trained individual that can activate the alarm system and who is trained to use an extinguisher or fire-fighting equipment.
5. Fire watch must be kept during the entire operation and a half hour after the operation is complete.

32.3 Permit and Authorization

1. The supervisor is responsible for preparing and issuing the permit.
2. The supervisor must also ensure that the work site is prepared.
3. The permit is assigned to the welder by name of job and cannot be used by anyone else.
4. Permits must be posted at the job site.
5. If work extends to a different shift the oncoming supervisor must inspect area and initial permit.

6. When work is complete the permit is to be returned to the supervisor.

32.4 Compressed Gas Cylinders

1. Never tamper with pressure relief devices, cylinder markings or labels.
2. Never paint or otherwise alter cylinder.
3. Notify vendor of corrosion, damage, or leaks.
4. Cylinders must be capped unless the cylinder is connected.
5. Valves must be shut-off when cylinders not in use.
6. Never transport on lift unsecured or in a horizontal position.
7. Keep cylinders away from heat.
8. Carts must be used to move cylinders in an upright condition.
9. Do not lift cylinders with ropes or slings.
10. Store cylinders with like gases.
11. Store cylinders away from ignition sources.
12. When storing keep cylinders capped, upright, and chained.
13. Keep oxygen 20 feet from anything flammable.
14. Consult SDS for storage.
15. Identify empty cylinders.
16. Those in charge of oxygen and fuel supply must be competent and trained annually.
17. Workman assigned to operate or maintain equipment with all laws and American Welding Society standard.

32.5 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, 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:

OPERATION	SHADE NUMBER
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 maybe 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 which 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 his 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 and required arc welding training are:

1. Before you start to weld or cut in confined spaces, be sure there is proper ventilation. Follow all confined space requirements.
2. Always keep a proper type of fire extinguisher within reach.
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 places 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 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 people repair or adjust equipment.
16. Oxygen and acetylene bottles should always be secured.

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 operations 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.

32.6 Additional Rules for Safe Use

- First Aid equipment shall be available near all welding, cutting, and hot work operations.
- Employees left in charge must be properly instructed and competent to handle fuel, gas, and oxygen supply equipment. They must know the hazards and what procedures to follow in the event of a leak from gases, fumes from welding and explosive dust. The area must be immediately evacuated, and a risk assessment completed to eliminate hazard prior to continuing welding operations. See number 7 from basic procedures above.
- Welders and supervisors will be properly trained on all parts of this program and to report immediately any unsafe condition.
- If the object to be welded or cut cannot readily be moved, all moveable fire hazards should be removed from the welding area.
- If all fire hazards cannot be removed, then guards shall be used to confine the heat, sparks, and slag and to protect the immovable fire hazards. Such things as welding blankets and welding screens would be used so that the hazard is completely protected.
- If welding cannot be conducted safely, the welding and cutting shall not be performed.
- Fire extinguishers shall be made readily available during welding operations within 7 1/2' of welding operations or the closest safest distance to the operation.
- A fire watch is required when there is any chance of fire from combustible sources within 50 feet or flammable sources.
- A fire watch shall be maintained at least half an hour after the welding or cutting operation was completed.
- A hot work permit needs to be completed before performing hot work.
- Equipment operators must inspect their equipment daily for defects or damage prior to use.
- Equipment operators must report equipment defects and discontinue use until it has been repaired or replaced. Defective or damaged equipment is not to be used.

33 WILDFIRE SMOKE EXPOSURE MANAGEMENT PROGRAM

33.1 Purpose

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

33.2 Introduction and Scope

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

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

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

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

33.3 Definitions

Current Air Quality Index (Current AQI). The method used by the U.S. Environmental Protection Agency (U.S. EPA) to report air quality on a real-time basis. Current AQI is also referred to as the “Nowcast,” and represents data collected over time periods of varying length in order to reflect present conditions as accurately as possible.

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

Air Quality Index (AQI)	
Categories for PM_{2.5}	Levels of Health Concern
0 to 50	Good
51 to 100	Moderate
101 to 150	Unhealthy for Sensitive Groups
151 to 200	Unhealthy
201 to 300	Very Unhealthy
301 to 500	Hazardous

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

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

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

33.4 Responsibilities

Safety Director:

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

- Provide updated information to facility supervision regarding AQI forecasts and the current AQI.

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

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

Employees working outdoors during a wildfire shall:

- Understand and follow the requirements of the Wildfire Smoke Exposure Management Program, including participating in training.
- Wear respirators when required to do so (i.e.- AQI is >500).
- Inform their supervisor if the air quality is getting worse.
- Inform their supervisor if they are suffering from any symptoms due to the air quality.

Contractors and visitors are encouraged to:

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

33.5 Wildfire Smoke Exposure Control Plan

Exposure Monitoring

EER, Inc. will use the following methods to determine employees' potential exposure to PM 2.5 while working outdoors during a wildfire:

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

Communication of Air Quality and Protective Measures

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

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

Exposure Control Methods

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

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

Control by Respiratory Protective Equipment

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

1. AQI of 151-500 (Voluntary use)
 - a. N95 Filtering Facepiece Respirators will be provided to employees working outdoors to wear on a voluntary basis.
 - b. Dispose of N95 immediately if damaged, soiled/wet, or difficulty breathing through the mask.
 - c. Do not reuse N95s, put on a new N95 at the start of each work shift.
 - d. If you experience difficulty breathing, dizziness, or nausea while wearing the N95, go to an area with cleaner air to remove the mask and seek medical attention.
2. AQI of >500 (Required use)

Use must be in compliance with our company respiratory protection program (found in this document), including employees who are:

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

Training

Employees are to be trained in the following:

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

Job Safety Inspection Form

Company _____

Job Name _____ Week _____

Place an (x) if no correction needed, N/A for not applicable, or (c) if correction is needed

Item	M	T	W	T	F	S	S
Postings, Safety Program, SDS, Heat Illness							
Permits							
Tailgate Meetings							
Trenching & Excavation							
Personal Protective Equipment							
Walkways, Runways, and Aisles							
Emergency Exits							
Ladders							
Housekeeping							
Fall Protection / Guardrails							
Illumination / Lighting							
Sanitation Facilities							
Tools and Equipment							
Electrical							
Confined Spaces							
Scaffolding							
Material Handling							
Overhead Hazards							
Fire Prevention / Fire Extinguishers							
Silica Exposure Control							
Lockout / Tagout Procedures							
Other							

Items requiring correction notes:

Person conducting inspection:

EMPLOYEE VIOLATION WARNING NOTICE

DATE: _____ LOCATION: _____

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 / Human Resources

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

Employee Signature

Date

ACCIDENT, INJURY & ILLNESS INVESTIGATION FORM

Company Name: _____

Person(s) Conducting Investigation: _____

Title(s): _____

Date of Accident/Injury/Illness: _____

Name(s) of Affected Employee(s):

(1) _____ (2) _____

Nature of Accident/Injury/Illness: _____

Part(s) of Body Affected: _____

What Workplace Condition, Work Practice, or Protective Equipment Contributed to the Incident:

Was a Code of Safe Practice Violated? If so, Which One?

What Corrective Actions Will Prevent Another Occurrence?

Was the Unsafe Condition, Practice, or Protective Equipment Problem Corrected Immediately?

If No, What Has Been Done to Ensure Correction?

Until Corrected, What Actions Have Been Taken to Prevent Recurrence?

Will the Inspection Checklist for the Area Require Modification to Prevent Recurrence?

If so, What Will Be Added?

Signature of Investigator: _____ Date: _____

Person Responsible for Corrective Actions: _____

FIRST AID FORM

COMPANY NAME: _____

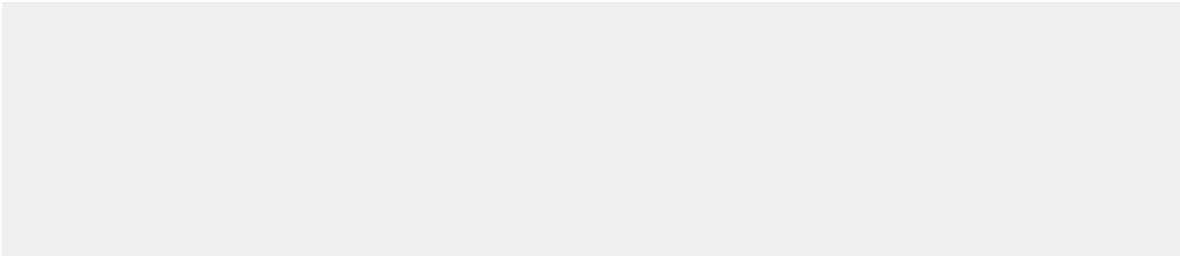
NAME OF INJURED: _____

DATE OF INJURY: _____ TIME OF INJURY: _____

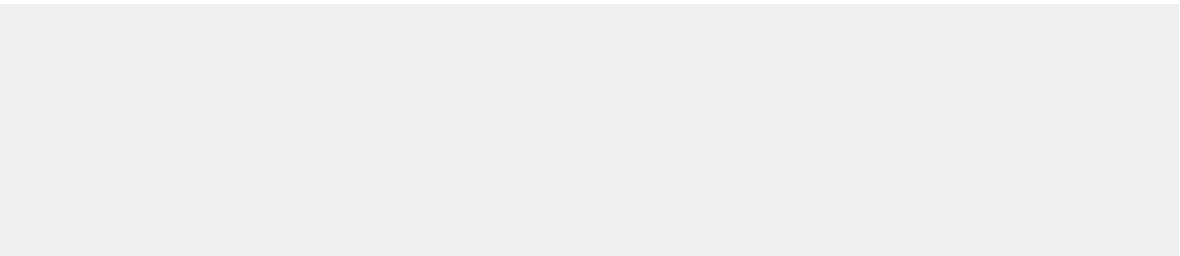
OUTSIDE TREATMENT REQUIRED? YES: _____ NO: _____

IF YES, WHERE? _____

DESCRIPTION OF INJURY



TYPE OF FIRST AID



SIGNATURE OF INJURED: _____ DATE: _____

SIGNATURE OF PREPARER: _____ DATE: _____

HOT WORK PERMIT

Company Name: _____ Date: _____

Name of Person filling out Permit: _____

Work Location: _____

Start Time: _____ Finish Time: _____

Name of (*Trained*) Fire Watch Person: _____

(*Fire watch for 30 minutes after work completed*) End of Fire Watch Time: _____

Person doing hot work has been trained in the safe of equipment, and how to work safely?

Name of Person doing Hot Work: (*Print Clearly*) _____

Appropriate PPE (eye protection, helmet, protective clothing, respirator, gloves, etc.) available

Where work permits, welding booth screens will be used

Fire extinguishers placed for immediate use

Floors swept clean of combustible materials for a radius of 35 feet

Combustible floors dampened, covered with damp sand, or protected with fire-resistant shields.

