Health and Safety Program
Injury & Illness Prevention Program

Woodside Homes

Northern California Division
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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 work place. The ultimate company objective is to prevent accidents and injuries to all employees.

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

Our management is dedicated to the health and safety of all its employees. To this end, we will respond to unsafe conditions or practices. The successful operation of 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:

Woodside Homes has designated Doug Livensparger 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 Woodside Homes 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. Woodside Homes accepts the responsibility for leadership of this program and for its effectiveness and improvement, and for providing the safeguards to ensure safe working conditions. Our supervisors and management personnel are responsible for developing appropriate attitudes toward safety and for ensuring that all operations are performed with the utmost regard for the safety of all personnel involved. Management is also responsible for ensuring that all safety and health policies and

procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly. In addition, managers and supervisors are to:

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

Employees

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

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

- Any work-related injury or illness must be reported to your supervisor immediately.

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 Woodside Homes 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 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.

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

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

- The Safety Director or designee shall ensure that supervisors receive training to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- New employee training is to be done by the Foreman/Supervisor. All employees are to be oriented on the checklist in the Orientation section of this manual. This checklist must be signed by a supervisor. Where further training is needed or requested, the training form in the Training section of this manual shall be used.
- No employee is allowed to work before training is completed. This includes completion of the new employee checklist, which is to be signed by the Supervisor/Foreman.
- All new employees are to be provided an employee handout describing their rights and disciplinary action procedures if necessary.
- A competent supervisor/foreman shall instruct all personnel assigned a new job on the possible hazards of the new assignment before the task is begun. If the new work involves any new substances, equipment, processes, or procedures, it is the responsibility of management or the Supervisor/Foreman to train all employees on the new hazards, substances, equipment, processes, or procedures.
- New hazards are to be reviewed by management and the Supervisor/Foreman 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 **Woodside Homes Safety Inspection Checklist Form**. The Safety Inspection Checklist forms must be kept and filed 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 progam.

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 me maintained for a period of at least (5) years.
- Any medical and occupational exposure records shall be maintained for a period of at least (30) years.
- Any accident reports and follow up investigations shall be maintained for a period of at least (5) years.

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.

Woodside Homes 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 Woodside Homes 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 Woodside Homes Incident Investigation Report.

7. When conducting an incident investigation, Woodside Homes 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 Woodside Homes 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 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.

4.2 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.

5 HOUSEKEEPING

5.1 Policy

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

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

6 HAZARD COMMUNICATION / GHS POLICY

6.1 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.

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

4. First-aid Measures

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

5. Fire-fighting Measures

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

6. Accidental Release Measures

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

7. Handling and Storage

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

8. Exposure Controls and Personal Protection

Exposure limits, engineering controls, personal protective equipment.

9. Physical Properties

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

10. Stability and Reactivity

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

11. Toxicological Information

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

12. Ecological Information

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

13. Disposal Information

Safe handling and methods of disposal, including contaminated packaging.

14. Transport Information

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

15. Regulatory Information

Safety, health and environmental regulations specific to the product.

16. Other Information

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

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

6.3 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)

6.4 Pictograms

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

The "Biohazardous Infectious Materials" symbol will still 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.

6.5 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.

6.6 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.

6.7 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.

6.8 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.

7 BLOODBORNE PATHOGEN POLICY

7.1 Purpose

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

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

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

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

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

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

7.2 Progam Outline

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

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

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

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

The first step is to evaluate the exposure and what level of clean-up will be involved. Then proper clothing, non-permeable gloves, face shield, and respiratory protection shall be donned. Then a solution of 10 parts water to 1 part bleach shall be liberally applied to all areas of infectious material. The solution shall then be allowed to sit for 20 minutes. A properly labeled, leak-proof disposable bag for handling, storage and transportation and materials shall be provided. During the clean up, all materials are to be placed in this labeled bag including gloves, protective clothing, respirator, and face shield. Hand washing facilities will be readily available for use after any clean up or for emergency. In the event that hand washing facilities are not available, antiseptic will be readily available. An evaluation of the person(s) involved in the cleaning of the infectious material shall be done upon completion.

