Health and Safety Program
Injury & Illness Prevention Program

EKC Enterprises, Inc.

4658 East Weathermaker Ave.
Fresno, CA 93703

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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:

EKC Enterprises, Inc. has designated Alexandra Padilla 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 EKC Enterprises, 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. EKC Enterprises, 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 EKC Enterprises, 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 EKC Enterprises, 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 EKC Enterprises, 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.

EKC Enterprises, 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 EKC Enterprises, 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 EKC Enterprises, Inc. Incident Investigation Report.

7. When conducting an incident investigation, EKC Enterprises, 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 EKC Enterprises, 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 CODES OF SAFE PRACTICE

4.1 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.

4.2 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.

4.3 Facility Codes of Safe Practice

- Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
- Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to their Supervisor.

- Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their Supervisor.

- When lifting heavy objects, obtain help, or use designated equipment. Use proper lifting technique.

- Inappropriate footwear or shoes with thin or badly worn soles must not be worn. Steel-toed shoes should be worn in the shop area.

- Work shall be so arranged that employees are able to face a ladder and use both hands while climbing/descending.

- No gasoline shall be used for cleaning purposes.

- No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the Supervisor.

- All tools and equipment shall be maintained in good condition.

- Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE – Danger, Do Not Use".

- Do not lift beyond your capabilities.

- Only appropriate tools shall be used for a specific job.

- Wrenches shall not be altered by the addition of handle-extensions or "cheaters".

- Files shall be equipped with handles and not used to punch or pry.

- A screwdriver shall not be used as a chisel.

- Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.

- Electric cords shall not be exposed to damage from vehicles.

- In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

- Only authorized persons shall operate machinery or equipment.

- Loose or frayed clothing, long hair, dangling ties, etc., shall not be worn around moving machinery or other areas where they may become entangled. No baggy clothes.

- Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

- Where appropriate, Lockout/Tagout/Blockout procedures shall be used.

- Employees shall not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists should fail.

- Air hoses shall not be disconnected from compressors until the hose line has been bled.

5 COMPRESSED AIR AND EQUIPMENT

5.1 Purpose

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

5.2 Policy

The following precautions pertain to the use of compressed air at EKC Enterprises, 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.

5.3 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 of 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.

6 CONTROL OF HAZARDOUS ENERGY -LOCKOUT / TAGOUT PROGRAM

6.1 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.

6.2 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.

6.3 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.

6.4 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 EKC Enterprises, 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.

6.5 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.

7 DRIVING SAFETY

7.1 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.

7.2 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.

7.3 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.

7.4 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.

8 ELECTRICAL SAFETY AWARENESS

8.1 Purpose

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

8.2 Scope

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

8.3 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 are 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.

8.4 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. Instructions are 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 people 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 vehicles 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.

9 ELECTRICAL HIGH VOLTAGE POLICY

9.1 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 Company Name. 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.

9.2 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.

9.3 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.

9.4 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 America 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.

9.5 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.

9.6 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.

10 ELECTRICAL LOW VOLTAGE POLICY

10.1 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.

10.2 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.

10.3 Definitions

Current - (measured in amps/amperage) 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.

10.4 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.

10.5 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.

10.6 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.

10.7 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.

11 EMERGENCY ACTION / RESPONSE PLAN POLICY

11.1 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.

11.2 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.

11.3 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.

11.4 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.

11.5 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.

11.6 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.

11.7 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.

11.8 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.

11.9 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.

12 FALL PROTECTION PROGRAM

12.1 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. While working at construction sites or doing construction related work, no one is to work at a height 7 1/2’ or above without the proper training and the authorization to do so. While working at our facility performing non construction tasks, no one is to work above 4’ without the proper training and authorization to do so.

Note: the following fall protection height standards apply to when we are working on construction sites or doing construction related work. While working at our facility or doing non-construction related tasks a means of fall protection is required when working at a height of 4’ or more and on work platforms above 30”. Usually this is accomplished with guardrails.

12.2 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.

12.3 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.

12.4 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.

12.5 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.

12.6 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.

12.7 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 protections system.

12.8 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.
- *EKC Enterprises, 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 ¼ inch clearance above the walking/working surface. They will be solid or have openings not over 1 inch in greatest dimension.
- Where tools, equipment, or materials are piled higher than the top edge of a toe board, paneling or screening will be erected from the walking/working surface or toe board to the top of a guardrail system's top rail or mid-rail, for a distance sufficient to protect employees below.

13 FIRE PREVENTION / FIRE EXTINGUISHERS

13.1 Scope

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

13.2 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.

13.3 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.

13.4 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.

13.5 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.

13.6 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.

14 FIRST AID PROGRAM

14.1 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.

14.2 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.

14.3 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.

14.4 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.

14.5 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.

14.6 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.

14.7 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.

15 HAND AND POWER TOOLS

15.1 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.

15.2 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.

15.3 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.

15.4 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.

16 HAZARD COMMUNICATION / GHS POLICY

16.1 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.

16.2 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.

16.3 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.

16.4 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.

16.5 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.

16.6 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.

16.7 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.

16.8 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.

17 HEAT ILLNESS PREVENTION PROGRAM

17.1 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.

17.2 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.

17.3 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.

17.4 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.

17.5 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.

17.6 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.

17.7 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.

17.8 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.

17.9 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

18 INDUSTRIAL POWERED TRUCKS

18.1 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.

18.2 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.

18.3 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_____

19 LADDER SAFETY PROGRAM

19.1 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.

19.2 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.

19.3 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.

19.4 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.

19.5 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.

20 MOBILE ELEVATED WORK PLATFORMS (MEWP)

20.1 Purpose

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

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

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

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

20.2 Plan Responsibilities

Management

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

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

Supervisor

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

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

Maintenance Supervisor

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

Employees

- Must complete required safety training before performing work with MEWPs.
- Wear all required Personal Protective Equipment.
- Abide by the MEWPs Safety Plan along with ANSI and OSHA regulations.

- Immediately report any hazardous condition, unsafe act, or unsafe equipment to supervisor.

20.3 Documentation

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

Maintenance

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

Training for Maintenance and Repair Personnel

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

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

Only one person shall work on the MEWPS.

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

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

20.4 Inspections

Annual Inspections

Annual inspections must be done no later than thirteen (13) months from the date of the prior annual inspection. This inspection should be performed by a qualified person to inspect the specific make and model of the MEWP. The inspection shall include all the frequent inspection items and items specified by the manufacturer for annual inspection and any manufacturer's bulletins, updates.

The MEWP shall not be used for service until all malfunctions, defects, safety violations, safety issues and hazards have been corrected.

Operators and inspectors should be encouraged to report issues or problems. Safety hazards should be corrected immediately, and the MEWP taken out of service as applicable.

The most recent annual inspection date information and the next annual inspection due date shall be kept on the MEWP.

Frequent Inspections

Frequent inspections should be done on a quarterly basis.

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

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

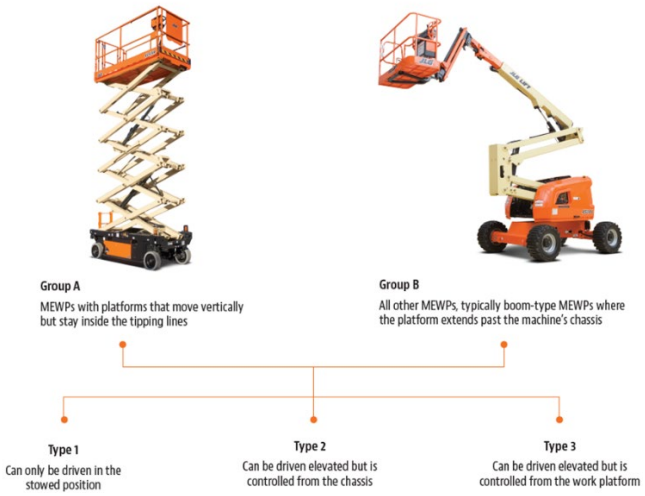
Pre-Delivery Inspection

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

Pre-Use/Pre-Start Inspection

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

20.5 MEWP Classification for Selection



ANSI A92 MEWP Classifications

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

MEWP Groups

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

MEWPS are further classified into Types:

- Type 1: The equipment can only be driven with the platform in its stowed position.
- Type 2: The equipment can be driven elevated but is controlled from the chassis.
- Type 3: The equipment can be driven elevated, controlled from the work platform.

20.6 Selecting the Mobile Elevating Work Platform

The information is targeted at those who select, specify, manage, and operate mobile elevating work platforms (MEWPs).

There is a worksheet provided to identify the appropriate MEWPS to use. The focus is to minimize risk. Working with the right piece of equipment in size, reach, etc. to accomplish the scope of work will minimize risks.

The operations and equipment are to be planned by a qualified person.

Identify the MEWP Needed

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

Identify the Hazards Associated with the Tasks

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

Survey Work Area / Site Hazard Assessment

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

Authorized MEWPs

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

Rental MEWPs

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

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

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

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

Borrowing or Using MEWPs from another Company

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

20.7 MEWP Training

- Manufacturer's instruction and safety manuals should always be on the equipment and immediately available. Always refer to the manufacturer's instruction and safety manuals for training and safe operation of the MEWPS.
- The operator must read and understand the manufacturer's operating instruction(s) and user's safety rules.
- All operators should be trained on the same model of MEWP in use, or a MEWP with the same capabilities and controls. A practical evaluation for an operator should be done to demonstrate competent use and knowledge of controls. This should be monitored by a qualified person.
- The operator shall be trained on each of the controls.
- MEWP should be operated only in an area where a workplace assessment has been done. Hazards have been identified and controls have been put into place and communicated. The inspection log should be maintained and kept on the MEWP at all times.
- Review with operators on overhead hazards. Inspect for overhead structures, framing, ceilings, walls where an operator could be trapped or caught in between. If hazards of this sort exist, consider using a MEWP with protective control covers.
- MEWPs controls allow for smooth movement. At times, there can be "run-on" when the controls are stopped abruptly. This means the platform can continue to move for a short time. Extreme caution needs to be taken when working in an area where there are overhead structures to avoid impact and crushing. The operator should not crouch over controls or railing to reach work location.
- Overhead obstructions, tight working conditions, structures, pipes, ducts, ceiling grids or any other material that may come in contact with the MEWP, should be observed. Operators should remain within the platform, do not lean out over the railing. Do not lean out over railing during vertical movement at any time.
- Ground openings such as trenches, manholes, etc. are serious tipping hazards. The work conditions for MEWPS should be firm and level ground. Temporary covers should be able to support the weight, being heavy metal plates and/or permanent manhole covers, a berm can also be built-up around plate and covers to prevent shifting. Open trenches can be backfilled and compacted.
- If outriggers are on the equipment, they must be used to increase stability and capacity.
- Fall protection hazards are addressed by making sure the working platform has guardrails in place, toe boards in place and a chain guard or door.
- Falls are a serious hazard when working from elevated work platforms. Arresting the fall, using a PFA – Personal Fall Arrest system to act as fall restraint prevents the worker from

falling out of basket. Using a harness with a short lanyard which is secured to a manufacturer designated anchor point within the basket to restrain user prevents the falls.