Combustible materials and supplies moved at least 35 feet away from hot work location

Wall and floor openings (windows, etc.) within 35 feet of work location have been covered

Equipment not to be used near flammable vapors or liquids, or containers that flammable vapors or liquids

Fire hazards that can't be moved protected by appropriate guards

Dusts and conveyor systems such as duct work that might carry sparks cleaned, protected and shut down where necessary

Any pipelines to containers disconnected or blanked

On-site contractors advised of hot work

Warning sign(s) posted to warn other workers

If working in confined space, confined space permit has been issued

Maintain a fire watch during operations and for 30 minutes after work has been completed

Authorized Signature

Date

Lockout/Tagout/Blockout - Inspection Sheet

Authorized Supervisor and/or Maintenance Foreman must perform at least a bi-annual audit of the Lockout/Tagout/Blockout Program.

Inspector _____ Title _____ Date _____

Locks

- _____ 1. Locks are identifiable and set-up for one authorized user.
- _____ 2. Equipment or machinery that has multiple authorized employees performing repair, cleaning, or service has a lock adapter for each authorized employee to install a lock.

Tags

- _____ 1. Reason for tag.
- _____ 2. Signed by authorized employee and special contact number available.
- _____ 3. Visible.
- _____ 4. Date and time are marked.

Blocks

- _____ 1. Secure.
- _____ 2. All pressure released and bleeders opened (air, hydraulics, steam, etc.).
- _____ 3. Preventing movement; falling, sliding, rotating, rolling or any other parts motion.
- _____ 4. Blinds in place on pipes.

Electrical

- _____ 1. All electricity is disconnected.
- _____ 2. All items have been checked for stored energy.

_____ Has all equipment or machinery been updated to accept a locking device?

_____ Are all employees currently trained and/or certified to perform authorized work? Has annual training been performed?

_____ Have affected employees been notified?

_____ Is there a zero-energy state on all equipment and machinery being locked out/tagged out/blocked out?

_____ Have all procedures been followed?

_____ Were any Safety Violations written? If yes, for what? _____ If yes, was retraining given? _____

_____ If special circumstances are in place where a zero-energy state cannot be obtained due to the nature of the work, has the authorized Supervisor and/or the Maintenance Foreman been notified?

_____ Is all the proper safety equipment being worn and are all tools acceptable for energized work? (Insulated Tools)

Signature _____ Date _____

**ENERGY CONTROL
LOCKOUT/TAGOUT/BLOCKOUT FACT SHEET**

1. Equipment or Machine _____

2. Location _____

3. Type of Energy Source and Description

- Electrical _____
- Hydraulic _____
- Pneumatic _____
- Chemical _____
- Thermal _____
- Gravity _____
- Kinetic _____
- Other _____

4. Department of Affected Employees to be notified _____

5. Hazardous Stored Energy Condition to Avoid (explain)

6. Type of Lockout _____

7. Type of Tagout _____

- Location of Lockout and Blockout

- Method of Lockout and Blockout

8. Verification of equipment or machine Lockout/Tagout/Blockout procedure

Signature _____ Date _____

Authorized Supervisor and/or Authorized Foreman

WRITTEN SITE-SPECIFIC SILICA EXPOSURE CONTROL PLAN

(Used as a guide for each site)

Company:

Location:

Annual Review Date:

Work task(s) that describes respirable silica exposure:

Supervisor/Competent Person:

PRIMARY SILICA CONTROL OPTIONS

- **Substitution Controls** (using procedures or products that do not create respirable silica; must review SDSs)
Other means of completing task(s)
Different Products
Other Substitutions
- **Engineering Controls** (List what controls to limit exposure and don't expose others to exhaust dusts)

Vacuuming:

Wetting:

Ventilation:

Isolation:

Other Means:

- **Administrative Controls** (reducing exposure by work schedules, timing, or planning options)

Control Points:

Work Schedule:

Other Means:

SECONDARY SILICA CONTROL OPTIONS *(Mark with X; explain use if needed)*

Personal Protective Equipment

<input type="checkbox"/>	Half-mask Respirators	Cartridge Type:	Fit Tests:
<input type="checkbox"/>	Full-face Respirators	Cartridge Type:	Fit Tests:
<input type="checkbox"/>	Supplied Air		Unit:
<input type="checkbox"/>	Coverall required		

Note:

Housekeeping, Hygiene, and Decontamination Options:

(Reducing exposures after work has stopped or during breaks)

Water or Washing Facilities on Site:

(Note compressed air not to be used to clean clothing or surfaces where such activity could contribute to employee exposure to respirable crystalline silica)

Vacuuming with HEPA filter:

Safe Work Procedures for wet sweeping (no dry sweeping or dry brushing):

Notes:

PROCEDURES USED TO RESTRICT ACCESS TO WORK AREAS, WHEN NECESSARY, TO MINIMIZE THE NUMBER OF EMPLOYEES EXPOSED TO RESPIRABLE CRYSTALLINE SILICA AND THEIR LEVEL OF EXPOSURE INCLUDING EXPOSURES GENERATED BY OTHER EMPLOYERS OR SOLE PROPRIETORS.

Containment area:



Method of containment:

Location of Signage:



**DANGER
RESPIRABLE CRYSTALLINE SILICA
MAY CAUSE CANCER
CAUSES DAMAGE TO LUNGS
WEAR RESPIRATORY PROTECTION IN THIS AREA
AUTHORIZED PERSONNEL ONLY**

A written exposure control plan readily available for examination and copying, upon request, to each employee covered by this section, their designated representatives, the Assistant Secretary, and the Director.



**TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS
WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA[†]**

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)		What does <i>full and proper</i> implementation require?*
		≤ 4 hours /shift	> 4 hours /shift	
<p>(i) Stationary masonry saws</p> 	<p>Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p>	None	None	<p>Water Controls:</p> <ul style="list-style-type: none"> ■ An adequate supply of water for dust suppression is used; ■ The spray nozzle is working properly to apply water at the point of dust generation; ■ The spray nozzle is not clogged or damaged; and ■ All hoses and connections are intact.
<p>(ii) Handheld power saws (any blade diameter)</p> 	<p>Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <ul style="list-style-type: none"> ■ When used outdoors. ■ When used indoors or in an enclosed area. 	<p>None</p> <p>APF 10</p>	<p>APF 10</p> <p>APF 10</p>	<p>Water Controls:</p> <ul style="list-style-type: none"> ■ An adequate supply of water for dust suppression is used; ■ The spray nozzle is working properly to apply water at the point of dust generation; ■ The spray nozzle is not clogged or damaged; ■ All hoses and connections are intact.


**TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS
WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA[†]**

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)		What does <i>full and proper</i> implementation require?*
		≤ 4 hours /shift	> 4 hours /shift	
<p>(iii) Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less)</p> 	<p>For tasks performed <u>outdoors only</u>:</p> <ul style="list-style-type: none"> ■ Use saw equipped with commercially available dust collection system. ■ Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ■ Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency. 	None	None	<p>Dust Collection Systems:</p> <ul style="list-style-type: none"> ■ The shroud or cowling is intact and installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions to prevent clogging; and ■ The dust collection bags are emptied to avoid overfilling.
<p>(iv) Walk-behind saws</p> 	<p>Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <ul style="list-style-type: none"> ■ When used outdoors. ■ When used indoors or in an enclosed area. 	None APF 10	None APF 10	<p>Water Controls:</p> <ul style="list-style-type: none"> ■ An adequate supply of water for dust suppression is used; ■ The spray nozzles are working properly to apply water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact.


**TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS
WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†**

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)		What does <i>full and proper</i> implementation require?*
		≤ 4 hours /shift	> 4 hours /shift	
<p>(v) Drivable saws</p> 	<p>For tasks performed <u>outdoors only</u>:</p> <ul style="list-style-type: none"> ■ Use saw equipped with integrated water delivery system that continuously feeds water to the blade. ■ Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. 	None	None	<p>Water Controls:</p> <ul style="list-style-type: none"> ■ An adequate supply of water for dust suppression is used; ■ The spray nozzles produce a pattern that applies water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact.
<p>(vi) Rig-mounted core saws or drills</p> 	<ul style="list-style-type: none"> ■ Use tool equipped with integrated water delivery system that supplies water to cutting surface. ■ Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. 	None	None	<p>Water Controls:</p> <ul style="list-style-type: none"> ■ An adequate supply of water for dust suppression is used; ■ The spray nozzles produce a pattern that applies water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact.


**TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS
WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA[†]**

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)		What does <i>full and proper</i> implementation require?*
		≤ 4 hours /shift	> 4 hours /shift	
<p>(vii) Handheld and stand-mounted drills (including impact and rotary hammer drills)</p> 	<ul style="list-style-type: none"> ■ Use drill equipped with commercially available shroud or cowling with dust collection system. ■ Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ■ Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. ■ Use a HEPA-filtered vacuum when cleaning holes. 	None	None	<p>Dust Collection Systems:</p> <ul style="list-style-type: none"> ■ The shroud or cowling is intact and installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; and ■ The dust collection bags are emptied to avoid overfilling.


**TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS
WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†**

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)		What does <i>full and proper</i> implementation require?*
		≤ 4 hours /shift	> 4 hours /shift	
<p>(viii) Dowel drilling rigs for concrete</p> 	<p>For tasks performed <u>outdoors only</u>:</p> <ul style="list-style-type: none"> ■ Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter-cleaning mechanism. ■ Use a HEPA-filtered vacuum when cleaning holes. 	APF 10	APF 10	<p>Dust Collection Systems:</p> <ul style="list-style-type: none"> ■ The shroud is intact and installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; and ■ The dust collection bags are emptied to avoid overfilling.


**TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS
WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†**

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)		What does <i>full and proper</i> implementation require?*
		≤ 4 hours /shift	> 4 hours /shift	
<p>(ix) Vehicle-mounted drilling rigs for rock and concrete</p> 	<p>Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector.</p> <p align="center">OR</p> <p>Operate from within an enclosed cab and use water for dust suppression on drill bit.</p>	None	None	<p>Dust Collection Systems:</p> <ul style="list-style-type: none"> ■ The shroud or hood is intact and installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; and ■ The dust collection bags are emptied to avoid overfilling. <p>Water Controls:</p> <ul style="list-style-type: none"> ■ An adequate supply of water for dust Suppression is used; ■ The spray nozzles are working properly and produce a pattern that applies water on the discharge point from the dust collector; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact.


**TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS
WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA[†]**

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)		What does <i>full and proper</i> implementation require?*
		≤ 4 hours /shift	> 4 hours /shift	
<p>(x) Jackhammers and handheld powered chipping tools</p> 	<p>Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.</p> <ul style="list-style-type: none"> ■ When used outdoors. ■ When used indoors or in an enclosed area. <p align="center">OR</p> <p>Use tool equipped with commercially available shroud and dust collection system.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.</p> <ul style="list-style-type: none"> ■ When used outdoors. ■ When used indoors or in an enclosed area. 	<p>None</p> <p>APF 10</p>	<p>APF 10</p> <p>APF 10</p>	<p>Water Controls[‡]:</p> <ul style="list-style-type: none"> ■ An adequate supply of water for dust suppression is used; ■ The water sprays are working properly and produce a pattern that applies water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact. <p>Dust Collection Systems:</p> <ul style="list-style-type: none"> ■ The shroud is intact and installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; and ■ The dust collection bags are emptied to avoid overfilling.


**TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS
WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA[†]**

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)		What does <i>full and proper</i> implementation require?*
		≤ 4 hours /shift	> 4 hours /shift	
<p>(xi) Handheld grinders for mortar removal (i.e., tuckpointing)</p> 	<p>Use grinder equipped with commercially available shroud and dust collection system.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.</p>	APF 10	APF 25	<p>Dust Collection Systems:</p> <ul style="list-style-type: none"> ■ The shroud is intact, encloses most of the grinding blade, and is installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; ■ The dust collection bags are emptied to avoid overfilling; ■ The blade is kept flush against the surface whenever possible; and ■ The tool is operated against the direction of blade rotation, whenever practical.


**TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS
WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA[†]**

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)		What does <i>full and proper implementation</i> require?*
		≤ 4 hours /shift	> 4 hours /shift	
<p>(xii) Handheld grinders for uses other than mortar removal</p> 	<p>For tasks performed <u>outdoors only</u>:</p> <p>Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p align="center">OR</p> <p>Use grinder equipped with commercially available shroud and dust collection system.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.</p> <ul style="list-style-type: none"> ■ When used outdoors. ■ When used indoors or in an enclosed area. 	None	None	<p>Water Controls[§]:</p> <ul style="list-style-type: none"> ■ An adequate supply of water for dust suppression is used; ■ The spray nozzles are working properly and produce a pattern that applies water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact. <p>Dust Collection Systems:</p> <ul style="list-style-type: none"> ■ The shroud is intact and installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; and ■ The dust collection bags are emptied to avoid overfilling.
		None	None	


**TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS
WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†**

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)		What does <i>full and proper</i> implementation require?*
		≤ 4 hours /shift	> 4 hours /shift	
<p>(xiv) Small drivable milling machines (less than half-lane)</p> 	<p>Use a machine equipped with supplemental water sprays designed to suppress dust. Water must be combined with a surfactant.</p> <p>Operate and maintain machine to minimize dust emissions.</p>	None	None	<p>Water Controls:</p> <ul style="list-style-type: none"> ■ An adequate supply of water for dust suppression is used; ■ The spray nozzles are working properly and produce a pattern that applies water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact.


**TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS
WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA[†]**

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)		What does <i>full and proper</i> implementation require?*
		≤ 4 hours /shift	> 4 hours /shift	
<p>(xvi) Crushing machines</p> 	<p>Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyers, sieves/sizing or vibrating components, and discharge points).</p> <p>Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote control station.</p>	None	None	<p>Water Controls^{††}:</p> <ul style="list-style-type: none"> ■ Nozzles are located upstream of dust generation points and positioned to thoroughly wet the material; ■ The volume and size of droplets is adequate to sufficiently wet the material (optimal droplet size is between 10 and 150 μm); and ■ Spray nozzles are located far enough from the target area to provide complete water coverage but not so far that the water is carried away by wind.

**TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS
WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA[†]**

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)		What does <i>full and proper</i> implementation require?*
		≤ 4 hours /shift	> 4 hours /shift	
<p>(xvii) Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials**</p> 	<p>Operate equipment from within an enclosed cab.</p> <p>When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions.</p>	<p>None</p> <p>None</p>	<p>None</p> <p>None</p>	<p>No additional information provided. Refer to the engineering and work practice control methods outlined.</p>

**TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS
WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA[†]**

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)		What does <i>full and proper</i> implementation require?*
		≤ 4 hours /shift	> 4 hours /shift	
<p>(xviii) Heavy equipment and utility vehicles for tasks such as grading and excavating but not including: demolishing, abrading, or fracturing silica-containing materials</p> 	<p>Apply water and/or dust suppressants as necessary to minimize dust emissions.</p> <p align="center">OR</p> <p>When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.</p>	None	None	<p>The following scenarios are examples of when the employer must use water and/or dust suppressants as necessary to minimize dust emissions:</p> <ul style="list-style-type: none"> ■ Equipment for grading and excavating is not equipped with enclosed, pressurized cabs. <p align="center">OR</p> <ul style="list-style-type: none"> ■ Employees other than the operator are engaged in the task. If water or dust suppressants are applied as necessary to minimize visible dust, the employer need not provide an enclosed, filtered cab for the operator.

APF 10 (requires fit testing)		APF 25	
 Dust Mask/Half Mask	 Half Mask (Elastomeric)	 Loose-Fitting Powered Air-Purifying Respirator (PAPR)	 Hooded Powered Air-Purifying Respirator (PAPR)

† (1) When implementing the control measures specified in Table 1, each employer shall:

- i. *For tasks performed using wet methods*, apply water at flow rates sufficient to minimize release of visible dust. The appropriate water flow rates for controlling silica dust emissions can vary; therefore, it is necessary to follow manufacturers' instructions when determining the required flow rate for dust suppression systems on a given worksite. Integrated water systems must be developed specifically for the type of tool in use so they will apply water at the appropriate dust emission points based on tool configuration and do not interfere with other tool components or safety devices.

Any slurry generated when using water to suppress dust should be cleaned up to limit secondary exposure to silica dust when the slurry dries following procedures described in the employer's *Written Exposure Control Plan*.

When working in cold temperatures, where there is a risk of water freezing, additional work practices such as insulating drums, wrapping drums with gutter heat tape or adding environmentally-friendly antifreeze.

- ii. *For tasks performed using commercially available, dust collection systems (i.e. LEV)*, use equipment that is designed to effectively capture dust generated by the tool being used and does not introduce new hazards such as obstructing or interfering with safety mechanisms. The "commercially available" limitation is meant only to eliminate on-site improvisations of equipment by the employer. When employers use methods other than commercially available systems for dust suppression, they must conduct exposure assessments and comply with the PEL.

Some Table 1 entries for dust collection systems specify use of cyclonic pre-separators and filter cleaning mechanisms to prevent buildup of debris on filters that result in less dust capture. A cyclonic pre-separator collects large debris before the air reaches the filters. A filter cleaning mechanism prevents the need for manually cleaning filters to prevent buildup of debris (caking). Some vacuums are equipped with a gauge indicating filter pressure or an equivalent device (e.g., timer to periodically pulse the filter) to help employees in determining when it is time to run a filter cleaning cycle.

- i. *For tasks performed indoors or in enclosed areas*, provide a means of exhaust as needed to minimize the accumulation of visible airborne dust. Indoors or in an enclosed areas mean areas where airborne dust can build up unless additional exhaust is used. Sufficient air circulation in enclosed or indoor environments is important to ensure the effectiveness of the control strategies and to prevent the accumulation of airborne dust. The means of exhaust necessary could include: the use of portable fans (box fans, floor fans, and axial fans), portable ventilation systems, or other systems that increase air movement and assist in the removal and dispersion of airborne dust. To be effective, the ventilation must be set up so that movements of employees during work, or the opening of doors and windows, will not negatively affect the airflow.
- ii. *For measures implemented that include an enclosed cab or booth*, ensure that the enclosed cab or booth:
 - a. Is maintained as free as practicable from settled dust;
 - b. Has door seals and closing mechanisms that work properly;
 - c. Has gaskets and seals that are in good condition and working properly;
 - d. Is under positive pressure maintained through continuous delivery of fresh air;
 - e. Has intake air that is filtered through a filter that is 95% efficient in the 0.3-10.0 µm range (e.g., MERV-16 or better); and
 - f. Has heating and cooling capabilities.

(2) Where an employee performs more than one task on Table 1 during the course of a shift, and the total duration of all tasks combined is more than four hours, the required respiratory protection for each task is the respiratory protection specified for more than four hours per shift. If the total duration of all tasks on Table 1 combined is less than four hours, the required respiratory protection for each task is the respiratory protection specified for less than four hours per shift.

* Refer to [OSHA's Small Entity Compliance Guide](#) for more information.

‡ The water delivery system is not required to be integrated or mounted on the tool; it can be assembled and installed by the employer. Acceptable water delivery systems include direct connections to fixed water lines or portable water tank systems. These water delivery systems can be operated by one worker or could require a second worker to supply the water at the point of impact.

§ The integrated water delivery system can be a free-flowing water system designed for blade cooling as well as manufacturers' systems designed for dust suppression alone. This option applies only when grinders are used outdoors.

†† The water spray systems can be installed so that they can be activated by remote control.

** NOTE: When the operator exits the enclosed cab and is no longer actively performing the task, the operator is considered to have stopped the task. However, if other abrading, fracturing, or demolition work is performed by other heavy equipment and utility vehicles in the area while an operator is outside the cab, that operator is considered to be an employee "engaged in the task" and must be protected by the application of water and/or dust suppressants.

MSD Hazard Identification Form

Job Title:

Location of Assessment:

Task Assignment:

Hazard Identification applies to the following locations:

Job Code (if used):








Date:



Construction Location:

Completed by (Name/Title):

In Consultation with:

Status: Draft Final

1. Awkward Postures			Mark if required	<ul style="list-style-type: none"> List task(s) requiring this posture What is the possible cause of the posture? 	List possible control measure(s) and state if control measures have been implemented	Hazard Resolved
Neck	Working with the neck bent forward or to the side more than 30° for more than 2 hours total per day.	 Side <input type="checkbox"/>  Forward <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Date: _____
Neck	Working with the neck rotated more than 45° in either direction for more than 4 hours total per day or working with the neck bent back /up more than 10° for more than 2 hours total per day		<input type="checkbox"/>			<input type="checkbox"/> Date: _____
Neck	Working with the elbow(s) at or above the shoulder for more than 2 hours total per day		<input type="checkbox"/>			<input type="checkbox"/> Date: _____
Shoulder	Working while sitting or standing with the back bent forward, sideways, or twisted more than 30° for more than 2 hours total per day	 Side <input type="checkbox"/>  Twisted <input type="checkbox"/>  Forward <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Date: _____

1. Awkward Postures			Mark if required	<ul style="list-style-type: none"> List task(s) requiring this posture What is the possible cause of the posture? 	List possible control measure(s) and state if control measures have been implemented	Hazard Resolved
Back	Working while sitting or standing with the back bent back more than 10°, and with no support for the back, for more than 2 hours total per day	 Backward	<input type="checkbox"/>			<input type="checkbox"/> Date: _____
Knees	Employee squats/ kneels for more than 2 hours total per day	 Kneel	<input type="checkbox"/>			<input type="checkbox"/> Date: _____