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

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

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

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

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

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

8 VALLEY FEVER AWARENESS PROGRAM

8.1 Purpose

This section covers Woodside Homes program related to Valley Fever. The intent of this program is to provide Woodside Homes 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.

8.2 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 Woodside Homes employee to analyze worksites for arthroconidia (Coccidioides immitis spores), measure contaminants or determine safe exposure levels.

8.3 Regulatory References

This Valley Fever Program is primarily intended for best practices.

8.4 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. Woodside Homes 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.

8.5 Responsibilities

Management – Woodside Homes 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 – Woodside Homes Supervision is responsible for the following:

- Understand the Woodside Homes 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 Woodside Homes 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 – Woodside Homes 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.

8.6 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.

8.7 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 release 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 temperature 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.

8.8 Training

Woodside Homes 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:

- Woodside Homes Valley Fever Awareness Program
- Responsibilities
- Hazard Recognition & Control

Personnel Training – Woodside Homes 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.

8.9 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 Woodside Homes 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.

9 FIRST AID PROGRAM

9.1 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.

9.2 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.

9.3 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.

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

9.5 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.

9.6 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 of these symptoms may be evident.

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

9.7 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.

10 PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

10.1 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 name, the dates of training, and the certification subject of the PPE trained on.

10.2 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.

10.3 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.

10.4 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

10.5 PPE

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

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

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

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 ELECTRICAL SAFETY AWARENESS

12.1 Purpose

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

12.2 Scope

This applies to all Woodside Homes employees. Note: See Woodside Homes Low Voltage and High Voltage Electrical Programs for additional safety procedures.

12.3 Procedures

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

- Cord, cable, and raceway connections should be intact and secure.
- The 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 disconnecting means should always be opened before fuses are replaced.
- The interior wiring systems should include provisions for grounding metal parts of electrical raceways, equipment and enclosures.
- All electrical raceways and enclosures should be securely fastened in place.
- All energized parts of electrical circuits and equipment should be guarded against accidental contact by approved cabinets and enclosures.
- Sufficient access and working space should be provided and maintained to all electrical equipment to permit ready and safe operations and maintenance.
- All unused openings (including conduit knockouts) in electrical enclosures and fittings should be closed with appropriate covers, plugs, or plates.
- Electrical enclosures such as switches, receptacles, junction boxes, etc. should be provided with tight-fitting covers or plates.
- All disconnecting switches for electrical motors in excess of two horsepower capable of opening the circuit when the motor is in a stalled condition should be without exploding. (Switches must be horsepower rated equal to or in excess of the motor hp rating).
- All motor disconnecting switches or circuit breakers located should be within sight of the motor control device.
- Each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit should be within sight of the motor.
- The controller for each motor in excess of two horsepower rated in horsepower should be equal to or in excess of the rating of the motor it serves.

- All workers who regularly work on or around energized electrical equipment or lines should be instructed in the cardiopulmonary resuscitation (CPR) methods.
- All workers are prohibited from working alone on energized lines or equipment over 600 volts.

12.4 Safe Electrical Practice

- All employees exposed to electrical shock shall be trained on electrical safety and general safe procedures that are in their job assignment. All employees must be trained on minimum safe approach distances and clearances to power lines. Instruction is to be givin never towork 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 work spaces in that case protective barriers/shields and insulating material must be present to protect exposed electrical hazards.
- Conductive apparel will not be worn unless the items are rendered non-conductive by covering, wrapping or other insulating means.
- Employees will be trained on all safety-related work practices to prevent electrical shock. Avoid work on live equipment. Perform Lock-out Tag-out procedures prior to performing work
- When working on or near exposed de-energized parts, they are to be treated as live. Always have electrical exposures tested do not assume it is dead.
- Only qualified persons may work on energized parts. Protective measures must be in use such as insulated tools and PPE appropriate to the voltages contained in the equipment.
- When working under overhead lines, clearance distance must be provided or lines shall be de-energized and grounded. Minimum safe approach distance should be established prior to work commencing. When a qualified person is working near overhead lines, whether in an elevated position or on the ground, the person may not approach or take any conductive object without an approved insulating handle closer to exposed energized parts than shown in Table S5

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

300V and less .....| Avoid Contact

Over 300V, not over 750V .....| 1 ft. 0 in. (30.5 cm).