- Users are never to stand on toe boards or railing. Ladders, buckets, or other items are not allowed in the basket to increase height/reach.
- Tools, equipment, etc. in the basket could be a fall hazard. Secure with a tether system and/or secure the area below the MEWPS to prevent trades from coming in area. No work should be performed below a MEWPs.
- Materials can be heavy. Check the weight capacity and the safety of the environment when transporting materials. Consider load distribution issues. Additional equipment to lift or transport materials may be needed.
- MEWP platforms can 'bounce' at a height due to the boom structure flexing. This may make them less capable to use for long or heaving materials. Materials should never be balanced on the handrails of a MEWP. Consideration of using a crane or forklift/reach lift having appropriate weight capacity and material handling attachments.
- Do not allow the MEWP near overhead machinery or other objects.
- The MEWP boom should not protrude into traffic roadways at any time.
- High winds can make a MEWP unstable. Obey maximum wind speed signage per manufacturer's instructions. Take into consideration wind gusts. Wind warning limitation decal is required on MEWP.
- Weather conditions such as storms, thunder and lightning and snow may create an unsafe environment. Work should stop in these conditions.
- Never overload the MEWP. Being capacity or limiting space/movement within MEWP platform.
- Access gates or openings shall be protected per manufacturer's instructions.
- Always inspect for hazardous energy in the work area such as electrical cords, electrical panels, chemical lines, gas lines, drain lines and utilities. These should be labeled. Never put pressure on any lines from MEWP. If work has to transpire in close proximity a spotter may be used.
- Secure the work area to avoid collision with other work equipment, materials, and vehicles. Place a spotter, if necessary, when working in an area where there is a blind corner and there is a possibility of traffic in area.
- When working in an area with open edges, a fall protection plan will be created. This may include a spotter.
- MEWP working in a structure with blind corners, signage, flashing lights, spotter or other means of warning will be used.

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

Occupant Training

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

Equipment Alarms, Guards

- Never disable the platform overload system.
- Never disable alarms, lights, sirens, or governors on equipment.
- Equipment should always be used as intended by manufacturer.
- No modifications are allowed.

Reporting Problems and Malfunctions

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

Electrical Power Lines – Safe Approach Distance

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

Travel Speed

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

Spotter Training

All spotters shall be trained on their responsibilities and their sole focus on being a spotter. Spotters shall be trained on basic MEWP operating procedures that they are monitoring. Each spotter shall be trained in the operation of lower controls and understand the overriding capability of the upper controls.

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

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

- Congested work areas
- Blind corners
- Sensitive/fragile systems/structures.
- Overhead structural hazards which could lead to crushing injuries.
- When working in close proximity to workers.
- In areas with floor openings or leading edges.
- Working in areas where there is energized electrical lines or equipment

A spotter may be another coworker located on the platform or on the ground.

A spotter will be in a hardhat, Class II Safety Vest (this could become Class II depending on conditions), safety glasses, boots. There should be a clear item which easily identifies spotter to operator.

If spotter is on ground working with MEWP operator. The operator shall not move base, boom or basket until there is confirmed visual the spotter is clear.

The spotter which is guiding the MEWP to a work location shall be easily identifiable to operator. The spotter should be at least 20 ft. clearance of mobile MEWP.

Decals, Warnings and Instructions Displayed

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

MEWP Deliver and Pick-Up from the Jobsite

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

- Assess the best time of day for delivery and pick-up from the jobsite. Take into consideration morning and evening traffic.
- Appropriate PPE – Personal Protective Equipment will be worn.
- Plan for traffic control with several trained flaggers.
- Ensure the delivery truck has enough space to turn.
- Check for lighting and ensure there is good visibility. Times of year can affect lighting.
- Check for ground stable with no openings.
- Ensure the access and terrain are appropriate for the MEWP to travel to the work location.
- Check for overhead powerlines where the MEWP will need to pass under or near.
- If the MEWP will need to be lifted by a crane in and out of the work area, a Lift Plan will need to be in place. Certified crane operator, certified crane and certified riggers are required.
- Verify per manufacturer's instructions and safety manuals where the lifting points are indication on the MEWP for rigging.
- Ensure somebody is on site to assist driver. This should be designated Qualified Person.
- A pre-delivery inspection must be completed and documented.

Adverse Weather

Think about wet, cold, and windy weather.

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

Storage/Charging Area

- The MEWPS should be stored in a designated area. This area should be on level ground. The engine or motor should be off. The working platform should be in the lowered position and brakes set. If there is a gradient, the wheels should be choked.
- Recharging electrically powered MEWPs should be carried out in an area that is protected from the elements.
- The keys to operate the MEWP should be issued to authorized personnel only.

MEWP Work Over Water

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

Working in Traffic and Open Roads

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

20.8 Falls

Falls is the biggest risk when using a MEWP. A site-specific risk assessment should be completed and reviewed prior to work.

The hazards associated with carrying out work at a height include but are not limited to:

- Falling from a height
- Overturning and ejection from the working platform
- Collisions
- Objects falling from a height
- Entanglement
- Trapping and crushing
- Electrocution
- Structural/mechanical failure and becoming stranded
- Suspension trauma
- Lack of familiarization and improper training
- Being thrown from the basket if the boom is bumped, jolted, tilted, swings. Falls occur when the operator overreaches. Catching a boom or basket on obstructions causing a swing back.

The use of PFA – Personal Fall Arrest system will minimize the chances of someone falling from a MEWP. This system should be a restraint system. This option will prevent person from falling outside of the platform. This system consists of a fully body harness connected to a lanyard. The lanyard is then connected to a manufacturer designated anchor point designed to support the weight. In addition:

- The lanyard should be short enough to restrain the user in the basket.

- Tying off to an adjacent pole, facility structure or other equipment is prohibited.
- Standing on any guardrails of the MEWP is prohibited.
- THE MEWP is not used to transfer people from one level to another or as an elevator or material lift.
- Ensure the safe working load (SWL) is verified and clearly displayed on the platform. This should never be exceeded. Always take into consideration the weight of personnel, equipment, and materials.
- Use spreaders, outriggers as available.
- Set up safe traffic management plan to segregate the MEWP activity.

20.9 MEWPS Rescue Plan

A rescue plan is a requirement and must be documented. This is part of the training program.

Employees should be trained on the procedures and follow them in the event of a fall or being a witness to a fall.

Designated employee on ground with complete knowledge on handling an emergency and MEWP ground controls.

When a person falls or is ejected, suspension trauma can occur within 18 minutes. Serious injury followed by death can occur in 30 minutes or less. The ANSI Z359/406.1 Standard recommends the goal should be rescue within 6 minutes. OSHA 1926.502(D)(20) “the employer shall provide for prompt rescue of employees in the event of a fall or shall assure the employees are able to rescue themselves.”

Training

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

Self-Rescue

- Primary platform controls – Occupant slowly lowers platform.
- Ground platform controls - Ground worker accesses override controls at base of MEWP and lowers the platform.
- Employee has fallen out of basket and is hanging in harness:
- Suspension Trauma Safety Straps – Employee can stand in straps attached to harness to relieve pressure applied to arteries and veins until rescued.
- Notify emergency services.

Assisted Rescue

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

Technical Rescue

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

Example: Worker is injured.

- Contact 911.
- At minimum one person on crew should be first aid/CPR trained. Use training to treat or at minimum assure injured party.

Example: Worker is hanging from basket in harness and there are no working controls on MEWP and there is not a secondary MEWP on site.

- Call 911.
- Describe injury and urgency with suspension trauma.

Example: Electrical power line contact.

- Worker is injured.
- Contact 911.

- Secure area to keep others away from electrical exposure.
- Do not attempt rescue.
- Notify supervisor.

Example: Worker has collapsed in MEWP platform in a confined space tunnel.

- Contact 911.
- Secure area to keep others away from hazardous atmosphere.
- Do not attempt rescue.

21 PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

21.1 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.

21.2 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.

21.3 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.

21.4 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

21.5 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.

22 SANITATION

22.1 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.

22.2 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.

23 SCAFFOLDING

23.1 Purpose

If these guidelines in any way conflict with any State, Local, Federal, or other Government Statute or Regulations, said Statute or Regulation shall supersede these guidelines and it shall be the responsibility of each user to comply therewith.

Scaffolds shall be provided for all work that cannot be done safely by employees standing on permanent or solid construction at least 20 inches wide, except where such work can be safely done from ladders.

All employees that work on scaffold must be trained on the hazards of scaffolding including falls and collapses, electrical hazards, proper loading, proper access, and object falling hazards. Retraining will be required annually and upon any violation. Training must be done by a Competent Qualified Person, following all Federal and State Requirements. Scaffolding must be inspected daily for safe use (inspect prior and periodically during use) by a Competent Person.

Unsafe equipment or conditions must be tagged out by Competent Person and must be complied with. Tagging system is as follows:

- "DANGER" - Red, or predominantly red, with lettering or symbols in a contrasting color.
- "CAUTION" - Yellow, or predominantly yellow, with lettering or symbols in a contrasting color.
- "WARNING" - Orange, or predominantly orange, with lettering or symbols in a contrasting color.
- "BIOLOGICAL HAZARD" - Fluorescent orange or orange-red, or predominantly so, with lettering or symbols in a contrasting color.