2. Static Whole-Body Postures			Mark if required	<ul style="list-style-type: none"> List task(s) requiring this posture What is the possible cause of the posture? 	List possible control measure(s) and state if control measures have been implemented	Hazard Resolved
Prolonged Sitting	Employee sits for more than 6 hours total per day		<input type="checkbox"/>			<input type="checkbox"/> Date: _____
Prolonged Standing	Employee stands on hard surface more than 4 hours total per day (standing in one location without taking > 2 steps in any direction)		<input type="checkbox"/>			<input type="checkbox"/> Date: _____

3a. Lift/Lower Forces (manual labor)			Mark if required	<ul style="list-style-type: none"> List task(s) requiring this posture What is the possible cause of the posture? 	List possible control measure(s) and state if control measures have been implemented	Hazard Resolved
Back/ Shoulder	Lift/lower objects up to 2 times an hour Object close to the body: 35 lb or more Object away from the body: 17 lb or more		<input type="checkbox"/>			<input type="checkbox"/> Date: _____
	Lift/lower objects 3 to 60 times an hour Object close to the body: 30 lb or more Object away from the body: 15 lb or more		<input type="checkbox"/>			<input type="checkbox"/> Date: _____
	Lift/lower objects 61 to 240 times an hour Object close to the body: 25 lb or more Object away from the body: 15 lb or more		<input type="checkbox"/>			<input type="checkbox"/> Date: _____
	Lift/lower objects >5 lb more than 240 times an hour (more than 4 times a minute)		<input type="checkbox"/>			<input type="checkbox"/> Date: _____

3b. Lift/Lower Forces (office work)		Mark if required	<ul style="list-style-type: none"> List task(s) requiring this posture What is the possible cause of the posture? 	List possible control measure(s) and state if control measures have been implemented	Hazard Resolved
Back/ Shoulder	Lift/lower objects up to 2 times an hour - Object close to the body: 30 lb or more - Object away from the body: 15 lb or more	<input type="checkbox"/>			<input type="checkbox"/> Date: _____
	Lift/lower objects 3 to 60 times an hour - Object close to the body: 25 lb or more - Object away from the body: 15 lb or more	<input type="checkbox"/>			<input type="checkbox"/> Date: _____
	Lift/lower objects 61 to 240 times an hour - Object close to the body: 25 lb or more - Object away from the body: 10 lb or more	<input type="checkbox"/>			<input type="checkbox"/> Date: _____
	Lift/lower objects >5 lb more than 240 times an hour (more than 4 times a minute)	<input type="checkbox"/>			<input type="checkbox"/> Date: _____
4a. Push/Pull Forces (manual labor) (Carts, trolleys, rolls, cables, etc.) <i>NOTE: Push/Pull force is the force required to move the object, not the weight of the object itself.</i>		Mark if required	<ul style="list-style-type: none"> List task(s) requiring this posture What is the possible cause of the posture? 	List possible control measure(s) and state if control measures have been implemented	Hazard Resolved
Back/ Shoulder	Pushing/pulling up to 2 times an hour with initial push/pull force of more than 50 lb	<input type="checkbox"/>			<input type="checkbox"/> Date: _____
	Pushing/pulling 3 to 120 times an hour, with initial push/pull force of more than 25 lb	<input type="checkbox"/>			<input type="checkbox"/> Date: _____
	Pushing/pulling forces >5 lb more than 120 times an hour (more than twice a minute)	<input type="checkbox"/>			<input type="checkbox"/> Date: _____
4b. Push/Pull Forces (office work) (Carts, trolleys, rolls, cables, etc.) <i>NOTE: Push/Pull force is the force required to move the object, not the weight of the object itself.</i>		Mark if required	<ul style="list-style-type: none"> List task(s) requiring this posture What is the possible cause of the posture? 	List possible control measure(s) and state if control measures have been implemented	Hazard Resolved
Back/ Shoulder	Pushing/pulling up to 2 times an hour with initial push/pull force of more than 50 lb	<input type="checkbox"/>			<input type="checkbox"/> Date: _____
	Pushing/pulling 3 to 120 times an hour , with initial push/pull force of more than 25 lb	<input type="checkbox"/>			<input type="checkbox"/> Date: _____
	Pushing/pulling forces >5 lb more than 120 times an hour (more than twice a minute)	<input type="checkbox"/>			<input type="checkbox"/> Date: _____

5. Repetition		Mark if required	<ul style="list-style-type: none"> List task(s) requiring this posture What is the possible cause of the posture? 	List possible control measure(s) and state if control measures have been implemented	Hazard Resolved
Neck, shoulders, elbows, wrists, or hands	Employee repeats the same motion with the neck, shoulders, elbows, wrists, or hands every few seconds with little or no variation for more than 2 hours total per day excluding computer use. Check body part(s) that apply: <input type="checkbox"/> Neck <input type="checkbox"/> Shoulder(s) <input type="checkbox"/> Elbow(s) <input type="checkbox"/> Wrist(s) <input type="checkbox"/> Hand(s)	<input type="checkbox"/>			<input type="checkbox"/> Date: _____
Computer Use	Employee uses computer more than 3 hours total per day	<input type="checkbox"/>			<input type="checkbox"/> Date: _____

6. Hand/Arm Vibration		Mark if required	<ul style="list-style-type: none"> List task(s) requiring this posture What is the possible cause of the posture? 	List possible control measure(s) and state if control measures have been implemented	Hazard Resolved
Hands Arms	Use high vibration tools (impact wrenches, chain saws, jack hammers, riveting hammers) for more than 30 minutes total per day	<input type="checkbox"/>			<input type="checkbox"/> Date: _____
	Use moderate vibration hand tools (grinders, sanders, jig saws) that typically have moderate vibration levels more than 2 hours total per day	<input type="checkbox"/>			<input type="checkbox"/> Date: _____

7. Repeated Impacts		Mark if required	<ul style="list-style-type: none"> List task(s) requiring this posture What is the possible cause of the posture? 	List possible control measure(s) and state if control measures have been implemented	Hazard Resolved
Hands Knees	Employee uses one of the following as a hammer more than 10 times per hour and for more than 2 hours total per day. (Check the body part(s) that apply) <input type="checkbox"/> Hand (heel/base of palm), or <input type="checkbox"/> Knee	<input type="checkbox"/>			<input type="checkbox"/> Date: _____

Complete this section only if potential hazards have been identified in the “Mark if required” column:

1. How many employees are exposed to the hazards identified above and how often?

	# of employees Exposed	How often? (describe in hours per day or week, as appropriate)
Awkward postures		
Static whole body postures		
Lift/lower forces		
Push/pull forces		
Repetition		
Hand/arm vibration		
Repeated impacts		

2. In the past two years, how many MSD incidents been reported among employees who are exposed to the identified hazards? State the number of incidents and their nature (e.g., Lost Time, Medical Aid, First Aid, Incident only)

New Employee Orientation 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.

- Reviewed Safety and Health Program with employee
- Explained functions of Company Safety Director
- Reviewed injury-reporting procedures
- Reviewed housekeeping and cleanup procedures
- Reviewed disciplinary policy and procedures
- Discussed location of first aid kits and/or Company hospital
- Reviewed evacuation procedures and any specific
- Provided training on hazard communication program and location of SDS Book
- Personal Protective Equipment requirements and issuance of PPE
- Discussed that there is 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.

I acknowledge that I will not operate a piece of equipment or perform a task unless I have been specifically trained to do so.

EMPLOYEE SIGNATURE: _____ DATE _____

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

SUPERVISOR'S SIGNATURE: _____ DATE _____

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:

___ Expense Account	___ Retirement Benefits
___ Advances; Loans	___ (Profit Sharing/401K/Stock Plans etc.)
___ Continuation of Insurance	___ Final Paycheck
___ Insurance Conversion Privilege	___ Address Verification
___ Accrued Vacation Pay	___ Exit Interview
___ Release of Information Form	___ 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.

NOTE: If you are a California employer and an employee fails to return all Company property, note that fact on this form. The State Labor Code prohibits withholding final pay, including those cases in which the employee may have failed to return Company property.

EMPLOYEE SAFETY POLICY

EER, Inc.

Dear EER, Inc. Employee;

This is your personal copy of EER, Inc. Employee Safety Policy explaining our Rules and Regulations, our Safety Procedures, and your rights under Workers' Compensation Insurance if injured on the job.

Please read this employee safety handout carefully and refer to it whenever you have a question. If a question is not answered in this handout or any issues need to be resolved, please ask the office for assistance.

A copy of the Company's Workers' Compensation Insurance Policy and Written Safety Program are available for review at our office.

Employees have the following rights under this program:

- **To be advised of occupational safety and health hazards.**
- **To receive training on safe work practices and conditions.**
- **To receive the proper Personal Protective Equipment for the job.**
- **To make suggestions, request information, provide information on hazards all without fear of reprisal.**

Employees have a duty to comply with the following requirements to make the workplace safe for themselves and all other persons around them:

- **Never work on any piece of equipment or in an area they are not qualified for without first getting training and having the proper authorization.**
- **Know the Code of Safe Practices for their general work area.**
- **Know the Code of Safe Practices for their job task or equipment.**
- **Comply with safe work practices, safe work conditions and all Personal Protective Equipment requirements.**
- **Immediately report to Supervisor any unsafe condition or hazard.**
- **Follow all Federal, State, and Local Regulations.**

It is our goal that you or another employee is never injured. However, if injured, we want you to have the best and immediate care. We also want to be sure that all of your other benefits are paid to you promptly without the need for any costly or time-consuming legal litigation. When litigation is involved the cost of insurance increases tremendously, affecting the growth of the Company and all the employees who work for it.

That is why all accidents must be reported immediately to your Supervisor. If there is a delay in reporting an accident, it impedes our ability to do our part. So, no matter how small an accident may be, even if you do not feel medical treatment is required, you must report it to your Supervisor.

In the event of an injury, an Employee Claim Form will be provided to you. Please complete the form as soon as possible so that we can make sure all benefits are received promptly.

SAFETY POLICY

It is EER, Inc. policy that accident prevention shall be considered of primary importance in all phases of our operation and administration.

It is the intention of this Company and its top management to provide a safe and healthy working environment for all employees.

It is this Company's policy to ensure that all employees are using safe practices to operate equipment and complete tasks.

Federal and State Occupational Safety and Health Acts require that employers provide a safe and healthful work environment for all employees. EER, Inc. has an obligation to our employees and ourselves to see that work is free of all foreseeable hazards.

In order to meet these obligations and responsibilities, every Supervisor must undertake the responsibility for ensuring that employees or other persons are not working in or creating unsafe conditions.

The goal of our Company is to be free of accidents, and that can be achieved by providing a safe and healthy work environment.