Over 750V, not over 2kV .....| 1 ft. 6 in. (46 cm).

Over 2kV, not over 15kV .....| 2 ft. 0 in. (61 cm).

Over 15kV, not over 37kV .....| 3 ft. 0 in. (91 cm).

Over 37kV, not over 87.5kV .....| 3 ft. 6 in. (107 cm).

Over 87.5kV, not over 121kV .....| 4 ft. 0 in. (122 cm).

Over 121kV, not over 140kV .....| 4 ft. 6 in. (137 cm). 4.7

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

13 ELECTRICAL LOW VOLTAGE POLICY

13.1 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.

13.2 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.

13.3 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 persons 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.

13.4 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

13.5 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 are 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.
- 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.
- Inspect all equipment periodically for defects or damage.
- 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

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

13.6 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.

13.7 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 safe guards are provided and used.

14 ELECTRICAL HIGH VOLTAGE POLICY

14.1 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 Woodside Homes. 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.

14.2 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.

14.3 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 the 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.

14.4 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, work space 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.9.5
- 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 Current9.5

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 work space 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 are 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.

14.5 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.

14.6 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 be 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 Cardio Pulmonary 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.

15 CONTROL OF HAZARDOUS ENERGY – LOCKOUT/TAGOUT PROGRAM

15.1 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..

15.2 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.

15.3 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 persons who work

around machinery or systems since they explain why they are hazardous. The energy to a machine or system could be transferred to a worker. To make sure we are safe, we must remove such hazardous energy before we begin working on a machine or system.

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

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

15.4 Basic Rules

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

Locking Out Hazardous Energy: After one isolates a machine or system, one must take steps to lock it in this isolated state so that it cannot accidentally become reenergized. This is

called locking out. It allows a worker to literally put a padlock on the isolation device such as the ones discussed above.

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

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

Equipment: Locks are to be provided by Woodside Homes 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.

15.5 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.

16 CONFINED SPACE PROGRAM

16.1 Purpose

To identify Confined Spaces and to provide a system to enter, work in and exit these locations free from physical injury and illness.

16.2 Scope

This program applies to all our operations, employees and contractors. It is meant to comply with OSHA standards.

16.3 General Requirements

Woodside Homes is identified as the “Host Employer” at our facilities. Before work begins:

- The Host Employer is to maintain a list of Confined Spaces that have been identified on site and identify which of those spaces are designated as “permit required’.
- If the site contains one or more permit required spaces, we will inform our employees, and inform other contractors who may have exposed employees by means of a danger sign or another equally effective means. We will notify of the permit required space existence, location, and the known dangers of each space.
- If we identify, or receive notice, of a permit required space, we will not let our unauthorized employees enter the space. This will be done through informing our unauthorized employees that they are not allowed in the space. When authorized employees are in the space, the Entry Supervisor and Attendant will verbally warn any unauthorized person who gets close to the space that they are not allowed in the space.
- For all Permit Required Confined Spaces a sign reading "DANGER-PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER" is to be posted near the entrance of the confined space.
- If it is determined that our employees will be entering a permit required confined space, our written permit required confined space program will be implemented and available at the site.