Note: Only Qualified and Competent Personnel are allowed to modify scaffolding systems. Non-qualified personnel may create more hazards.

23.2 General Guidelines

a) Post these Scaffolding Guidelines in a conspicuous place and be sure that all persons who erect, dismantle, or use scaffolding are aware of them.

b) Follow all state, local and federal codes, ordinances, and regulations pertaining to scaffolding.

c) For scaffolding that will be erected more than 36’ in height Cal/OSHA requires an annual scaffolding permit and a notification of activity for each project.

d) Survey the job site. A survey shall be made of the job site for hazards, such as earth fills, ditches, debris, high tension wires, unguarded openings and other hazardous conditions created by other trades. These conditions should be corrected or avoided as noted in the following sections.

e) Inspect all equipment before using. Never use any equipment that is damaged or defective in any way. Remove it from the job site.

f) Scaffolds must be erected in accordance with design and/or manufacturer’s recommendations.

g) Do not erect, dismantle, or alter a scaffold unless under supervision of a Qualified Person.

h) Do not abuse or misuse the scaffold equipment.

i) Erected scaffolds should be continually inspected by users to be sure that they are maintained in a safe condition. Report any unsafe condition to your supervisor.

j) Never take chances! If in doubt regarding the safety or use of scaffold, consult your scaffold supplier.

k) Never use equipment for purposes or in ways for which it was not intended.

l) Do not work on scaffolds if your physical condition is such that you feel dizzy or unsteady in any way.

m) Scaffolding should not be used in unsafe weather conditions including wet or slippery conditions or high winds unless it is a necessary part of construction work.

n) Opaque finishes are unacceptable for use on wood platform.

o) If there are any overhead hazards posed to workers on scaffolding, proper protection should be in place.

p) Materials should be hoisted to scaffolding platform levels if they cannot be safely carried by workers. Tag lines should always be used when materials are being hoisted.

23.3 Scaffold Design and Construction

1. Scaffolds shall be constructed of select grade lumber or other suitable materials such as steel or aluminum members of known strength characteristics. All bolts used for constructing scaffolding should be installed and used properly. Where materials other than wood are used, or where scaffold designs differ from those specified in these Orders, the scaffold and its parts must provide a degree of strength, rigidity, and safety equivalent to that provided by the described scaffold it replaces.

2. Prohibited Types of Scaffolds. Lean-to or jack scaffolds, shore scaffolds, nailed brackets, loose tile, loose brick, loose blocks, stilts, or other similar unstable objects shall not be used as working platforms, or for the support of such platforms.

3. Each scaffold shall be designed and constructed using a dead load safety factor that will ensure the scaffold supports, without failure, its own weight and 4 times the maximum intended working (live) load applied or transmitted to it. Maximum intended working loads shall be as follows:

(a) Light-duty scaffolds: 25 pounds per square foot of work platform.

- Exception: Light-duty interior scaffolds shall adhere to the loading requirements contained in Section 1640(c)(1).

(b) Medium-duty scaffolds: 50 pounds per square foot of work platform.

(c) Heavy-duty scaffolds: 75 pounds per square foot of work platform.

(d) Special-duty scaffolds: exceeding 75 pounds per square foot of work platform as determined by a qualified person or a Civil Engineer currently registered in the State of California and experienced in scaffold design.

Wood scaffolding nailing procedures

All nailed joints in scaffolds and wooden falsework must contain enough properly placed nails of ample size to carry the loads they are intended to support. Nailed joints or connections shall not be used to support concrete hoppers with a capacity in excess of 1/2 cubic yard. Double-headed nails shall not be used for attaching railings or in other service where the projections might catch on the clothing of workers or create similar hazards. No nail smaller than 8-penny shall be used in the construction of scaffolding. All nails shall be driven full length or to the first head when double-headed nails are used.

The minimum number of nails per connection shall be in accordance with the following table:

	1" x 6" Material	*1" x 8" Material*	*2" Material*
Ledgers	4-8d	5-8d	2-16d
Ribbons	3-8d	3-8d	
Braces	3-8d	3-8d	2-16d
Guardrails	2-8d	2-8d	2-16d

23.4 Guidelines for Erection and Use of Scaffolds

a) A scaffold's base must be set on an adequate pad to prevent slipping or sinking and fixed thereto where required. Any part of a building or structure used to support must be capable of supporting the maximum intended load to be applied.

b) Use adjusting screws or other approved methods instead of blocking to adjust in uneven conditions.

c) Bracing, Leveling and Plumbing of Frames or Scaffolds:

   1. Plumb and level all scaffolds as the erection proceeds. Do not force frames or braces to fit. Level the scaffolds until proper fit can easily be made.

   2. Each frame or panel shall be braced by horizontal bracing, cross bracing, diagonal bracing, or any combination thereof, for securing vertical members together lateral. All brace connections shall be made secure in accordance with the manufacturer's recommendations.

d) Bracing, Leveling and Plumbing of Tube & Clamp and System Scaffolds:

   1. Posts shall be erected plumb in all directions, with the first level of runners and bearers positioned as closed to the ground as feasible. The distance between bearers and runners shall not exceed manufacturer's procedures.

   2. Plumb, level and tie all scaffolds as erection proceeds.

3. Fasten all couplers and/or connections securely before assembly of next level.

4. Vertical and/or horizontal diagonal bracing must be installed according to manufacturer's recommendations.

e) Tie continuous (running) scaffold to the wall or structure at each end and at least every 30' of length when scaffold height exceeds the maximum allowable free-standing dimension. Begin ties or stabilizers when the scaffold height exceeds that dimension and repeat at vertical intervals not greater than 26'. The top anchor shall be placed no lower than four (3) times the base dimension from the top of the completed scaffold. Anchors must be used to prevent scaffold from tipping into or away from wall or structure. When scaffolds are partially or fully enclosed or subjected to overturning loads, specific precautions shall be taken to insure the frequency and adequacy of ties to the wall and structure. Due to increased load resulting from wind or overturning loads, the scaffolding component to which ties are secured to shall be checked for additional loads.

f) When free standing scaffold towers exceed three (3) times their minimum base dimension vertically, they must be sustained from tipping. Free standing scaffold shall not exceed 3 times the smallest dimension of the base.

g) Do not erect scaffold near electrical power lines unless proper precautions are taken. Consult the power service company for advice.

h) A means of access to all platforms shall be provided.

i) Do not use ladders or makeshift devices on top of scaffolds to increase height.

j) Provide guardrails and mid-rails at each working platform level where open sides and ends exist above working platforms of 30 inches. Toe boards are required at or above 6ft.

k) Brackets and Cantilevered Platforms:

1. Brackets for System Scaffolds shall be installed and used in accordance with manufacturer's recommendations.

2. Brackets for Frame Scaffolds shall be seated correctly with side brackets parallel to the frames and end brackets at 90 degrees to the frames. Brackets shall not be bent or twisted from normal position. Brackets (except mobile brackets designed to carry materials) are to be used as work platforms only and shall not be used for storage of materials or equipment.

3. Cantilevered Platforms shall be designed, installed, and used in accordance with manufacturer's recommendations.

l) All scaffolding components shall be installed and used in accordance with manufacturer's recommended procedure. Components shall not be altered in the field. Scaffold frames and their components manufactured by different companies shall not be intermixed unless the component parts readily fit together, and the resulting scaffold's structural integrity is maintained by the user.

m) Planking:

1. Work platforms shall cover scaffold bearer as completely as possible. Only scaffold grade wood planking, or fabricated planking and docking meeting scaffold use requirements shall be used.

2. Check each plank prior to use to be sure plank is not warped, damaged, or otherwise unsafe.

3. Planking shall have at least 12” overlap and extend 6” beyond center of support or be closed or restrained at both ends to prevent sliding off supports.

4. Solid sawn lumber, LVL (laminated veneer lumber) or fabricated scaffold planks and platforms (unless cleated or restrained) shall extend over their end supports not less than 6” nor more than 18”. This overhang should not be used as a work platform.

n) For Putlogs and Trusses, the following additional guidelines apply:

1. Do not cantilever or extend putlogs/trusses as side brackets without thorough consideration for loads to be applied.

2. Putlogs/trusses should extend at least 6” beyond point of support.

3. Place proper bracing between putlogs/trusses when the span of the putlog/truss is more than 12”.

o) For Rolling Scaffolds the following additional guidelines apply:

1. Riding a rolling tower is very hazardous. The Scaffold Industry Association does not recommend nor encourage this practice. However, if you choose to do so, be sure to follow all State, Federal or other Government Guidelines.

2. Casters with plain stems shall be attached to the panel or adjustment screw by pins or other suitable means.

3. No more than 12’ of the screw jack shall extend between the bottom of the adjusting nut and the top of the caster. All work levels shall be level with the use of base plates or screw jacks.

4. Wheels and casters shall be provided with locking means to prevent center rotation and scaffold movement and shall be kept locked. They must be properly designed for strength and dimensions.

5. Joints shall be restrained from separation.

6. Use horizontal diagonal bracing near the bottom and at 20’ intervals measured from the rolling surface.

7. Do not use brackets or other platform extensions without compensating for the overturning effect.

8. The platform height of a rolling scaffold must not exceed three (3) times the smallest base dimension.

9. Cleat or secure all planks.

10. Secure or remove all materials and equipment from platform before moving.

11. Do not attempt to move a rolling scaffold without sufficient help. Watch out for holes in floor or overhead obstructions. Stabilize against tipping.