JOB ASSIGNMENT

Each employee needs to know and understand the following:

- Before starting a job or task the employee should be trained on the hazards associated with their duties or equipment, the Personal Protective Equipment that is required, the hazards of any chemicals associated with their operation and emergency procedures for the job and the Company.
- No employee is expected to perform a job until that employee has been trained.
- No employee should perform a job that appears to be unsafe.
- Mechanical safeguards must be in place and can never be bypassed.
- Never work or fix any equipment that you are not authorized to work on.
- Never remove any guards during operations.
- While working on or cleaning equipment, perform Lockout/Tagout/Blockout procedures if exposed to live wires, moving parts or flying debris.
- Inspect your area and equipment prior to beginning work each day and report unsafe conditions immediately.
- Report all injuries no matter how slight to your Supervisor.

Employee Participation and Responsibility:

- Knowing your job and applying all safe work practices.
- Knowing hazards of your job and protecting yourself and all others from those hazards.
- Reporting and recommending the correction of safety hazards.
- Actively participating and cooperating in safety meetings.
- Complying with safety instructions.
- Using all required Personal Protective Equipment.
- Obeying all health and safety warning signs.
- Reporting of injuries immediately to a Supervisor.
- Using First Aid supplies when practical.

CODE OF SAFE PRACTICES

- Follow all Company Safety Rules and Policies.
- Employees must report all unsafe conditions immediately to a Supervisor.
- No horseplay permitted.
- Clean worksite conditions must be maintained at all times.
- All Personal Protective Equipment (PPE) required by State and Federal Regulations must be worn.
- All guards required by State and Federal Regulations must be in place.
- Report all accidents immediately.
- Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulations.
- Inspect equipment prior to each use.
- Only operate equipment that you have been trained or authorized to use.
- All electrical wiring shall be to Code and maintained in safe condition.
- Use proper lifting techniques.
- Only qualified personnel can perform maintenance services.
- Follow all manufacturers' guidelines.
- Do not operate under the influence of altering prescription drugs, illegal drugs and /or alcohol.
- Work shall be well planned and supervised.

GENERAL SAFETY RULES

The following General Safety Rules and Procedures are preventative measures to be taken and observed by all personnel to reduce the risk of accidents occurring in the workplace. All employees should familiarize themselves with the Safety Rules that are Company Policy.

You are working for an organization that is sincere in its desire to conduct all of its operations in the safest possible manner. We at EER, Inc. have made a commitment to our employees to provide them with the safest possible work environment. In turn, it is your responsibility, as our employee, to make a commitment to us to work as safely as possible. Compliance with the General Safety Rules listed below will assist us in achieving this objective. These rules are a minimum guideline for working safely. Your continued awareness and cooperation in safety is a vital part of your job. It is your duty to apply these generally accepted standards of safety.

1. Before starting on any job assignment, get a detailed description of the duties you are to perform from your Supervisor. Do not perform any work you consider potentially dangerous to your safety or health without first discussing with a Supervisor the safety procedures to follow to eliminate those dangers.
2. Wear appropriate clothing and safety equipment. Wear shoes/boots appropriate for the task. Safety shoes or boots may be required at your facility or jobsite including steel-toed boots. Wear safety glasses or goggles, safety gloves, fall protection harness and lanyard, ear protection, respiratory protection, head protection, face protection and protective clothing where such items are advised or mandatory. The Company will provide these items when required by law. If not, contact your Supervisor for instruction.
3. Safe work attire: No open-toed shoes permitted.
 - Foot protection - Safety shoes/boots when performing heavy work.
 - Body protection - No loose fitting or baggy clothing, jewelry, or any other attire that may present a hazard near equipment or machinery.
 - Long hair must be kept behind the neck and shoulders to prevent entanglement or vision impairment.
4. Whenever you are involved in an accident or incident that results in an injury or property damage, no matter how small, the accident must be reported to your Supervisor immediately. Get First Aid promptly.
5. Do not operate any equipment or machinery that, in your opinion, is not in safe condition.
6. Obey all Company Rules, Government Regulations, signs, markings, and instructions.
7. When lifting use proper lifting technique, warm-up, check the load for weight, bend your knees, back straight, grasp load firmly, be square to what you are lifting and never twist. Ask for help with any item when its weight or shape is difficult for one person to handle safely.
8. Don't horseplay. Horseplay and practical jokes frequently cause a serious injury and are not permitted while at work.
9. Do not distract or startle fellow workers while they are working.
10. Unnecessary noises, music, talking, and shouting which may take the attention of other employees away from their work is a safety hazard to you and others.
11. Always use approved and appropriate tools for the job.
12. Be aware of all operations, especially moving equipment or machinery.
13. Keep your work areas clean at all times.
14. No running.
15. Clean floor spills and trip hazards at the facility or job site immediately.

GENERAL OFFICE SAFETY RULES

1. Know your job and follow instructions. Ask a Supervisor for assistance when needed.
2. Use good ergonomic principals that apply to your work area.
3. Know your emergency evacuation procedures.
4. If office equipment is malfunctioning turn equipment off and report the problem to a Supervisor.
5. Worn wiring, overloading of outlets, and defective equipment should be fixed prior to use.
6. Keep desk drawers and file cabinets closed to prevent tripping or striking.
7. When using duplicating machines, copy machines, addressing machines and/or paper cutters, use machines in a safe work manner to avoid hand injuries.
8. When lifting items, use proper lifting technique and also be sure not to lift beyond your capabilities.
9. Clear pathway of any trip hazards prior to lifting any material.
10. When ascending or descending any stairway or step, use handrails to give support and balance.
11. Walk in the office and do not run. Keep to the right when going through intersections in corridors.
12. Open all doors slowly.

13. Do not go into any room that is not properly lighted.
14. Do not place items in any hallway, aisle, passageway, or stairway.
15. Look for trip hazards like debris, pens, carpet, etc. that may present a trip hazard.
16. Report all unsafe equipment and broken furniture.
17. Report all electrical problems.
18. Do not perform work that you are not authorized to perform.
19. Wear required safety equipment for every area that you enter.

WORKERS' COMPENSATION

Benefits Can Include:

- **Medical Care** – Paid for by your employer to help you recover from an injury or illness caused by work.
- **Temporary Disability Benefits** – Payments if you lose wages because your injury prevents you from doing your usual job while recovering.
- **Permanent Disability Benefits** – Payments if you don't recover completely.
- **Death Benefits** – Payment to your spouse, children or other dependents if you die from a job injury or illness.

Benefits When You Need To Change Jobs:

- **Supplemental Job Displacement Benefit** – A voucher to help pay for retraining or skill enhancement if you don't recover completely, your employer doesn't offer you work, and you don't return to work for your employer.

WHO ADMINISTERS THIS PROGRAM?

Your employer and the insurance carrier administer this program. However, in carrying out their responsibilities, they are under the control of the division of Workers' Compensation, subject to the right of all parties to bring their unresolved disputes to the Workers' Compensation Appeals Board.

WHO'S COVERED?

Almost every employee is protected by Workers' Compensation; however, there are a few exceptions. People in business for themselves and unpaid volunteers may not be covered. Similar laws cover railroads, maritime, and federal employees.

WHAT DO YOU DO IF YOU ARE INJURED?

Because we are very concerned about your safety, we have established the following Company Policy/Program:

If you are injured on the job, you should do the following:

NOTIFY:

1. Your immediate Supervisor at the job site or facility, or;
2. Our office in person or by calling (909)595-7665 Monday- Friday 8 a.m. to 5 p.m.

THEN:

1. Do not treat yourself. Even minor injuries need expert care. Prompt, quality, medical care is the best investment both you and the Company can make.
2. Your Supervisor or office will make arrangements for the medical attention you may need.

CAN MY REGULAR DOCTOR TREAT ME IF I GET HURT ON THE JOB?

It depends on whether you notify the Company in writing, before you are injured – the name and address of your personal physician. This is called “predesignating” your personal physician. If you predesignate, you may see your personal physician right after you are injured.

Note: You can predesignate only if the Company offers a group health plan or group health insurance for medical conditions that are unrelated to work. If the Company does not offer this benefit, you do not have a right to predesignate.

AFTER YOU RETURN FROM THE DOCTOR:

Call EER, Inc. office to give the status of your condition and to give information to aid in completing your Accident/Injury Report. At that time it will be determined if a Workers’ Compensation claim needs to be filed for you.

TO FILE A WORKERS’ COMPENSATION CLAIM

We are very concerned about your safety and have established the following Company Policy and Procedure for you to follow in case you are injured at work.

It is very important that we know about all injuries immediately so we can make sure that you are properly cared for. The law helps us by requiring that we give you an Employee’s Claim Form as soon as we know that there has been an accident.

Our policy requires that you notify your Supervisor so that the required claim form (DWC 1 can be given to you within the one-day period required by the law. You must then return the claim form to us immediately or as soon as possible. If you are injured, please follow the instructions for reporting an injury and filling out the required forms.

Keep a copy of the form until an official copy is sent.

Please call the office with any questions.

BENEFITS & PAYMENTS

The State Legislature sets all benefits. State Law determines the amount of payments and when and how they are paid. Only the State Legislature can change the amounts received.

Medical bills will be paid directly by the insurance company. If by mistake you receive a bill, please contact or send it to the office and it will be sent to the insurance carrier. If you are unable to work for more than 3 days, then compensation for lost time at work will be given unless otherwise specified by law. Approximately 2 weeks after reporting the injury, you should receive a compensation check every two weeks thereafter until the doctor has released you. If the doctor puts you on restrictive work and there is modified work available, you may be asked to return to work to perform modified work at your regular pay rate. At all times you must follow the doctors’ restrictions.

OTHER BENEFITS:

Workers' Compensation is often confused with State Disability Insurance (SDI). There are many similarities but there are some important differences.

Workers' Compensation covers injuries that happen on the job. State Disability Insurance (SDI) covers off the job injuries or illness, and is paid for by the State Disability Insurance, not Workers' Compensation. State Disability Insurance is taken out of your paycheck every pay period as required by State Law. It is against the law and is fraud if an injury outside of work is reported as an injury that happened at work. Contact the office and notify your physician that you wish to comply with State Disability Insurance due to an injury outside of work. The office can help with any questions on State Disability Insurance (SDI).

EMPLOYEE SAFETY ENFORCEMENT PROGRAM - WRITTEN WARNINGS

Compliance with our Safety Policy is a requirement for employment with EER, Inc.. Observation of an employee committing an unsafe act will result in a warning notice being issued. The office copy of the written warning will be retained in the employee's personnel folder. Each time a written warning is given, the employees' file will be reviewed for previous written warnings. The following schedule of progressive enforcement will be adhered to as noted below:

First Violation in 12 months	- Counseling and warning
Second Violation in 12 months	- Letter of reprimand/Warning
Third Violation in 12 months	- Suspension without pay
Fourth Violation in 12 months	- Discharge

All written warnings are to be signed by the employee being given the violation. If an employee refuses to sign, a witness is to be brought into the conference and witness the refusal and sign the warning as a witness to the refusal.