16.4 Employer Responsibilities

OSHA classifies three different types of employers. Depending on the site, we may be one or more of these employers. They are Host Employer, Controlling Contractor, and Entry Employer. The responsibilities for each include:

Host Employer

- Must provide the following information to the controlling contractor:
    - The location of each known Permit Required Confined Space.
    - The hazards or potential hazards of each space.er
    - Precautions that any the host employer or any previous controlling contractor or entry employer have implemented for the protection of employees in a particular permit required confined space.
- Must coordinate entry operations between the controlling contractor and entry employer(s) when:
    - More than one entity performs permit space entry at the same time.
    - Entry is performed at the same time that any activities could foreseeably result in a hazard in the permit space.

Controlling Contractor

- Must obtain the host employer's information about permit space hazards and previous entry operations and provide that information to each entity entering a permit space and any other entity at the worksite whose activities could foreseeably result in a hazard in the permit required space.
- After entry operations have been completed, must debrief each entity that entered a permit space regarding the permit space program followed and any hazards confronted or created in the permit space during entry operations.

Entry Employer

- Must obtain related entry information from the controlling contractor and inform the controlling contractor of the permit space program that they will follow.

16.5 Entry Supervisor Duties

- Is familiar with and understands the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.
- Terminates the entry and cancels or suspends the permit as required by the OSHA standard.
- Verifies that rescue services are available and that the means for summoning them are operable, and that the employer will be notified as soon as the services become unavailable.
- Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations.
- Determines, whenever responsibility for a permit space entry operation is transferred, and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

16.6 Attendant Duties

- Is familiar with and understands the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- Is aware of possible behavioral effects of hazard exposure in authorized entrants.
- Continuously maintains an accurate count of authorized entrants in the permit space and accurately identifies who is in the permit space;
- Remains outside the permit space during entry operations until relieved by another attendant;
- Communicates with authorized entrants as necessary to assess entrant status and to alert entrants of the need to evacuate the space when needed.
- Assesses activities and conditions inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions:
    - If there is a prohibited condition.

    - If the behavioral effects of hazard exposure are apparent in an authorized entrant
    - If there is a situation outside the space that could endanger the entrants.
    - If the attendant cannot effectively and safely perform all the duties required.
- Summons rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards.
- Takes the following actions when unauthorized person's approach or enter a permit space while entry is underway:
    - Warns the unauthorized persons that they must stay away from the permit space.
    - Advises the unauthorized persons that they must exit immediately if they have entered the permit space.
    - Informs the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space;
- Performs non-entry rescues if trained and authorized to do so.
- Performs no duties that might interfere with the attendant's primary duty to assess and protect the authorized entrants.

16.7 Authorized Entrant Duties

- Is familiar with and understand the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- Properly use equipment as required in this program and by OSHA standards.
- Communicate with the attendant as necessary to enable the attendant to assess entrant status and to enable the attendant to alert entrants of the need to evacuate the space.
- Alert the attendant whenever:
    - There is any warning sign or symptom of exposure to a dangerous situation.
    - The entrant detects a prohibited condition
- Exit from the permit space as quickly as possible whenever:
    - An order to evacuate is given by the attendant or the entry supervisor.
    - There is any warning sign or symptom of exposure to a dangerous situation.
    - The entrant detects a prohibited condition.

- An evacuation alarm is activated.

16.8 Permitting Process

- Before entry into a Permit Required Confined Space is authorized, the entry supervisor must prepare an entry permit, verifying the space is safe to enter, and sign the permit to authorize entry. The permit includes the following items:
  - The space to be entered
  - Purpose of the entry
  - Date and the authorized duration
  - Names of authorized entrants
  - Means of detecting an increase in atmospheric hazard levels in the event the ventilation system stops working
  - Name(s) of entry attendants
  - Name and signature of entry supervisor
  - Hazards of the permit space to be entered
  - Measures used to isolate the permit space and to eliminate or control permit space hazards before entry
  - Acceptable entry conditions
  - Results of tests and monitoring performed. The names or initials of the tester and the time of the testing
  - Rescue and emergency services that can be summoned and the means to contact them
  - Communication procedures that will be used by attendant and authorized entrants to maintain contact during entry
  - Equipment, including PPE, testing equipment, communication equipment, alarm systems, and rescue equipment that is to be provided
  - Any additional permits, such as hot work permits, that have been authorized for work in the space
- The completed permit must be made available at the time of entry to all authorized entrants or their authorized representatives, by posting it at the confined space entrance or by any other equally effective means, so that the entrants can confirm that

pre-entry preparations have been completed. No one is to enter unless the space is made safe.