12. Platform Planks at Corners. When a scaffold materially changes its direction, the platform planks shall be laid to prevent tipping. The planks that meet the corner ledger at an angle shall be laid first, extending over the diagonally placed ledger far enough to have a good safe bearing, but not far enough to involve any danger from tipping. The planking running in the opposite direction at an angle shall be laid so as to extend over and rest on the first layer of planking.

p) Guardrails:

- Guardrails are to be installed at all open sides above 7 ½'. If manufacturers call for guardrails at any height, then that must be followed.
- Guardrails are installed at 42-45" above platform and mid-rails at half the height and must follow the Cal/OSHA requirements.

q) Safe Use of Scaffold:

1. Prior to use, inspect scaffold to insure it has not been altered and is in safe working condition.
2. Erected scaffolds and platforms should be inspected continuously by those using them.
3. Exercise caution when entering or leaving a work platform.
4. Do not overload scaffold. Follow manufacturer's safe working load recommendations.
5. Do not jump onto planks or platforms.
6. Do not use ladders or makeshift devices on top of working platforms to increase the height or provide access from above.
7. Climb in access areas only and use both hands.
8. Tag all defective parts. An example would be a bent frame or ledger. Do not bypass or remove a tag. This is grounds for immediate termination.
9. Modifications can only be made by a Qualified Person. Any non-qualified person who modifies scaffolding will be terminated.

23.5 When Dismantling Scaffolding, the following additional guidelines apply:

a) Check to ensure scaffold has not been structurally altered in a way which would make it unsafe and, if it has, reconstruct where necessary before commencing with dismantling procedures. This includes all scaffold ties.

b) Visually inspect planks prior to dismantling to be sure they are safe.

c) Consideration must be given as to the effect removal of a component will have on the rest of the scaffold prior to that component's removal.

d) Do not accumulate excess components or equipment on the level being dismantled.

e) Do not remove ties until scaffold above has been removed (dismantled).

f) Lower dismantled components in an orderly manner. Do not throw off scaffold.

g) Follow erection procedures and use manuals.

23.6 Mobile Scaffolding

a) The minimum dimension of rolling scaffold shall not be less than 1/3 the height of the scaffold unless the scaffold is securely guyed or tied.

b) Railings are required at 7 % feet or more above grade.

c) Uprights shall not exceed 24 inches without being braced to manufacture's specifications.

d) Wheels or casters shall be provided with an effective locking device and kept locked when working or climbing on scaffold. At least two of the four must be swivel type.

e) All wheels or casters must be able to support 4 times intended load.

f) Joints of metal scaffolding shall be locked together with lock pins, bolts or equivalent fastening, including caster joints. Lock pins must be of locking type.

g) Platform planks on rolling scaffolds shall not project farther than 18 inches past supports at the edges of scaffold. An effective method of preventing platform planks from slipping off must be provided. The nailing of cleats more than 1 inch material on the underside of each projecting end, or equivalent means.

h) Platforms shall be tightly planked for the full width of scaffold except for necessary entrance openings.

24 TRENCHING & EXCAVATION

24.1 General

An excavation, as defined by OSHA, means any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal. All excavation work performed by our company or a sub-contractor shall conform to the guidelines of this policy and the above referenced OSHA standards. If the subcontractor's procedures and policies meet or exceed this document, the subcontractor's policy and procedures shall be used.

This policy and procedure is limited to excavations of less than 20'in depth. Excavations that exceed 20' require a protective system designed by a qualified professional engineer.

24.2 Definitions

An excavation, as defined by OSHA, means any man-made cut, cavity, trench, or depression in an earth surface, **Accepted Engineering Practices** are those requirements that are compatible with standards of practice required by a registered professional engineer.

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

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

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

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

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

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

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

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

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

Kick out is the accidental release or failure of a cross brace.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

24.3 Competent Person

An excavation, as defined by OSHA, means any man-made cut, cavity, trench, or depression in an earth surface, The Subcontractor is responsible for the designation of a Competent Person for each excavation. C&F Concrete, Inc. reserves the right to review the qualifications of any Sub-Contractor furnished Competent Person. The competent person is responsible for implementing all aspects of compliance with trenching and excavation operations.

24.4 Cal/OSHA Documentation

If we choose to allow employees to enter a trench 5' or deeper, dur company will maintain an annual trenching permit from Cal/OSHA. In addition, prior to workers entering a trench 5' or deeper our company will notify the Cal/OSHA office that has jurisdiction over the project. This will be done utilizing Cal/OSHA's notification of activity form.

24.5 Call Before You Dig

Before excavation work begins approval must be sought through the state agency that requires calling before you dig. (Example: www.digalert.com for California). Excavation work may not process until the process for marking and flagging is complete, and approval is given to proceed.

24.6 Pre-Excavation Checks

The following checks are to be done prior to beginning excavation activities:

Identify hidden obstructions or hazards by obtaining and checking site plans identifying underground pipes or utilities in the area of the excavation. Follow requirements for locating and marking underground utilities.

Care should be used as these plans and records may not be up-to-date or accurate.

Check the area for previously disturbed ground. Excavations in previously disturbed ground may require additional bracing and shoring. Previously disturbed ground near a new excavation may also require use of bracing and shoring in the new excavation.

24.7 Soil Classification

An excavation, as defined by OSHA, means any man-made cut, cavity, trench, or depression in an earth surface, The competent person is to determine the soil type as either (1) Stable rock, (2) Type A, (3) Type B (4) Type C. The classification of soil is to be made based on the result of at least one visual and one manual test. Manual tests can be performed by (1) Thumb penetration test, (2) Plasticity Test, (3) Drying test (4) Pocket penetrometer test. Soil cannot be classified as type A if it is fissured or has been previously disturbed.

24.8 Protective Systems

An excavation, as defined by OSHA, means any man-made cut, cavity, trench, or depression in an earth surface, all trenches 5 feet or more in depth are required to have a protective system. The trench must be shored, benched, sloped, or shielded according to OSHA regulations and to protect workers.

Excavations shallower than 5 feet shall also be sloped or shored if they are in unstable soil.

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

The depth of an excavation shall be measured at its greatest vertical dimension.

Spoil piles, located close to the edge of an excavation (within 2') shall affect the vertical depth.

Sloping and Benching

Sloping and benching is a cutting back of the trench walls to the proper angle of repose. Angles of repose are dependent upon soil classification, water condition, previous soil disturbances, etc. The proper angle should be determined by a competent person for each trench. Where the excavation has water conditions, silty material, loose boulders, and areas where erosion, deep frost action, and slide planes appear, the angle of repose shall be flattened. Sloping and benching is to be done at the following ratio, measured from the bottom of each trench wall to the top.

Type A soil: ¾:1 (53 degrees)

Type B soil: 1:1 (45 degrees)

Type C soil: 1 ½:1 (34 degrees)

Shoring and Shielding

Shoring of a trench may be accomplished with the use of wood timbers, screw jacks, aluminum hydraulic shoring or combinations of all of these methods. The type of shoring to be used is determined by the soil type and soil conditions. Ground water and water intrusion can weaken the soil face and add weight, increasing the force on the shores. If the excavation is below the water line, the shoring should be driven below the bottom of the surface of the trench to prevent undermining.

Timbers shall be in sound condition and free of major defects. They shall be equal to the grade size specified. Workers shall be alert for the warning signs of splintering or separating wood fibers**.**

Pressure Gauges, cylinders and rails shall all be in good condition if hydraulic shoring is used. Signs of fluid leakage shall be detected and repaired.

Aluminum hydraulic shoring is to be installed according to the OSHA standard and the manufactures specifications and recommendations.

Shields are to be installed in accordance with the OSHA standard, and the manufacturers specifications and recommendations.

No one is allowed in the trench while shoring or shielding systems are being installed or removed.

The tabulated data must be on site.

24.9 Trench Hazards

Weather conditions can affect the water content of the soil through excess water from rain or melting ice and snow. Water can liquefy firm soil and increase pressure on the shores.

Freezing of the ground and quick thaw can undermine a shoring system and cause failure.

Soils can change properties from exposure to the air. Air exposure can turn hard, solid soil to soft, slippery soil.

Vibrations from machinery, roadways, railroad tracks, explosives, flares, etc., can cause increased loads on a shoring system and extra sheeting and shoring may be needed.

The location of the spoils may also affect the pressure on a shoring. Spoils must be kept no closer than 2 feet from the trench. Increase the distance when site conditions warrant.

The edges of all open trenches must be protected. Barricades are to be erected to prevent accidental entry, and to prevent equipment from falling into the excavation.

All tools, equipment and supplies must be kept back from the excavation edge to prevent accidental slippage into the trench.

Hydrocarbon vapors are heavier than air. In locations where hydrocarbon vapors may be present, atmospheric monitoring and confined space procedures are required.

All welding and cutting torches shall be shut down at the source when workers depart the excavation or trench.

24.10 Excavation Equipment

An excavation, as defined by OSHA, means any man-made cut, cavity, trench, or depression in an earth surface, only trained and qualified personnel may operate excavation equipment.

Workers in the excavation are not to place themselves below a load being lifted overhead.

Equipment shall be shut down when the operator dismounts the equipment.

Refueling of equipment shall not take place in the immediate vicinity of the site.

A knowledgeable signal person must be in place when equipment operators cannot see the bottom of the excavation.

24.11 Daily Inspections

Daily inspections of the excavation and shoring equipment must be conducted by a competent person and documented.

Should an unsafe condition be discovered, work shall stop immediately in the affected area and corrective action taken.

Inspections must also be performed after rainstorms, snowstorms or any other occurrence which may alter the condition and hazard of the trench.

24.12 Access and Egress

An excavation, as defined by OSHA, means any man-made cut, cavity, trench, or depression in an earth surface, A means of access and egress must be provided within 25 feet of every worker in a trench 4’ or more in depth.

Ladders shall be in good condition, extend 3 feet over the top of the trench and be secured in such a manner as to prevent movement while in use.

Walkways, runways, and sidewalks must be kept clear of excavated material or other obstructions.

No sidewalk, ramp or walkway is to be undermined unless properly shored.

24.13 Training

No one may work in or around a trench / excavation without the proper training for each worker involved. Even contractors not initiating trenching but are in close proximity, should have a basic awareness program that addresses all items within this program.

24.14 Soil Classifications

The OSHA codes classify all soils as stable tock, type A, B, or C. The maximum allowable excavation slope depends on the soil type. The soil types are defined by the code as follows:

Type A Soils are defined as:

Cohesive soils with an unconfined compressive strength greater than 1.5 tons per square foot. (Unconfined compressive strength can be determined by lab tests, pocket penetrometer, thumb penetration test, etc.)