Failure to follow safety guidelines anytime while at work, or failure to stop any activity that may not be specified in the Company Safety Policy but deemed an unsafe act by Management, may be grounds for written violation and/or termination.

One time or repeat of the same serious safety violation that could cause death or serious injury may result in immediate termination bypassing the schedule of enforcement.

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

We remind you that the illegal use of drugs and/or intoxicating beverages is prohibited. You may be tested for the illegal use of drugs or alcohol if you are involved in an accident or incident at work that results in injury or property damage. Regardless of the legal status of marijuana, marijuana shall not be used during work hours and shall not be consumed before work if it impairs your work or the work of others.

The purpose of our Company's Disciplinary Policy is to help promote and ensure your safety on the job. Our Policy is not intended to punish employees, but is intended to help maintain a safe workplace for you and your coworkers.

TRAINING AND AGREEMENT TO COMPLY WITH THE SAFETY POLICY

This will certify that I have received a copy of the Company Employee Handout and agree to comply with the Company Safety Policy, Rules and Guidelines. The Safety Policy, Rules, and Guidelines have been reviewed and I understand that I will be subject to them during the course of my employment with EER, Inc.. I understand that a violation of the Safety Policy, Rules and Guidelines could endanger others or myself. I also understand that if I do not abide by these rules, I could be dismissed.

I certify that I will not perform any task that is unsafe.

I certify that I will receive training on any equipment or operation prior to starting the job task.

I certify that I have received all Personal Protective Equipment required to complete my task.

I certify that I have been trained on the chemicals at work and the location of the safety data sheets, if applicable.

I certify that I have been trained on emergency procedures.

I certify that in case I am injured while in the course of my work, I will report the injury to my Supervisor immediately and will obtain a Medical Treatment Authorization slip or verbal authorization from EER, Inc. before reporting to a doctor for medical attention unless emergency services are contacted.

I certify that I understand that the illegal use of drugs or intoxicating beverages is prohibited and that I may be tested for illegal drugs or alcohol if I am involved in an accident or incident at work that results in injury or property damage. I agree that I shall not use marijuana, regardless of its legal status, during work hours or before work hours if it impairs my performance or the performance of others.

I certify that I understand that EER, Inc. reserves the right to review any previous injury.

My signature certifies that I have read and understand all (8 pages of this Employee Safety Policy and agree to abide by it.

Print Employee Name

Employee Signature

Date

REFUSAL TO SIGN

These Rules were provided to and reviewed with _____ . However, he or she declined to sign this policy.
Employee's Name

Note: Refusal to sign does not exclude any employee from the enforcement of these policies.

Witness Signature and Title

Date

CALIFORNIA ANTI-FRAUD BILL (SB1218/228)

The Workers' Compensation Anti-Fraud Bill took effect in 1992. This legislation should help to make the Workers' Compensation system more cost effective and to ensure that benefits go to workers with actual work related injuries or illness.

This law includes:

- **Felony criminal fraud is committed if anyone knowingly makes false statements to obtain or support a claim for benefits.**
- **Felony fraud convictions can be punishable by up to ten years in state prison and a fine of up to \$150,000, or double the fraud, whichever is greater.**
- **Physicians and attorneys are prohibited from employing runners, cappers, or steerers to procure patients and clients.**
- **Using cappers to solicit claims is a misdemeanor, punishable by up to 5 years in jail and a fine of \$10,000, or both.**
- **Qualified Medical Evaluators (QME) who are found guilty of using cappers can be fired, suspended or placed on probation.**
- **Insurers, self-insured employers and third-party administrators are required to report suspected fraudulent acts to their local district attorney or Bureau of Fraudulent Claims within 30 days of knowledge of fraud.**
- **The law prohibits print or broadcasting advertising services from printing or broadcasting any misleading, deceptive or false information about Workers' Compensation benefits.**

By signing below, I attest that I have read and understand the California Anti-Fraud Bill.

Print Employee Name

Date

Employee Signature

NORMAS DE SEGURIDAD PARA EL EMPLEADO

EER, Inc.

Estimado empleado de EER, Inc.:

Esta es su copia personal de Las Normas de Seguridad al Empleado de EER, Inc. explicándole nuestras reglas y reglamentos, nuestros procedimientos de seguridad y sus derechos bajo el Seguro de Compensación al Trabajador en caso de un accidente en el trabajo.

Favor de leer detalladamente este folleto de seguridad y referirse a él cada vez que tenga preguntas, Si alguna pregunta no está en este folleto o algo que se necesite resolver, favor de pedir ayuda al administrador.

Una copia de la Póliza de Seguro de Compensación al Trabajador y el programa de seguridad están disponibles en la oficina para su repaso.

Los empleados tienen los siguientes derechos bajo este programa:

- **Ser notificados de peligros de seguridad y salud ocupacional.**
- **Recibir entrenamiento en prácticas y condiciones de trabajo seguras.**
- **Recibir el Equipo de Protección Personal apropiado para el trabajo.**
- **Hacer sugerencias, pedir información, proveer información en peligros sin temor a represalias.**

Los empleados tienen la obligación de obedecer los siguientes requerimientos para hacer su lugar de trabajo seguro para ellos y las personas a su alrededor:

- **Nunca trabaje en una pieza de maquinaria o área fuera de su capacitación primero recibir capacitación y autorización apropiada.**
- **Saber los Códigos de Práctica de Seguridad de su área general de trabajo.**
- **Saber los Códigos de Práctica de Seguridad de su trabajo o equipo.**
- **Obedecer las prácticas de seguridad, condiciones de trabajo seguras y todos los requerimientos de Equipo de Protección Personal.**
- **Reportar inmediatamente a su Supervisor cualquier condición insegura o peligrosa.**
- **Seguir todos los reglamentos Federales, Estatales y Locales.**

Es nuestro sincero deseo que ni UD u otro empleado se lesionen. Sin embargo, si se accidenta, queremos que obtenga atención inmediata. También queremos asegurarnos que todos sus otros beneficios sean pagados pronto sin necesidad de costos o pérdida de tiempo en pleitos legales. Cuando se involucran litigios el costo del seguro aumenta muchísimo, afectando así al crecimiento de la empresa y todos los empleados que en ella trabajan.

Es por eso que todas las lesiones deben ser reportadas a su Supervisor inmediatamente. Si se demora en reportar un accidente nos impide hacer nuestra parte. Por eso, no importa la pequeña del accidente, aunque crea que no necesita asistencia médica, tiene que reportarlo a su Supervisor.

En el evento que ocurra un accidente, un formulario de Reclamo del Empleado se le proveerá. Por favor complete la forma lo más pronto posible. De esa manera nos aseguramos que ud. reciba sus beneficios pronto.

REGLAS DE SEGURIDAD

La norma de EER, Inc. es de tener como prioridad la prevención de accidentes en todas las diferentes fases de funcionamiento y administración de la empresa.

Es la intención de esta compañía y sus ejecutivos de proveer un ambiente seguro y saludable para todos sus empleados.

La regla de la Compañía es asegurarse que todos sus empleados usen prácticas seguras al manejar una maquinaria o al completar su trabajo.

El Decreto de Ley Federal y Estatal de Seguro y Salud al Trabajador requiere que los empleadores provean un ambiente seguro y saludable para todos sus empleados. EER, Inc. tiene la obligación a sus empleados y a nosotros mismos de mantener un ambiente de trabajo libre de peligros previstos.

Para poder satisfacer estas obligaciones y responsabilidades, todos los Supervisores tienen que tomar la responsabilidad de asegurarse que los empleados u otras personas no esten creando o trabajando en condiciones inseguras.

La meta de la Compañía es de estar libre de accidentes y eso se puede lograr proveyendo un ambiente de trabajo seguro y saludable.

PUESTO ASIGNADO

Cada empleado necesita saber y entender lo siguiente:

- Antes de empezar un trabajo o tarea el empleado debe recibir capacitación en los peligros asociados con su trabajo o equipo, el Equipo de protección Personal requerido, los peligros asociados con cualquier químico asociado con su tarea y procedimientos de emergencia de su trabajo y Compañía.
- Ningun empleado debe empezar su trabajo sin recibir capacitación.
- Ningun empleado debe hacer un trabajo que parezca inseguro.
- Mecanismo de protección debe estar funcionando y no se puede sobrepasar.
- Nunca trabaje o arregle un equipo que no este autorizado a trabajar en el.
- Nunca quite guardas durante el funcionamiento.
- Durante este trabajando en o limpiando un equipo, use el procedimiento de Cerrar con llave/ Etiquetar/ Bloqueo si esta expuesto a cables con corriente, partes que se muevan o basura suelta.
- Inspeccione su area y equipo antes de empezar su trabajo cada día y reporte cualquier condición insegura.
- Reporte cualquier lesión a su Supervisor no importa cuan pequeña sea.

Participación y Responsabilidad del Empleado:

- Conocer su trabajo y aplicar todas las prácticas de seguridad.
- Reconocer los peligros asociados con su trabajo y protegerse asimismo y todos los demas.
- Reportar y recomendar la corrección de cualquier peligro.
- Participar y cooperar activamente en reuniones de seguridad.
- Obedecer con todas las instrucciones de seguridad.
- Usar todo el Equipo de Protección Personal requerido.
- Obedecer todos los anuncios de salud y seguridad.
- Reportar lesiones inmediatamente a su Supervisor.
- Usar articulos de Primeros auxilios cuando sea necesario.

CODIGOS DE PRACTICAS SEGURAS

- Siga todas las reglas y normas de seguridad de la Compañía.
- Los empleados deben reportar todas condiciones inseguras inmediatamente a su Supervisor.
- No se permite jugar rudo.
- Mantener limpios los lugares de trabajo todo el tiempo.
- Ponerse todo el Equipo de Protección Personal requerido por las leyes Estatales y Federales.
- Todos los seguros deben estar en puesto como lo requieren las leyes Estatales y Federales.
- Reporte cualquier accidente inmediatamente.
- Use el procedimiento de Cerrar con llave/ Etiquetar/ Bloqueo cuando lo requieran las leyes Estatales y Federales.
- Inspeccione la maquinaria antes de cada uso.
- Solamente maneje equipo que se le haya capacitado y autorizado de usar.
- Todos los cables de corriente tienen que funcionar como lo requiere la ley y mantener en condiciones seguras.
- Use técnica apropiada para levantar peso.
- Solo personal autorizado puede desempeñar servicio de mantenimiento.
- Siga todas las instrucciones del fabricante.
- No maneje bajo la influencia de medicina recetada, drogas ilegales y/o alcohol.
- El trabajo tiene que estar bien planeado y supervisado.

REGLAS GENERALES DE SEGURIDAD

Las siguientes reglas y procedimientos generales de seguridad son medidas preventivas que se deben tomar y observar por todo el personal para reducir el riesgo de accidentes en el trabajo. Todos los empleados deben familiarizarse con las reglas de seguridad y que son norma de la Compañía.