- The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit
- The entry supervisor must terminate entry and take the following action when any of the following apply:
    - Cancel the entry permit when the entry operations covered by the entry permit have been completed; or
    - Suspend or cancel the entry permit and fully reassess the space before allowing reentry when a condition that is not allowed under the entry permit arises in or near the permit space and that condition is temporary in nature and does not change the configuration of the space or create any new hazards within it; and
    - Cancel the entry permit when a condition that is not allowed under the entry permit arises in or near the permit space.
- Retain each canceled entry permit for at least 1 year to facilitate the review of the permit-required confined space program. Any problems encountered during an entry operation must be noted on the pertinent permit so that appropriate revisions to the permit space program can be made. A review is to be done, at minimum, every 12 months.

16.9 Permit Required Confined Space Procedures

In addition to the entry permit, the following is to be implemented for all permit required confined spaces:

- When employees of more than one employer are to work simultaneously in a confined space, or elsewhere on the site, a discussion is to be had, and procedures developed in coordination with the controlling contractor so that employees of one employer do not endanger the employees of another employer.
- At least one attendant is to be designated to be directly outside the entrance to the confined space the entire time entrants are in the space. An attendant is not to be assigned to more than one space at a time.
- Perform pre-entry testing and periodic monitoring of the space. Provide an early warning monitoring system that continuously monitors for non-isolated engulfment hazards. Continuously monitor engulfment hazards. Before an employee enters the space, the internal atmosphere must be tested, with a calibrated direct-reading instrument, for oxygen content, for flammable gases and vapors, and for potential toxic air contaminants, in that order. Any employee who enters the space, or that

employee's authorized representative, must be provided an opportunity to observe the pre-entry testing.

- No hazardous atmosphere is permitted within the space whenever any employee is inside the space.
- If continuous monitoring is used, ensure that the monitoring equipment has an alarm that will notify all entrants if a specified atmospheric threshold is achieved, or that an employee will check the monitor with sufficient frequency to ensure that entrants have adequate time to escape. If continuous monitoring is not used, periodic monitoring is required. All monitoring must ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.
- Continuous forced air ventilation must be used as follows:
    - An employee must not enter the space until the forced air ventilation has eliminated any hazardous atmosphere.
    - The forced air ventilation must be so directed as to ventilate the immediate areas where an employee is or will be present within the space and must continue until all employees have left the space.
    - The air supply for the forced air ventilation must be from a clean source and must not increase the hazards in the space
- Any conditions making it unsafe to remove an entrance cover must be eliminated before the cover is removed.
- When entrance covers are removed, the opening must be immediately guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and that will protect each employee working in the space from foreign objects entering the space.
- Ensure entrants have the proper entry equipment (This is provided at no cost to employees), and ensure the employees are maintaining and uses the equipment properly.
- If a hazard is detected during entry:
    - Each employee must leave the space immediately.
    - The space must be evaluated to determine how the hazard developed.
    - The employer must implement measures to protect employees from the hazard before any subsequent entry takes place.
- Ensure a safe method of entering and exiting the space. If a hoisting system is used, it must be designed and manufactured for personnel hoisting. However, a job-made

hoisting system is permissible if it is approved for personnel hoisting by a registered professional engineer, in writing, prior to use.

- Verify that the space is safe for entry and that the pre-entry measures in this program have been taken, through a written certification that contains the date, the location of the space, and the signature of the person providing the certification. The certification must be made before entry and must be made available to each employee entering the space or to that employee's authorized representative.