However, no soil is "Type A" if any of the following apply:

- The soil is fissured.
- The soil is subject to vibration from heavy traffic, pile driving, etc.
- The soil has been previously disturbed.
- The soil is part of a sloped, layered system where the layers dip into the excavation on a slope of 4 horizontal to 1 vertical or greater.
- The material is subject to other factors that could make it a less stable material.

Type B Soils are defined as:

- Cohesive soils with an unconfined compressive strength between 0.5 tsf and 1.5 tsf.
- Some granular soils, including angular gravel, crushed rock, silt, silty loam, sandy loam and some silty or sandy clay loam.
- Soils that are fissured, previously disturbed, or subject to vibration, which would otherwise be "type A" soils.
- Soil that is part of a sloped, layered system where the layers dip into the excavation on a slope of less than 4 horizontal or 1 vertical, which are note "Type C" soils.
- Dry rock that is not stable.

Type C Soils are defined as:

- Cohesive soils with an unconfined compressive strength of 0.5 tsf or less.
- Granular soils, including gravel, sand, and loamy sand.
- Submerged soil, or soil from which water is freely seeping.
- Submerged rock that is not stable.
- Soil in a sloped, layered system where the layers dip into the excavation on a slope of 4 horizontal to **1** vertical or steeper.

24.15 Checklist for Trenching / Excavation Work

1. Obtain permit from the Division of Occupational Safety and Health District Office (DOSH).

2. The permit must be available for inspection at the jobsite.

3. Job notification must be given to the nearest District Office of DOSH prior to digging.

4. Determine and locate underground utilities by calling 1-800-422-4133 (USA) and company must be notified within 48 hours.

5. A Qualified Person must supervise the trench or excavation at all times.

6. Remove trees, poles, boulders, and similar objects that may be hazardous to workers.

7. The Qualified Person shall assess the job site from possible moving ground, also after rainstorm, earthquake, or other events prior to the employees' exposure to the excavation.

8. Workers shall be protected by shoring, sloping, benching, casing or other equivalent alternative methods. Protective devices or materials which are utilized shall conform with the type of soil present at the jobsite. (See T-8 CCR 1540-1547).

9. Spoils/dirt shall be kept 2 feet from the edge of the trench/excavation. Check for cracked and sloughing around and above the excavation area. 1540 (e)(1).

10. Provide a convenient way for workers to enter and leave the excavation, ladders shall be a minimum 25 feet from one another. 1540 (g)(1).

11. If crossing is placed above trench/excavation, a standard guardrail shall be installed when the depth of the excavation is 7 $^{1}/_{2}$ feet or more.

12. Do not excavate beneath the base of an adjacent foundation, retaining wall or other structure so as to undermine such structure. Support undermined sidewalk and adjoining structures if these conditions exist.

13. Do not use an existing wall or structure as a retaining wall until it will safely support the expected load. The qualified personnel must determine this.

14. Protective barrier, barricade, caution sign shall be provided at the excavation on remote area, or area where the employee works so they may not fall into the excavation.

15. Backfill temporary well, pits, and shafts immediately upon completion of the operation.

16. Shoring and sloping shall comply with the State of California Code of Regulations. The shoring design of an excavation/trench with a depth of 20 feet or more shall be prepared by a Registered Civil Engineer in the State of California.

17. Employees shall wear an appropriate type of steel-toed boots or shoes at the jobsite.

18. Hard hats shall be worn at the construction site.

19. Ladders/ramps used as access in the excavation shall be free of defects.

20. Employer shall read, understand, and follow the Construction Safety Orders, Rules and Regulations prescribed by Title 8 California Code of Regulations.

25 Valley Fever Awareness Program

25.1 Purpose

This section covers our company program related to Valley Fever. The intent of this program is to provide our employees with general knowledge and guidelines enabling employees to anticipate, recognize, evaluate, and control industrial hygiene hazards related to Arthroconidia (spores) of Coccidioides Immitis, a soil fungus found in the southwestern United States.

25.2 Scope

This Valley Fever Awareness Program and Policy is intended for support of and use by company operations both in business units and project operations. This is a hazard recognition and education focused program and does not imply that any training associated with this program certifies or qualifies any employee to analyze worksites for arthroconidia (Coccidioides immitis spores), measure contaminants or determine safe exposure levels.

25.3 Regulatory References

This Valley Fever Program is primarily intended for best practices.

25.4 Policy

Stop the Work – All employees are authorized to stop the work and immediately inform their supervisor if they believe an operation is unsafe or presents hazards that have not been identified or for which methods of control have not been determined.

Train Employees – All employees assigned to jobsites within suspected areas of concentration (Endemic Areas) shall be trained in Valley Fever Hazard Awareness.

Hazard Identification & Control – All employees assigned to job- sites within suspected areas of concentration (Endemic Areas) shall participate in the identification, evaluation, and control of Valley Fever hazards.

Exposure Limits – No practical method exists for determining safe or unsafe exposure limits in the fields. This program is one of education and awareness aimed at reducing exposure risk. Exposure levels are assumed to be within acceptable levels unless
a jobsite is posted or identified by a state or local health department as containing un-safe levels of Coccidioides immitis spores.

Exposure Monitoring – Medical surveillance shall be limited to documenting confirmed cases of Valley Fever among employees and the subsequent medical management of such cases.

25.5 Responsibilities

Management –Management is responsible for the following:

- Ensure that the HSE Management System adequately addresses Valley Fever Awareness and that the program is reviewed annually and revised as necessary.
- Provide Valley Fever Awareness training for all employees assign to at-risk areas.
- Provide resources to address Valley Fever related issues.
- Determine when medical surveillance is required.
- Ensure that confirmed employee infections are adequately documented.

Supervision – Supervision is responsible for the following:

- Understand the Valley Fever Awareness program.
- Provide guidance to employees on recognition and control of Valley Fever hazards.
- Implement site controls reducing employees' risk related to Valley Fever hazards.
- Provide on-the-job training for all employees assigned to jobsites within suspected areas of concentration (Endemic Areas) regarding the Valley Fever Awareness program.
- Report suspected Valley Fever infection cases; document confirmed cases.
- Enforce PPE requirements and provide discipline as necessary for PPE or any hazard control violation.

Employees – Employees are responsible for the following:

- Participate in and understand Valley Fever Awareness training.
- Follow safety rules and guidelines regarding Valley Fever hazard protection.
- Participate in JSA and hazard recognition activities. Make every effort to identify Valley Fever hazards during daily JSA's.
- Stop the work and immediately inform your supervisor if you believe an operation is unsafe or presents hazards that have not been identified during the daily JSA.
- Wear appropriate PPE.
- Inform your supervisor of concerns regarding Valley Fever hazards in the workplace.

25.6 What is Valley Fever?

Coccidioidomycosis (Valley Fever) is an infection caused by the inhalation of arthroconidia (spores) of Coccidioides immitis, a soil fungus found in the southwestern United States. The disease may occur in any individual residing, visiting, or even passing through areas of concentration (endemic areas). Any occupation or activity that creates dust from the soil is at increased risk, such as farm workers, construction workers, landscapers, soil scientists, ranchers, etc.

Valley Fever the Infection – Infections are caused by inhalation of the spores into the lungs. Once in the lungs the spores change and multiply, increasing the infection. Most cases are limited to the lungs.

Signs & Symptoms – About 60% of people infected are asymptomatic and not noticeable except by testing. Most symptomatic cases result in primary infection with relatively mild cold or influenza-like symptoms. Only about 10% of these ever seek medical attention. The symptoms may include fever, chills, night sweats, chest pains, cough, appetite loss, muscle and joint aches and skin rashes.

Severe Cases – In a very small percentage (approx. 1%) of cases the infection spreads to other organs. Infection of a vital organ can lead to death if not diagnosed and treated.

High Risk Individuals – Of those cases that become severe, the following groups tend to be at higher risk: Pregnant Women, African- Americans, Filipinos, and possibly Asians, Hispanics, and Native Americans. Individuals with AIDS or suppressed immune systems or using immunosuppressing medical treatments are also at higher risk for severe or life-threatening cases.

Infection Rates – Most long-term residents in areas of spore concentration (endemic areas) are ultimately infected. Infections are highest during hot dry spells that follow cooler rainy seasons. Infection rates also spike following large dust storms and ground disturbing activities such as construction, mining, agriculture, etc. Once a person has been infected, with even a minor case, immunity to additional infection is developed.

Endemic Regions – An endemic area or region is an area with a known concentration of the fungus that produces the arthroconidia (spores). With some exceptions endemic areas are generally arid to semiarid with low to moderate rainfall, mild winters, and long hot summers. States with endemic areas are Arizona, California, New Mexico, Nevada, Texas, and Utah.

25.7 Hazard Recognition & Control

The fungus responsible for hazardous Valley Fever spores typically grows in concentrated areas or colonies within the upper 30cm of topsoil. The spores become airborne when the soil is disturbed. Spores are extremely small and will remain suspended in air long after visible dust particles have settled-out and air appears clear. Since spore size is below the limits of human vision, identification is impossible except by laboratory analysis. As a method of hazard recognition, employees should become familiar with the condition in which the fungus typically exists, and the way spores are released into the air.

Recognition

Factors and Sites **Favorable** for the Valley Fever Fungus

- Upper 30cm - Undisturbed upper level of soil to a depth of 20-30cm.
- Virgin Undisturbed Soil – Areas that have not been cultivated or urbanized.
- Sandy & Aerated – Sandy well aerated soil with water holding capacities.
- Near Arroyos – Areas adjacent to arroyos where residual moisture is available.
- Sparse Vegetation - Areas with sparse vegetation and alkaline soils

- High Salinity – Soils with higher salinity levels
- Rodent Burrows – believed favorable because temperatures are more moderate and contain higher humidity than ground surface.

Factors and Sites **LESS Favorable** for the Valley Fever Fungus

- Heavily Urbanized Areas – Areas where little undisturbed soil exists.
- Cultivated Fields
- Heavily Vegetated Areas
- Higher Elevations - (above 7000')
- Areas Commercially Fertilized
- Areas Continually Wet
- Soils Containing Abundant Microorganisms
- Paved or Asphalt Areas – or areas where oil or other contaminants have been spilled on the ground.