UD esta trabajando para una organización que sinceramente desea conducir su negocio de la manera más segura. Nosotros en EER, Inc. nos hemos comprometido con nuestros empleados a proveerles un lugar de trabajo seguro. A su vez, es su responsabilidad, como nuestro empleado, de comprometerse con nosotros a trabajar lo más seguro posible. Al acatar todas las Reglas Generales de Seguridad escritas abajo nos ayudará a llegar a ese objetivo. Dichas reglas son una guía mínima para trabajar seguros. Su continuo asesoramiento y cooperación en la seguridad es parte vital de su trabajo. Es su deber aceptar estas reglas de seguridad normales.

1. Antes de empezar cualquier trabajo, obtenga una descripción detallada de su Supervisor en las tareas que tenga que hacer. No haga un trabajo que considere peligroso para su seguridad y salud sin primero conversar con su Supervisor las reglas de seguridad que esten vigentes para eliminar peligros.
2. Use ropa y equipo de seguridad apropiado. Use zapatos/botas apropiadas a su tarea. Zapatos de seguridad o botas puede que sean requeridas en su empresa o lugar de empleo incluyendo botas con punta de acero. Pongase lentes o gafas de seguridad, guantes de seguridad, arcos para bajar de altitud y cuerda, protección de oídos, protección para el respiro, protección para la cabeza, protección para la cara y ropa protectora en donde sea obligatorio usarlas. La Compañía le proveera estas cosas cuando sea requerido por ley. Si no consulte con su supervisor para instrucciones.
3. Vestimenta segura de trabajo: Zapatos abiertos no son permitidos.
 - Protección de los Pies – Zapatos/botas de seguridad requeridas cuando esté haciendo trabajos pesados.
 - Protección del Cuerpo – No se permite usar ropa floja, joyas, u otra vestimenta que pueda representar peligro cerca de equipo o máquinas.
 - El cabello largo se debe mantener detras del cuello y hombros para evitar enredos o que le dañe su visión.
4. Cuando este involucrado en un accidente o incidente que resulte en lesión o daños a la propiedad, no importando su tamaño debe reportarlo a su Supervisor inmediatamente. Obtenga Primeros Auxilios Pronto.
5. No maneje un equipo o maquinaria que, en su opinión, no este en seguras condiciones.
6. Obedezca todas las reglas de la Compañía, Reglamentos gubernamentales, letreros, marcaciones e instrucciones.
7. Cuando levante algo, use técnica apropiada para hacerlo, calentamiento, revise el peso de la carga, doble sus rodillas, mantenga su espalda recta, mantenga la carga firme, esté seguro de lo que levanta y nunca gire su espalda. Pida ayuda para cargar objetos de peso o tamaño que sean difícil de cargar para una sola persona.
8. No juegue rudo. Juegos rudos o bromas a veces causan lesiones serias y no es permitido en el trabajo.
9. No distraiga o moleste a un compañero mientras trabaja.
10. Ruidos, música, hablar, y gritar innecesariamente pueden distraer a otros empleados de su trabajo y es peligroso para UD y otros.
11. Siempre use herramientas apropiadas y aprovadas para el trabajo.
12. Este conciente de las operaciones de trabajo, especialmente cuando hay equipo y maquinaria en movimiento.
13. Mantenga sus areas de trabajo limpias todo el tiempo.
14. No corra.
15. Limpie derrames y peligros de tropezar en las instalaciones o donde UD trabaja inmediatamente.

REGLAS GENERALES DE SEGURIDAD EN LA OFICINA

1. Conozca su trabajo y siga instrucciones. Cuando sea necesario preguntele a su Supervisor.
2. Use buenos principios de ergonomia relacionado con su area de trabajo.
3. Conozca sus procedimientos de evacuación en caso de emergencia.
4. Si algun equipo de oficina no funciona apagelo y reporte el problema a su Supervisor.
5. Instalaciones electricas dañadas, tomacorrientes sobrecargados y equipo defectuoso deben ser arregladas antes de usarse.
6. Mantenga gabetas y gabinetes de archivos cerrados para evitar tropiezos o choques.
7. Cuando use maquinas de duplicar, copiadoras, maquinas de direcciones y/o cortadoras de papel uselas en areas seguras para evitar lesiones de manos.
8. Cuando levante algo, use técnica apropiada y asegurese de no levantar más de lo debido.
9. Limpie el camino de peligros antes de levantar material.
10. Cuando suba o baje escaleras use el agarradero de mano para ayuda y balance.

11. Camine en la oficina y no corra. Manténgase a su derecha cuando vaya en intersecciones en corredores.
12. Abra todas las puertas suavemente.
13. No use un cuarto que no tenga luz instalada apropiadamente.
14. No ponga cosas en los corredores, pasillos, callejón o escalera.
15. Vea peligros de tropiezo como basura, lapizeros, alfombra, etc. que pueden causarle que se caiga.
16. Reporte cualquier equipo inseguro y muebles rotos.
17. Reporte todos los problemas eléctricos.
18. No haga trabajo del cual no tenga autorización de hacer.
19. Use equipo de protección en cada área que entre.

COMPENSACION AL TRABAJADOR

Los Beneficios Pueden Incluir:

- Atención Médica – Pagada por su empleador, para ayudarlo a usted a recuperarse de una lesión o de una enfermedad causada por el trabajo.
- Beneficios por Incapacidad Temporal – Pagos que usted recibe por los salarios perdidos si su lesión le impide hacer su trabajo habitual mientras se recupera.
- Beneficios por Incapacidad Permanente – Pagos que usted recibe si no se recupera completamente.
- Beneficios por Muerte – Pagos que reciben su cónyuge, sus hijos u otros dependientes a su cargo si usted muere de lesión o de una enfermedad del trabajo.

Beneficios para Cuando Necesita Cambiar de Trabajo:

- Beneficios Suplementarios por la Pérdida de Trabajo – Un vale para ayudarlo a pagar servicios de reorientación profesional o para mejorar sus habilidades si usted no se recupera completamente, su empleador no le ofrece trabajo y usted no vuelve a trabajar para su empleador.

¿QUIEN ADMINISTRA EL PROGRAMA?

Su empleador y la compañía de seguros lo administran. Al mismo tiempo, controlando sus responsabilidades, ellos están bajo el control de la Oficina de Beneficios de Asistencia y Enfoque y la Oficina de Beneficios de Determinación, localizada dentro de la División de Compensación al Trabajador, dispuesta a resolver las disputas entre las personas involucradas al Consejo de Apelación de Compensación al Trabajador.

¿QUIEN ESTA CUBIERTO?

Casi todos los empleados están cubiertos bajo Compensación al Trabajador, sin embargo, hay algunas excepciones. Las personas en negocios propios, voluntarios gratuitos pueden no tener cobertura. Leyes similares también aplican a trabajadores de ferrocarril, marino y empleados federales.

¿QUE HACER SI SE LESIONA?

Porque nos preocupa su seguridad, hemos establecido la siguiente regla/programa:

Si se accidenta en el trabajo, debe hacer lo siguiente:

NOTIFIQUE:

1. A su Supervisor de inmediato en el trabajo o entidad, o;
2. Nuestra oficina en persona o llamando (909)595-7665 Lunes-Viernes 8 a.m. a 5 p.m.

DESPUES:

1. No se haga tratamiento UD mismo(a). Hasta las heridas menores necesitan asistencia profesional. Cuidado médico inmediato, y de calidad es lo que UD y su Compañía necesitan.
2. Su Supervisor u oficina harán los arreglos necesarios para que reciba la atención médica que necesita.

¿PUEDE MI DOCTOR PARTICULAR CARMER TRATAMIENTO SI ME LASTIMO EN EL TRABAJO?:

Depende si usted da notificación a la compañía por escrito y antes de lesionarse, el nombre y la dirección de su médico particular. A esto se llama “hacer una designación previa”, si hace una designación previa puede ver a su médico particular inmediatamente después de lesionarse.

Nota: Usted solamente puede hacer una designación previa si la compañía ofrece un plan médico de grupo o un seguro médico de grupo para condiciones médicas que no están relacionadas al trabajo. Si la compañía no brinda este beneficio, usted no tiene derecho a hacer una designación previa.

AL REGRESAR DEL DOCTOR:

Llame a la oficina de EER, Inc. para dar el estado de su condición y para proveer información para llenar el Reporte de accidente/lesión. En ese momento se tomará la decisión si es necesario reportar el reclamo a Compensación al Trabajador.

REPORTAR UN RECLAMO DE COMPENSACION AL TRABAJADOR

Estamos preocupados por su seguridad y es por eso que hemos establecido el siguiente reglamento y procedimiento a seguir en caso de un accidente en el trabajo.

Es importante que nos avise de cualquier lesión inmediatamente para asegurarnos que reciba el cuidado apropiado. La ley nos protege requiriendo que le proveamos con una Forma de Reclamo del Empleado tan pronto sepa que tuvo un accidente.

Nuestro reglamento requiere que notifique a su Supervisor para entregarse la forma de Reclamo (DWC1 dentro de el periodo de un día que requiere la ley. Usted debe regresarnos la forma inmediatamente o lo mas pronto posible. Si se accidenta, siga las instrucciones de reporte de lesiones y llene las formas necesarias.

Mantenga una copia de la forma hasta que se le mande una forma oficial.

Llame a la oficina con cualquier pregunta.

BENEFICIOS & PAGOS

La Ligeslatura Estatal establece todos los beneficios. La Ley Estatal determina la cantidad, la frecuencia y como serán hechos los pagos. Solamente la Ligeslatura Estatal puede cambiar las cantidades recibidas.

Las facturas médicas serán pagadas directamente por la compañía de seguros. Si por error recibe una factura, comuníquese con la oficina de seguros o envíela a la oficina de seguros. Si no puede trabajar por más de 3 días, se le dará una compensación por el tiempo perdido en el trabajo, a menos que la ley especifique lo contrario. Aproximadamente 2 semanas después de informar la lesión, debe recibir un cheque de compensación cada dos semanas hasta que el médico lo haya dado de alta. Si el médico lo pone en un trabajo restrictivo y hay un trabajo modificado disponible, se le puede pedir que regrese al trabajo para realizar un trabajo modificado a su tarifa de pago regular. En todo momento debe seguir las restricciones de los médicos.

OTROS BENEFICIOS:

A veces se confunde Compensación al Trabajador con el Seguro de Incapacidad Estatal (SDI. Existen muchas similitudes pero hay algunas diferencias significativas.

Compensación al Trabajador cubre lesiones ocasionadas en el trabajo. El Seguro de Incapacidad Estatal (SDI cubre lesiones o enfermedades ocasionadas fuera del trabajo y lo paga El Seguro de Incapacidad Estatal y no Compensación al Trabajador. El Seguro de Incapacidad Estatal se le resta de su cheque cada periodo que recibe su cheque como lo manda la Ley Estatal. Es contra la ley y un fraude si una lesión que le ocurrio afuera del trabajo se reporta como una que ocurrio dentro del trabajo. Comuniquese con la oficina y avise a su doctor personal que necesita reportar a el Seguro de Incapacidad Estatal una lesión ocurrida fuera del trabajo. La oficina le puede contestar algunas preguntas sobre el Seguro de Incapacidad Estatal (SDI.