16.10 Reclassification of Confined Spaces

A confined space that is classified as a permit required confined space may only be reclassified as a non-permit required confined space only after a competent person has verified that the following has been met:

- Space poses no actual or potential atmospheric hazards and all hazards within the space are eliminated or isolated without entry into the space.
- Testing and inspection during that entry demonstrate that the hazards within the permit space have been eliminated or isolated.
- Forced air ventilation does not constitute elimination or isolation of the hazards
- Document the basis for determining that all hazards in a permit space have been eliminated or isolated through a certification that contains the date, the location of the space, and the signature of the person making the determination
- If hazards arise within a permit space that has been reclassified as a non-permit space, each employee in the space must exit the space. The entry employer must then reevaluate the space and reclassify it as a permit space.
- When there are changes in the use or configuration of a non-permit confined space that might increase the hazards to entrants, or some indication that the initial evaluation of the space may not have been adequate, each entry employer must have a competent person reevaluate that space and, if necessary, reclassify it as a permit-required confined space.

16.11 Non Permit Required Alternative Procedures

If it can be demonstrated that each of the following conditions are satisfactorily addressed, the space should have continuous monitoring unless there is supporting data that demonstrates continuous monitoring is unnecessary:

- All physical hazards in the space are eliminated or isolated through engineering controls so that the only hazard posed by the permit space is an actual or potential hazardous atmosphere.

- Continuous forced air ventilation is utilized to maintain the space safe for entry.

16.12 Rescue and Emergency Services

In the event of an emergency the primary means of rescue is self-rescue. When an entrant recognizes a problem, or is instructed to get out of the space, he should immediately evacuate the space.

In addition, there must be a means of external rescue designated for when entrants are in a Permit Required Confined Space.

The primary means of external rescue is non-entry rescue. Non-entry rescue is required unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. Whenever non-entry rescue is selected, the entry employer must ensure that retrieval systems or methods are used whenever an authorized entrant enters a permit space, and must confirm, prior to entry, that emergency assistance would be available in the event that non-entry rescue fails. Retrieval systems must meet the following requirements:

- Each authorized entrant must use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, above the entrant's head, or at another point which the employer can establish presents a profile small enough for the successful removal of the entrant. Wristlets or anklets may be used in lieu of the chest or full body harness if the employer can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets or anklets is the safest and most effective alternative.
- The other end of the retrieval line must be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device must be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.
- Equipment that is unsuitable for retrieval must not be used, including, but not limited to, retrieval lines that have a reasonable probability of becoming entangled with the retrieval lines used by other authorized entrants, or retrieval lines that will not work due to the internal configuration of the permit space.

The employer must designate an entry rescue service whenever non-entry rescue is not selected. The following applies to the selection of entry rescue services:

- Evaluate a prospective rescuer's ability to respond to a rescue summons in a timely manner, considering the hazards identified. What will be considered timely will vary according to the specific hazards involved in each entry.

- Evaluate a prospective rescue service's ability, in terms of proficiency with rescue-related tasks and equipment, to function appropriately while rescuing entrants from the particular permit space or types of permit spaces identified.
- The rescue team must have the capability to reach the victims within a time frame that is appropriate for the permit space hazards identified.
- The rescue team must be equipped for, and proficient in, performing the needed rescue services.
- The rescue team must agree to notify the employer immediately in the event that the rescue service becomes unavailable.
- Inform each rescue team or service of the hazards they may confront when called on to perform rescue at the site.
- Provide the rescue team or service selected with access to all permit spaces from which rescue may be necessary so that the rescue team or service can develop appropriate rescue plans and practice rescue operations.
- The phone number for the rescue team is to be noted on the entry permit. The attendant is to have a mobile phone that has reception and the ability to call the rescue team immediately when needed. The attendant is not to leave the entrance to space and is to keep any unauthorized personnel from entering the space to attempt rescue.