Control

Controlling dust is the primary method of protection against infection. The following are suggestions for reducing infection risk by limiting exposure to dust in area of concentration.

- Avoid working outdoors during windy conditions
- Use equipment with closed cabs and air-conditioning if possible
- Avoid unnecessary digging
- Wet soils before digging
- Use dust masks – masks have not been scientifically evaluated for their effectiveness against the spores, but masks are available proven to be effective against dust particles as small as 0.4 microns, spores are many times larger.
- Use fungicides to kill the fungus - but may not be effective below the surface.
- Work up-wind of dust producing machinery.

25.8 Training

EKC Enterprises, Inc. will provide Valley Fever hazard awareness training for all employees assigned to at-risk areas or jobsites.

Training Content - Training will cover the following topics:

- EKC Enterprises, Inc. Valley Fever Awareness Program
- Responsibilities
- Hazard Recognition & Control

Personnel Training – EKC Enterprises, Inc. personnel shall receive the following training:

All employees assigned to at-risk areas or jobsites shall receive Valley Fever hazard awareness training.

Training Frequency - Training and re-training frequency shall be as follows:

Valley Fever awareness shall be included as a topic in the Industrial hygiene awareness training and shall be refreshed semi-annually as part of the Toolbox Safety Meeting Program, Hazard Communication agenda.

25.9 Reporting and Recordkeeping

Reports – All confirmed Valley Fever related events shall be reported.

Incident Report - All Valley Fever events resulting in illness of an employee and confirmed by positive medical tests shall be recorded as Incidents on an Incident Report.

Near Miss Reports – Due to the nature of the hazard near miss events are impossible to identify.

Control & Retention – Records associated with this program shall be handled in the following manner. Illnesses shall be handled pre the Incident Reporting and Record Keeping Program. Records shall be retained for a minimum of the employee's duration of employment plus 30 years.

26 WILDFIRE SMOKE EXPOSURE MANAGEMENT PROGRAM

26.1 Purpose

The purpose of this Wildfire Smoke Exposure Management Program is to protect EKC Enterprises, 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.

26.2 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.

26.3 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 PM2.5	***Levels of Health Concern***
0 to 50	Good
51 to 100	Moderate
101 to 150	Unhealthy for Sensitive Groups
151 to 200	Unhealthy
201 to 300	Very Unhealthy
301 to 500	Hazardous

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

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

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

26.4 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.

26.5 Wildfire Smoke Exposure Control Plan

Exposure Monitoring

EKC Enterprises, 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.

27 WORKPLACE VIOLENCE POLICY

27.1 Purpose

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

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

27.2 Definition

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

27.3 Policy

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

27.4 Risks from Robbery Assault or Confrontation

1. EKC Enterprises, Inc. *is* aware that employees could be at risk from incidents in the workplace. This policy has been developed to warn employees on potential of violence and how to prevent and deal with incidents.
2. Some of these risks from incidents could be the following:
    a. Robbery and Assault
    b. Abusive and Difficult Clients and Visitors
    c. Unwelcome Members of the Public

27.5 Policy

Ensure you always **DO** the following:

1. Be polite and friendly to all clients and visitors.
2. Make eye contact and greet clients and visitors as they enter the building.
3. Look for signs that clients and visitors are upset or under the influence of alcohol or drugs.
4. Encourage clients and visitors who are angry or upset to talk to the manager. If the manager is not available, give the clients and visitors a phone number to call.
5. Stay Calm. Listen to clients and visitors and respond calmly. If the clients and visitors is still verbally abusive and irritated, and it is safe to do so, move to a quieter location possibly with the help of a co-worker.
6. Make sure all-important signs stay posted. (i.e., the front door might have signs that say: “Building has limited cash after dark”.
7. Keep emergency numbers on hand. Post them on or beside each phone in the workplace.
8. Report to you Supervisor immediately if the situation is escalating and you feel threatened in any shape, way or form.

Ensure you **NEVER DO** the following:

1. Trade insults with clients and visitors or react to their anger.
2. Take clients and visitors complaints personally.
3. Talk down to clients and visitors.
4. Try and physically stop or hold someone (i.e., robber or shoplifter).
5. Never deal with escalating violent situations alone. Always ask for assistance.

27.6 Abusive and Difficult Clients / Visitors

1. Encourage clients and visitors who are angry or upset to talk to the manager.
2. If the manager is not available, give the clients and visitors a phone number to call
3. Stay Calm. Listen to clients and visitors and respond calmly
4. If the clients and visitors is still verbally abusive and irritated, and it is safe to do so, move to a quieter location possibly with the help of a co-worker.

27.7 Robbery and Assault

1. If someone tries to rob the building during working hours; don't be a hero.
2. Cooperate; give up the money and never resist.
3. Try and physically stop or hold someone (i.e., robber)
4. After the robber has left, lock the door, and call the police (911) and report to your supervisor immediately.

27.8 Unwelcomed Members of the Public

If unwelcomed members such as loiterers (i.e., youth, gangs, etc.), homeless people, addicts, etc. are seen entering the building or located in front of the building premises, you should:

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

27.9 Risk Assessments

1. EKC Enterprises, Inc. *will* conduct a risk assessment of the work environment to identify any issues related to potential violence that may impact the operation and will institute measures to control any identified risks to employee safety.
2. The risk assessment may include review of records and reports i.e., security reports, employee incident reports, staff perception surveys, health, and safety inspection reports, first aid records or other related records.
3. Specific areas that may contribute to risk of violence may include contact with public, exchange of money, receiving doors, working alone or at night etc. Research may also include a review of similar workplaces with respect to their history of violence.

27.10 Mutual Respect

1. EKC Enterprises, Inc. *recognizes* that to achieve its vision, the environment it provides must be one that demonstrates respect, dignity, equity, and safety for all EKC Enterprises, Inc. *employees*.
2. EKC Enterprises, Inc. *promotes* responsibility, respect, civility, and professional excellence in a safe work environment. Any form of discrimination or harassment is prohibited, and EKC Enterprises, Inc. *considers* all complaints seriously.
3. All investigations will be timely, thorough, objective, and fair to all affected parties. Every person has the right to report an incident or suspected incident without fear of reprisal.

4. For complaints and further information regarding harassment or discrimination, please refer to EKC Enterprises, Inc. *Bullying* and Harassment Policy.
5. The purpose of the Mutual Respect Policy is to maintain a working environment that is amenable to all, and free from acts of harassment, discrimination, and undue distraction or hardship.
6. This policy shall outline appropriate workplace conduct, including:
    a. Personal privacy
    b. Language
    c. Noise
    d. Distraction
    e. Workplace cleanliness

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:

Safety Training

Safety Training must be provided for employees in the performance of their duties

NAME _____

DEPARTMENT _____

The employee has been given the safety indoctrination, advised of company safety rules, and needs additional training as indicated below.

TRAINING TOPIC	Date Training Must Be Completed	Date Training Completed	Initials of Trainer	Initials of Employee

EMPLOYEE VIOLATION WARNING NOTICE

DATE: _____ LOCATION: _____

EMPLOYEE NAME: _____

==========

☐ lst Violation ☐ 2nd Violation ☐ 3rd Violation

==========

You are hereby warned and have been counseled on:

Disciplinary action taken:

Issued by: _____ Reviewed by: _____

Supervisor Director of Safety / Human Resources

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

_____ _____

Employee Signature Date

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

MEWPS Frequent Inspection Checklist

MAKE: _____ **MODEL:** _____ **DATE:** _____

INSPECTOR: _____

All inspections should be conducted in accordance with manufacturer's manual and guidelines.

	Current inspection sticker (Must be within 13 months)	YES	NO	N/A	COMMENTS
Documentation	Operator(s) Certified	☐	☐	☐	
Documentation	Manufacturer's operator manual is in weatherproof box	☐	☐	☐	
Documentation	Rescue Plan	☐	☐	☐	
Wheels/Tires	Wheel security (nuts, retainers: loose, damaged, missing)	☐	☐	☐	
Wheels/Tires	Tire pressure (pneumatic, foam filled or solid)	☐	☐	☐	
Wheels/Tires	Cuts, splits, exposed braiding, damaged rims	☐	☐	☐	
Engine/Power Source	Fluid levels (enbvine oil, coolant, fuel)	☐	☐	☐	
Engine/Power Source	Fluid leakage on ground and around engine	☐	☐	☐	
Engine/Power Source	Battery (electrolyte, security and charging plug condition)	☐	☐	☐	
Hydraulics	Hydraulic fluid level	☐	☐	☐	
Hydraulics	Leaks (hoses, pipe connections, rams, cylinders)	☐	☐	☐	
Hoses and cables	Security and condition (cuts, chaffing, bulges)	☐	☐	☐	
Hoses and cables	Power track cable trays (free from damage and debris)	☐	☐	☐	
Outriggers, stabilizers	General condition, pins/retainers, footplate	☐	☐	☐	
Outriggers, stabilizers	Spreader plates (present, condition, secure for travel)	☐	☐	☐	
Outriggers, stabilizers	Interlocks (functioning, engaging)	☐	☐	☐	
Chassis, boom and scissor pack	General condition (damage, misalignment, corrosion)	☐	☐	☐	
Chassis, boom and scissor pack	Cracks in weld	☐	☐	☐	
Chassis, boom and scissor pack	Pins, retainers and chains (security, signs of wear)	☐	☐	☐	
Chassis, boom and scissor pack	Canopies, guards, engine covers (security and condition)	☐	☐	☐	
Platform or cage	Steps for access/egress (secure, undamaged, clear)	☐	☐	☐	
Platform or cage	Entrance gate, guardrails, retaining pins	☐	☐	☐	
Platform or cage	Harness anchor points	☐	☐	☐	
Platform or cage	Clear of rubbish, debris, obstructions	☐	☐	☐	
Decals and signage	ID plate, safety, warning, and information decals (legible).Wind load chart. Inspection sticker	☐	☐	☐	
Decals and signage	Controls (identification decals, directional arrows)	☐	☐	☐	
Decals and signage	Platform loads (SWL, mqx. windspeed, max. number of persons)	☐	☐	☐	
Using Ground (G) And Platform (P) controls	Security device (power isolator, keypad, smart card)	☐	☐	☐	
	Function enables (ignition key, foot switch, hold to run device)	☐	☐	☐	
	Emergency stops and emergency lowering system	☐	☐	☐	
	All switches, function controls (move freely, do not stick)	☐	☐	☐	
	Lifting functions (raise lower, slew, tele-out, tele-in)	☐	☐	☐	
	Travel functions (forward, reverse, steer, brakes)	☐	☐	☐	
	Elevated drive speed (reduced or prevented)	☐	☐	☐	
	Lights, beacons, warning devices	☐	☐	☐	
	Alarms (tilt, descent, and travel)	☐	☐	☐	
	Limit switches (e.g. descent, load, outreach, rotation)	☐	☐	☐	
	Pothole protection device (fully deploys and retracts)	☐	☐	☐	
	Oscillating axle locks, extending decks	☐	☐	☐	
	Accessories, power to platform, extending decks	☐	☐	☐	
	Jack-legs, stabilizers, outriggers, leveling devices	☐	☐	☐	

All malfunctions, defects, safety violations, safety issues, hazards MUST BE IMMEDIATELY REPORTED TO SUPERVISOR

Only persons who are trained and authorized by their employer should operate this equipment.