PROGRAMA DE SEGURIDAD AL EMPLEADO ESTABLECIDO - ADVERTENCIAS ESCRITAS

Acatamiento a nuestras reglas de Seguridad son requeridas durante su estancia en EER, Inc. Si se observa a un empleado cometiendo un acto inseguro resultara en notificación de advertencia. La copia de la oficina se mantendra en su archivo personal. Cada vez que se escriba una sancion escrita, el archivo del empleado sera revisado para ver sanciones escritas previamente. Los siguientes pasos progrecivos serán llevados a cabo de acuerda a la siguiente escala:

Primera Violación en 12 meses - Consejeria y Advertencia

Segunda Violación en 12 meses - Carta de reprección/Advertencia

Tercera Violación en 12 meses - Suspención sin pago

Cuarta Violación en 12 meses - Despido

Todas las sanciones escritas deben ser firmadas por el empleado que cometa la violación. Si un empleado se rehusa a firmar, un testigo debe de estar presente en la conferencia para confirmar que el empleado sancionado se rehuso a firmar su sancion escrita.

Incumplimiento a las guias de seguridad durante las horas de trabajo, o incumplimiento a parar cualquier actividad que no este especificada en las Normas de Seguridad de la Compañía pero considerada insegura por la Gerencia, puede dar pie a una Advertencia escrita y/o despido.

Una o repetida seria violación de seguridad, que pueda causar la muerte or seria lesión pueda causar como consecuencia el ser despedido inmediatamente, sobre pasando los pasos progresivos.

La compañía trata de tomar cualquier precaución posible para proveer seguridad a sus empleados. Sin embargo estas medidas no sirven de anda sin su cooperación.

Le recordamos que el uso ilegal de drogas y/o bebidas intoxicantes está prohibido. Se le puede hacer una prueba para detectar el uso ilegal de drogas o alcohol si está involucrado en un accidente o incidente en el trabajo que resulte en lesiones o daños a la propiedad. Independientemente del estado legal de la marihuana, la marihuana no debe utilizarse durante las horas de trabajo y no debe consumirse antes del trabajo si perjudica su trabajo o el trabajo de otros.

El propósito de la Reglas Diciplinarias en la Compañía es de asegurar y proteger la seguridad en el trabajo. Nuestros reglamentos no están diseñados para castigar a los empleados, si no para ayudar a mantener un lugar seguro para UD y sus compañeros.

LEY DE ANTI-FRAUDE DE CALIFORNIA (SB1218/228)

La Ley Anti-Fraude de Compensación al Trabajar que entro en efecto en 1992. Esta ligeslatura debe ayudar al sistema de Compensacion al Trabajador a ser mas efectivo y asegurar que los beneficios vaya al trabajador que tenga un accidente en el trabajo.

La Ley incluye:

- Es fraude de Felonia criminal si alguien consientemente hace un reclamo falso para recibir beneficios.
- Los fraudes de felonia criminal son castigados con una maxima pena de diez años de carcel estatal y una multa maxima de \$150,000, o doble la cantidad defraudada, o cualesquiera sea mayor.
- Los doctores y abogados tienen prohibido emplear corredores, conspiración criminal, gobierno para procurar a pacientes o clientes.
- Usar cospiracion para solicitar reclamos es un delito menor, castigado con una pena maxima de 5 años de carcel y multa de \$10,000, o ambas.
- Los Evaluadores Medicos Calificados (QME) que son condenados de usar conspiración pueden ser despedidos, suspendidos o puesto en período de prueba.
- Aseguradores, empleadores con seguros propios y gerentes de tercera parte tienen la obligación de reportar cualquier acto sospechoso de fraude a su abogado de distrito o al Buro de Reclamos Fraudulentos 30 dentro de los primeros días de su conocimiento.
- La Ley prohíbe que los servicios de difusión escrita de televisión publique información que contenga engaños, fraude o falsa información sobre Compensación al Trabajador.

La siguiente firma, certifica que he leído y entiendo la Ley de Anti-Fraude de California.

Imprima el Nombre del Empleado

Fecha

Firma del Empleado

Emergency Contacts

AMBULANCE _____

FIRE - RESCUE _____

HOSPITAL _____

PHYSICIAN _____

**ALTERNATE
PHYSICIAN** _____

POLICE _____

OSHA _____

POSTING IS REQUIRED BY TITLE 8 SECTION 1512(e)

WATER REPLENISHMENT (7/24/2024)
ABASTECIMIENTO DE AGUA

Company / Compañía: _____

Company Location and Cross Streets / Ubicación del Compañía y Cruza las Calles:

Person(s) in Charge of Replenishment / El dirigente de abastecimiento: _____

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?**

Special Notes and Conditions / Notas y Condiciones especiales:

Heat Illness Prevention

Protecting Yourself from

Heat Stress

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

Heat Stroke

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

Symptoms

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

First Aid

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

Heat Exhaustion

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

Symptoms

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

First Aid

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

Heat Cramps

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

Symptoms

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

First Aid

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

Protect Yourself

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

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

**DEPARTMENT OF HEALTH AND
HUMAN SERVICES**

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

Heat Illness Prevention - Prevención de la Enfermedad Calor

Protéjase del Estrés por calor

El estrés por calor, debido al esfuerzo o a ambientes calurosos, pone a los trabajadores en riesgo de sufrir enfermedades como insolación, agotamiento por calor o calambres por calor

Golpe de calor

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

Síntomas

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

Primeros auxilios

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

Agotamiento por calor

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

Síntomas

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

Primeros auxilios

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

Calambres por calor

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

Síntomas

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

Primeros auxilios

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

Protéjase

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

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



National Weather Service Heat Index Chart



Temperature (°F)

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

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

■ Caution
 ■ Extreme Caution
 ■ Danger
 ■ Extreme Danger

EMERGENCY ACTION PLAN

COMPANY:

PROJECT:

ADDRESS:

TABLE OF CONTENTS

TABLE OF CONTENTS	2
SECTION 1 - EMERGENCY ACTION PLAN	3
1.1 EMERGENCY MANAGEMENT	3
1.2 INCIDENT / INJURY HANDLING AND REPORTING POLICY	3
1.3 ADDITIONAL SPECIFIC PROCEDURES, IF NEEDED	3
SECTION 2 - EMERGENCY RESPONSE MAP	4

SECTION 1 - EMERGENCY ACTION PLAN

1.1 EMERGENCY MANAGEMENT

This plan works along with our Emergency Program in our Company Safety Program. Our company site supervision will complete and distribute the **Emergency Response Map** for this site. In the event of an emergency requiring evacuation, employees will receive verbal notification to evacuate. If this occurs, all personnel are to evacuate to the emergency staging area as noted on the emergency response map. In the event of an emergency contact:

Company	Name	Phone Number

1.2 INCIDENT / INJURY HANDLING AND REPORTING POLICY

If someone is seriously injured and it is an emergency, call 911. Notify your supervisor and the project superintendent. Those trained in CPR & First Aid are to help according to their level of training. All injuries, equipment and property damage, near miss incidents, and on-site vehicle accidents must be reported immediately.

Company	Name	Phone Number

1.3 ADDITIONAL SPECIFIC PROCEDURES, IF NEEDED

SECTION 2 - EMERGENCY RESPONSE MAP

PROJECT: _____

EMERGENCY EVACUATION MAP



CODES OF SAFE PRACTICE

General Codes of Safe Practice

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

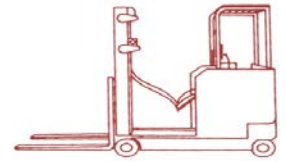
- Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
- Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
- Do not use any portable electrical tools and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

Construction Codes of Safe Practice

- No contractor or sub-contractor for any part of contract work shall require any laborer or mechanic employed in the performance of the contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his/her health or safety.

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

OPERATING RULES FOR INDUSTRIAL TRUCKS



General Industry Safety Order [3664](#) Operating Rules (Part (a))

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

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

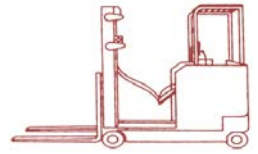
- (t) Industrial trucks and tow tractors shall be operated in a safe manner in accordance with the following operating rules:
- (1) Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors pursuant to Section [3668](#) shall be permitted to operate such vehicles.
 - (2) Stunt driving and horseplay are prohibited.
 - (3) No riders shall be permitted on vehicles unless provided with adequate riding facilities.
 - (4) Employees shall not ride on the forks of lift trucks.
 - (5) Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
 - (6) Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
 - (7) Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for forklifts (forks, chains, cable, and limit switches).
 - (8) No truck shall be operated with a leak in the fuel system.
 - (9) Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse - 3 seconds - passing the same point.

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

- (10) Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.
- (11) The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
- (12) Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
- (13) Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.
- (14) Grades shall be ascended or descended slowly.
 - (A) When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
 - (B) On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
 - (C) Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgrade.
- (15) The forks shall always be carried as low as possible, consistent with safe operations.
- (16) When leaving a vehicle unattended (the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck), the brakes are set, the mast is brought to the vertical position, and forks are left in the down position, either:
 - (A) The power shall be shut off and, when left on an incline, the wheels shall be blocked; or
 - (B) The power may remain on provided the wheels are blocked, front and rear.
- (17) When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck which remains in the operator's view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.

Continued in the next page....

OPERATING RULES FOR INDUSTRIAL TRUCKS



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

Exception:

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

- (18) Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the industrial truck's power shall be shut off and the brakes set.
- (19) Motorized hand trucks shall enter elevators or other confined areas with the load end forward.
- (20) Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.
- (21) Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.
- (22) Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.
- (23) To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with Section [3333](#) of these Orders and [Title 49, CFR, Section 218.27](#) which is hereby incorporated by reference.
- (24) The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.
- (25) Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.
- (26) Trucks shall not be loaded in excess of their rated capacity.
- (27) A loaded vehicle shall not be moved until the load is safe and secure.

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

- (28) Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load.
Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.
- (29) The load engaging device shall be placed in such a manner that the load will be securely held or supported.
- (30) Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.
- (31) When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:
 - (A) A device specifically designed for opening or closing doors shall be attached to the truck.
 - (B) The force applied by the device to the door shall be applied parallel to the direction of travel of the door.
 - (C) The entire door opening operation shall be in full view of the operator.
 - (D) The truck operator and other employees shall be clear of the area where the door might fall while being opened.
- (32) If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.
- (33) When provided by the industrial truck manufacturer, an operator restraint system such as a seat belt shall be used.



**Follow
operating rules
so that
everyone is
safe.**

(2/2) RIGHT