If employees have been designated to provide permit space rescue and/or emergency services must take the following measures and provide all equipment and training at no cost to those employees:

- Provide each affected employee with the personal protective equipment (PPE) needed to conduct permit space rescues safely and train each affected employee so the employee is proficient in the use of that PPE.
- Train each affected employee to perform assigned rescue duties. The employer must ensure that such employees successfully complete the training required and establish proficiency as authorized entrants.
- Train each affected employee in basic first aid and cardiopulmonary resuscitation (CPR). The employer must ensure that at least one member of the rescue team or service holding a current certification in basic first aid and CPR is available.
- Ensure that affected employees practice making permit space rescues before attempting an actual rescue, and at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative permit spaces, except practice rescue is not required where the affected employees properly performed a rescue operation during the last 12 months in the same permit space

the authorized entrant will enter, or in a similar permit space. Representative permit spaces must, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue is to be performed.

Note: If an injured entrant is exposed to a substance for which a Safety Data Sheet (SDS) or other similar written information is required to be kept at the worksite, that SDS or written information must be made available to the medical facility treating the exposed entrant.

16.13 Definitions

Acceptable entry conditions: The conditions that must exist in a permit space, before an employee may enter that space, to ensure that employees can safely enter into, and safely work within, the space.

Attendant: An individual stationed outside one or more permit spaces who assesses the status of authorized entrants and who must perform the duties specified for the attendant in this program.

Authorized entrant: An employee who is authorized by the entry supervisor to enter a permit space.

Barrier: A physical obstruction that blocks or limits access.

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

Confined space: A space that:

- Is large enough and so configured that an employee can bodily enter it;
- Has limited or restricted means for entry and exit; and
- Is not designed for continuous employee occupancy.

Control: The action taken to reduce the level of any hazard inside a confined space using engineering methods (for example, by ventilation), and then using these methods to maintain the reduced hazard level. Control also refers to the engineering methods used for this purpose. Personal protective equipment is not a control.

Controlling Contractor: The employer that has overall responsibility for construction at the worksite.

Note to the definition of "Controlling Contractor". If the controlling contractor owns or manages the property, then it is both a controlling employer and a host employer.

Early-warning system: The method used to alert authorized entrants and attendants that an engulfment hazard may be developing. Examples of early-warning systems include, but are not limited to: Alarms activated by remote sensors; and lookouts with equipment for immediately communicating with the authorized entrants and attendants.

Emergency: Any occurrence (including any failure of power, hazard control or monitoring equipment) or event, internal or external, to the permit space that could endanger entrants.

Engulfment: The surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, crushing, or suffocation.

Entry: The action by which any part of a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space, whether or not such action is intentional or any work activities are actually performed in the space.

Entry Employer: Any employer who decides that an employee it directs will enter a permit space.

Entry permit: The written or printed document that is provided by the employer who designated the space a permit space to allow and control entry into a permit space and that contains the information specified for in the OSHA standard.

Entry rescue: When a rescue service enters a permit space to rescue one or more employees.

Entry supervisor: means the qualified person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this standard.

Note: An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this standard for each role he or she fills. Also, the duties of entry supervisor may be passed from one individual to another during the course of an entry operation.

Hazard: A physical hazard or hazardous atmosphere. See definitions below.

Hazardous atmosphere: An atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:

- Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);
- Airborne combustible dust at a concentration that meets or exceeds its LFL;

Note: This concentration may be approximated as a condition in which the combustible dust obscures vision at a distance of 5 feet or less.

- Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;
- Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in subpart D of this part (Occupational Health and Environmental Control), or in subpart Z of this part (Toxic and Hazardous Substances), and which could result in employee exposure in excess of its dose or permissible exposure limit;

Note: An atmospheric concentration of any substance that is not capable of causing death, incapacitation, impairment of ability to self-rescue, injury, or acute illness due to its health effects is not covered by this definition.

Any other atmospheric condition that is immediately dangerous to life or health.