MEWPS Frequent Inspection Checklist

MAKE:_____ **MODEL:**_____ **DATE:** _____

QUALIFIED INSPECTOR/OPERATOR: _____

All inspections should be conducted in accordance with manufacturer's manual and guidelines.

	YES	NO	N/A	COMMENTS
Qualified person Operator(s) certified and certification on site	☐	☐	☐	
Wind load chart	☐	☐	☐	
Manufacturer's operator manual is in weather proof box	☐	☐	☐	
All manufacturer's specified items and updated bulletins	☐	☐	☐	
All functions and controls (emergency ops, speed, limits of motion)	☐	☐	☐	
Ground level controls, overriding of additional controls	☐	☐	☐	
All chain and cable mechanisms, for adjustment and worn or damaged parts	☐	☐	☐	
All guards are in place and in good working order	☐	☐	☐	
Lubrication of all moving parts, inspection of filter element(s), hydraulic oil, engine oil, coolant	☐	☐	☐	
Visual inspection of structural components (fasteners, pins, shafts, turntable attachment devices and locking devices	☐	☐	☐	
Instructions, warnings and control markings are in place and legible	☐	☐	☐	
Hydraulic or pneumatic systems, for proper fluid or pressure levels and observable for proper operation, damage, leaks, external wear	☐	☐	☐	
Ele3ctrical systems, for signs of damage, deterioration, dirt or moisture accumulation	☐	☐	☐	
Tires for damage and proper inflation (as applicable)	☐	☐	☐	
Wheel fasteners are in place and tightened	☐	☐	☐	
Lights for proper operation and illumination (as applicable)	☐	☐	☐	
Battery fluid level, connections secure with no damage, corrosion	☐	☐	☐	
Drive systems, brakes, steering and speed controls	☐	☐	☐	
Audible or visual alarms	☐	☐	☐	
Communication system between platform and ground working properly	☐	☐	☐	
Annual inspection sticker with date	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	

All negative faults, defects, safety violations, safety issues, hazards MUST BE IMMEDIATELY REPORTED TO SUPERVISOR

Only persons who are trained and authorized by their employer should operate this equipment.

MEWPS Pre-Start Inspection Checklist

MAKE_____ **MODEL**_____ **WEEK**_____

QUALIFIED INSPECTOR/OPERATOR_____

All inspections should be conducted in accordance with manufacturer's manual and guidelines.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Operators Manual(s) in a waterproof box	☐	☐	☐	☐	☐	☐
Safety decals are in place and readable	☐	☐	☐	☐	☐	☐
Wind load chart	☐	☐	☐	☐	☐	☐
All guardrails are sound and in place, basket chains and gate door	☐	☐	☐	☐	☐	☐
Control panel is clean and all buttons/switches are clearly visible(no paint or overspray)	☐	☐	☐	☐	☐	☐
Emergency lowering function operates properly	☐	☐	☐	☐	☐	☐
Lower controls override the upper controls	☐	☐	☐	☐	☐	☐
Drive controls function properly and are accurately labeled (verify up, down, left, right, forward, backward)	☐	☐	☐	☐	☐	☐
Audible and visual alarms and beacons	☐	☐	☐	☐	☐	☐
Motion alarms are functional	☐	☐	☐	☐	☐	☐
PPE – Hardhats, safety glasses, face shields, safety vests, boots	☐	☐	☐	☐	☐	☐
Air, hydraulic and fuel system leaks	☐	☐	☐	☐	☐	☐
Electrical cables and wiring harness	☐	☐	☐	☐	☐	☐
Loose, damaged, worn or missing parts	☐	☐	☐	☐	☐	☐
Tires, pressure as applicable, wheels and wheel fasteners	☐	☐	☐	☐	☐	☐
Instructions, warnings, control markings	☐	☐	☐	☐	☐	☐
Structural – extended platforms	☐	☐	☐	☐	☐	☐
Structural – outriggers	☐	☐	☐	☐	☐	☐
Work platform – guardrail, floor, anchorage and mounting	☐	☐	☐	☐	☐	☐
Work platform – cleanliness, rust, bent frames	☐	☐	☐	☐	☐	☐
Brake operation and performance	☐	☐	☐	☐	☐	☐
Fluid levels – engine coolant, engine oil, hydraulic oil	☐	☐	☐	☐	☐	☐
Pins, pin securing devices	☐	☐	☐	☐	☐	☐
Visible damage to the platform and extended structure	☐	☐	☐	☐	☐	☐
Visible damage to the access to the work platform	☐	☐	☐	☐	☐	☐
Cleanliness of the access to the work platform	☐	☐	☐	☐	☐	☐
Operation of stabilizers/outriggers, extendable oscillating axles	☐	☐	☐	☐	☐	☐
Manufacturer Specific items Required:	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐

All malfunctions, defects, safety violations, safety issues, hazards MUST BE IMMEDIATELY REPORTED TO SUPERVISOR

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MEWPS Pre-Use Inspection Checklist

MAKE:_____ **MODEL:**_____ **DATE:** _____

OPERATOR:_____ **LOCATION:** _____

All inspections should be conducted in accordance with manufacturer's manual and guidelines.

Pre Start-up Walk Around	OK	NO	N/A	Powered Checks	OK	NO	N/A
Wheels, tires & axles – condition/inflation	☐	☐	☐	Engine – starts/oil pressure	☐	☐	☐
Hydraulic components – condition/leaks	☐	☐	☐	Battery – charge level	☐	☐	☐
Data stickers – accurate/legible	☐	☐	☐	Gauges & instruments – hour meter/warning lights	☐	☐	☐
Annual inspection verified	☐	☐	☐	Ground and Platform Controls	☐	☐	☐
Battery tray – opens/closes easily, latch/lock shut	☐	☐	☐	Elevating section – raise/lower	☐	☐	☐
Cover panels- open/close easily, latch/lock shut	☐	☐	☐	Drive – forward & reverse	☐	☐	☐
Engine – fluids/filters/belts/hoses	☐	☐	☐	Steer – Left & right	☐	☐	☐
Batteries – clean/dry/secure/caps-cables/level	☐	☐	☐	Horn	☐	☐	☐
Fuel tank/level	☐	☐	☐	Outriggers/stabilizers	☐	☐	☐
Hydraulic oil level	☐	☐	☐	Pothole protection	☐	☐	☐
Lights & strobes	☐	☐	☐	Function-enable deice	☐	☐	☐
Placards/labels/decals	☐	☐	☐	Manual lowering system	☐	☐	☐
Top of base- leaks/debris	☐	☐	☐	Safety interlocks	☐	☐	☐
Accessory plugs & cables	☐	☐	☐	Other:	☐	☐	☐
Elevating section – general condition/wear	☐	☐	☐	**Workplace Inspection**	**OK**	**NO**	**N/A**
Hydraulic cyulinders & pin locks	☐	☐	☐	Drop-offs or holes	☐	☐	☐
Pivot pines -wear/secured	☐	☐	☐	Bumps & floor/ground obstructions	☐	☐	☐
Power track – lines/hoses	☐	☐	☐	Debris	☐	☐	☐
Platform – guardrails/toeboard/extension	☐	☐	☐	Overhead obstructions	☐	☐	☐
Weather-resistant manual storage compartment	☐	☐	☐	Energized power lines	☐	☐	☐
All controls – clearly marked/hold to run	☐	☐	☐	Hazardous locations	☐	☐	☐
Other:	☐	☐	☐	Ground surface & support conditions	☐	☐	☐
	☐	☐	☐	Pedestrian/vehicle traffic	☐	☐	☐
	☐	☐	☐	Wind & weather conditions	☐	☐	☐
	☐	☐	☐	Other possible hazards	☐	☐	☐
COMMENTS:	☐	☐	☐	**COMMENTS:**	☐	☐	☐
	☐	☐	☐		☐	☐	☐
	☐	☐	☐		☐	☐	☐
	☐	☐	☐		☐	☐	☐
	☐	☐	☐		☐	☐	☐

All negative faults, defects, safety violations, safety issues, hazards MUST BE IMMEDIATELY REPORTED TO SUPERVISOR

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All malfunctions, defects, safety violations, safety issues, hazards MUST BE IMMEDIATELY REPORTED TO SUPERVISOR

MEWPS Selection

MEWPS SCOPE OF WORK:
MEWPS SCOPE OF WORK:
SPECIFIC LOCATION OF WORK:
DATE AND TIME OF WORK TO BE DONE:
MATERIALS TO BE USED:
Height – How high will you need to go?
Horizontal Outreach – How far will you need to reach?
Load Capacity – How much weight do you need to lift?
Terrain – is a 4x4 rough terrain needed?
Platform Rotation – How much maneuvering does the platform need to do to accomplish task?
Turning Radius – How much space do you need?
Small Space – What size equipment will fit in work area?
Platform Height – Will the MEWP fit through the door or entrance to the work area?
Platform Weight – Can the ground or work surface support the weight of the MEWP?
How many people are needed on the MEWP to do the task?
Lighting?
Hazardous Atmosphere Conditions? - Confined Space training for employees? Emissions and/or fuelingsafety? Air monitoring?
This is a general worksheet to reference when deciding what MEWP to use. It does not designate oreliminate a piece of equipment to be used. The decision is the responsibility of a Qualified Person Supervisor of the company.

MEWPS Jobsite Risk Assessment

ASSESSMENT	YES	N/A	CONTROL MEASURES
Trades working below or in vicinity – Secure area?	☐	☐	
Path of worker travel in vicinity – Secure area and/or scaffold cover/canopy needed?	☐	☐	
General public exposure – Sidewalk canopy needed?	☐	☐	
What access is there to deliver and pick up a MEWP?	☐	☐	
What access and terrain will there be for the MEWP to travel to the work location?	☐	☐	
Are there overhead powerlines?	☐	☐	
Are there trenches or excavations?	☐	☐	
What is ground bearing capacity? Backfilled soil?	☐	☐	
How many people need to be lifted?	☐	☐	
What is safe working load of MEWPS?	☐	☐	
Are there overhead structures that could cause crushing? Tight working conditions, adjacent structures, beams, pipe racks, ducts, ceiling grids?	☐	☐	
What is weight of materials to be lifted? What isshape/length?	☐	☐	
What type of fuel and where can refueling transpire?	☐	☐	
Is lighting and/or additional lighting needed in work area needed?	☐	☐	
Are there ground openings/manholes? Slopes?	☐	☐	
Housekeeping: Debris, floor obstructions, cords, construction materials?	☐	☐	
Hazardous Energy - Electrical power cables or panels, chemical/gas/drain lines, utilities?	☐	☐	

RESCUE Plan Example

Company Name: _____

Company Address: _____

Jobsite Location: _____

Date: _____

Emergency Services Contact Info

Name: _____ **Contact Number:** _____

Hours of Operation: _____ **Response Time:** _____

Identification of Fall Hazards:

1. **Tipping over**
2. **Falling out of platform**
3. **System failure on elevated platform**
4. _____
5. _____
6. _____

Work Procedures:

1. **Wear a short lanyard on platform**
2. **Never stand on railing of platform**
3. **Do an onsite evaluation of jobsite hazards**
4. **Auxiliary power function of controls**
5. _____
6. _____

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

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 employeestart 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 beenspecifically 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
☐ Advances; Loans
☐ Continuation of Insurance
☐ Insurance Conversion Privilege
☐ Accrued Vacation Pay
☐ Release of Information Form
☐ Retirement Benefits (Profit Sharing/401K/Stock Plans etc.)
☐ Final Paycheck
☐ Address Verification
☐ Exit Interview
☐ Other:_____

Personnel Department Clearance: _____ _____

Manager **Date**

Employee:

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

_____ _____

Employee **Date**

==========

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

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

EKC Enterprises, Inc.

Dear EKC Enterprises, Inc. Employee;

This is your personal copy of EKC Enterprises, 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 EKC Enterprises, 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. EKC Enterprises, 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 EKC Enterprises, 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 (559)438-0330 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 EKC Enterprises, 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 EKC Enterprises, 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 EKC Enterprises, 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 <u>will not</u> 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 EKC Enterprises, 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 EKC Enterprises, 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**

<u>REFUSAL TO SIGN</u>

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

EKC Enterprises, Inc.

Estimado empleado de EKC Enterprises, Inc.:

Esta es su copia personal de Las Normas de Seguridad al Empleado de EKC Enterprises, 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 el cada vez que tenga preguntas, Si alguna pregunta no esta 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 estan 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 lacapacitación y autorización apropiada.**
- **Saber los Códigos de Práctica de Seguridad de su area 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 perdidad de tiempo en pleitos legales. Cuando se involucran letigios el costo del seguro aumenta muchísimo, afectando asi 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 pequeñes 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 EKC Enterprises, 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. EKC Enterprises, 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 quimico 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 fabricador.**
- **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 familiarse 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 EKC Enterprises, 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, arreos para bajar de altidud 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, marcaciónes 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. **Liempie 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. Mantengase a su derecha cuando vaya en intersecciones en corredores.**
12. **Habra todas las puertas suavemente.**
13. **No use un cuarto que no tenga luz instalada apropiadamente.**
14. **No ponga cosas en los corredores, pasillos, callejon 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 electricos.**
18. **No haga trabajo del cual no tenga autorización de hacer.**
19. **Use equipo de protección en cada area 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 mueres de lesión o de una enfermeda 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 us empleador.**

¿QUIEN ADMINISTRA EL PROGRAMA?

Su empleador y la compañía de seguros lo administran. Al mismo tiempo, controlando sus responsabilidades, ellos estan bajo el control de la Oficina de Beneficios de Asistencia y Enforzamiento 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 estan 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 (559)438-0330 Lunes-Viernes 8 a.m. a 5 p.m.**

DESPUES:

1. **No se haga tratamiento UD mismo(a). Hasta las heridas menores necesitan asistencia professional. 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 CARME 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 designacion 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 EKC Enterprises, 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 desición 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 entregarsele la forma de Reclamo (DWC1 dentro de el periodo de un dia que requiere la ley. Usted debe regresarnos la forma inmediatamente o lo mas pronto posible. Si se accidenta, siga las instrucciones de reporte de lesiónes 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 frquencia 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 enfremedades 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 EKC Enterprises, 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 reprención/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 seguriad 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.

CAPACITACION Y ACUERDO DE ACATAR LAS REGLAS DE SEGURIDAD

Esto certifica que recibi una copia del Folleto del Empleado de la Compañía y estoy de acuerdo acatar con la Normas de Seguridad de la Compañía, sus reglas y guias. Dichas Normas, reglas y guias de Seguridad han sido revisadas y entiendo que tengo que seguiarlas durante mi estancia en EKC Enterprises, Inc.. Entiendo que una violación a las Normas, reglas y guias de Seguridad pueden terminar dañandome a mio a otras personas. También entiendo que si no sigo dichas reglas puedo ser despedido(a).

Yo certifico <u>que no desempañare</u> ningun trabajo que sea inseguro.

Yo certifico que recibire capacitación de como usar cualquier equipo o maquinaria antes de empezar el trabajo.

Yo certifico que he recibido todo el Equipo de Protección Personal requerido para mi trabajo.

Yo certifico que he sido entrenado en el uso de químicos en el trabajo y el sitio del Libro de Datos de Materiales de Seguridad.

Yo certifico que he sido entrenado en los procedimientos de emergencia.

Yo certifico que en caso que me accidente durante mi estancia en este trabajo, lo reportare a mi Supervisor inmediatamente y recibiré una forma Autorización de Tratamiento Médico o autorización verbal de EKC Enterprises, Inc. antes de ir al doctor a recibir cuidados medicos al menos que reciba servicios de emergencia.

Certifico que entiendo que el uso ilegal de drogas o bebidas intoxicantes está prohibido y que puedo someterme a una prueba de drogas ilegales o alcohol si estoy involucrado en un accidente o incidente en el trabajo que resulte en lesiones o daños a la propiedad. Estoy de acuerdo en que no usaré marihuana, independientemente de su estado legal, durante las horas de trabajo o antes de las horas de trabajo si perjudica mi desempeño o el desempeño de otros.

Yo certifico que entiendo que EKC Enterprises, Inc. tiene el derecho de repasar cualquier accidente previo.

Mi firma certifica que he leido y entendido las (8 paginas de esta Norma de Seguridad al Empleado y accedo a cumplir.

_____
Imprima el Nombre del Empleado

_____ _____
Firma del Empleado **Fecha**

<u>REHUSO A FIRMAR</u>

Estas Reglas fueron proveidas y revisadas con _____.
Si n embargo, El/Ella se rehusa a firmar. **Nombre del Empleado**

Nota: El rehusarse a firmar no excluye al empleado de que se lleve acabo el reglamento.

_____ _____
Firma y posicion del Testigo **Fecha**

LEY DE ANTI-FRAUDE DE CALIFORNIA (SB1218/228)

La Ley Anti-Fraude de Compensanción 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 dias de su conocimiento.**
- **La Ley prohibe 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 / SHADE PROCEDURES FORM (4-1-2015)
ABASTECIMIENTO DE AGUA/PROCEDIMIENTOS DE SOMBRA

Company / **Compañía:** _____

Jobsite Name / **Nombre de sitio de trabajo:** _____

Jobsite Location and Cross Streets / **La Ubicación del lugar de trabajo y Cruza las Calles:**

_____

Person(s) in Charge of Replenishment / **El dirigente de abastecimiento:**

_____

Person(s) in Charge of Shade / **El dirigente de Sombra:** _____

Person(s) in Charge of Program / **El dirigente de Programa:** _____

Person(s) in Charge of Calling 911 / **El dirigente de llamar al 911:** _____

Number and location of water containers / **Numere y la ubicación de contenedores de agua.**

_____

What indicators will be used to determine if the water supply requires replenishment? /
¿ Cuales indicadores seran utilizados para determinar si el abastecimiento de agua require rellenar?

_____

How will the water supply be replenished? / **¿Cómo suministrará el agua es abastecida de nuevo?**

_____

Type of Shade to be provided & locations / **El tipo de Sombra para ser proporcionado y la ubicacións:**

_____

How will the jobsite temperature be monitored? / **¿Cómo será la temperatura se puede controlar?**

_____

Special Notes and Conditions / **Notas y Condiciones especiales:**

_____

EMERGENCY ACTION PLAN

COMPANY:

PROJECT:

ADDRESS:

TABLE OF CONTENTS

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

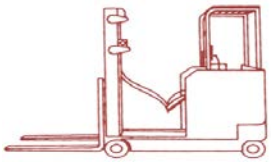
- Report all unsafe conditions and equipment to their supervisor or safety coordinator.
- Report all accidents, injuries and illnesses to their supervisor or safety coordinator immediately.
- Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while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

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

Construction Codes of Safe Practice

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

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:

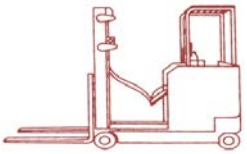
(A) The power shall be shut off and, when left on an incline, the wheels shall be blocked; or

(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.

November 2018