Note: For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Safety Data Sheets that comply with the Hazard Communication Standard, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

Host employer: The employer that owns or manages the property where the construction work is taking place.

Hot work: Operations capable of providing a source of ignition (for example, riveting, welding, cutting, burning, and heating).

Immediately dangerous to life or health (IDLH)*:* Any condition that would interfere with an individual's ability to escape unaided from a permit space and that poses a threat to life or that would cause irreversible adverse health effects.

Isolate or isolation: means the process by which employees in a confined space are completely protected against the release of energy and material into the space, and contact with a physical hazard, by such means as: Blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; blocking or disconnecting all mechanical linkages; or placement of barriers to eliminate the potential for employee contact with a physical hazard.

Lower flammable limit or lower explosive limit: The minimum concentration of a substance in air needed for an ignition source to cause a flame or explosion.

Monitor or monitoring: The process used to identify and evaluate the hazards after an authorized entrant enters the space. This is a process of checking for changes that is performed in a periodic or continuous manner after the completion of the initial testing or evaluation of that space.

Non-entry rescue: When a rescue service, usually the attendant, retrieves employees in a permit space without entering the permit space.

Non-permit confined space: A confined space that meets the definition of a confined space but does not meet the requirements for a permit-required confined space.

Oxygen deficient atmosphere: An atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen enriched atmosphere: An atmosphere containing more than 23.5 percent oxygen by volume.

Permit-required confined space: A confined space that has one or more of the following characteristics:

- Contains or has a potential to contain a hazardous atmosphere;
- Contains a material that has the potential for engulfing an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section; or
- Contains any other recognized serious safety or health hazard.

Physical hazard: An existing or potential hazard that can cause death or serious physical damage. Examples include, but are not limited to: Explosives, mechanical, electrical, hydraulic and pneumatic energy; radiation; temperature extremes; engulfment; noise; and inwardly converging surfaces. Physical hazard also includes chemicals that can cause death or serious physical damage through skin or eye contact.

Qualified person: One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.

Rescue: Retrieving, and providing medical assistance to, one or more employees who are in a permit space.

Retrieval system: The equipment (including a retrieval line, chest or full body harness, wristlets or anklets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

Test or testing: The process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space. Testing enables employers both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during, entry.

Ventilate or ventilation: Controlling a hazardous atmosphere using continuous forced-air mechanical systems that meet the requirements of the OSHA standard.

17 COMPRESSED AIR AND EQUIPMENT

17.1 Purpose

Woodside Homes has established this program to ensure compressed air is used safely and in accordance with manufacturer instructions.

17.2 Policy

The following precautions pertain to the use of compressed air at Woodside Homes 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.

17.3 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.

18 COMPRESSED GAS AND EQUIPMENT

18.1 Purpose

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

18.2 Scope

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

18.3 Key Responsibilities

Managers/Supervisors

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

Employees

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

18.4 Procedure

General

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

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

Cylinder Identification

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

Handling

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

Storing

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

Use

- Cylinders must be equipped with the correct regulators. Regulators and cylinder valves should be inspected for grease, oil, dirt and solvents. Only tools provided by the supplier should be used to open and close cylinder valves.

- Never force or modify connections.
- Only regulators and gauges shall be used within their designated ratings.
- The use of a pressure-reducing regulator is required at the cylinder, unless the total system is designed for the maximum cylinder pressure.
- Valves must be closed when cylinders are not in use.
- Cylinders shall not be used as rollers or supports.
- Cylinders shall not be placed where they can come in contact with electrical circuits.
- Cylinders must be protected from sparks, slag or flame from welding, burning or cutting operations.
- Empty cylinders must be returned to designated storage areas as soon as possible after use.

Inspection of Compressed Gas Cylinders

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

- Low Pressure Cylinders are those cylinders marked for service pressures of less than 900 psi.
- Low pressure cylinders fall into two categories, those requiring requalification and those that do not require re-qualification.
- Low pressure cylinders that do not require re-qualification shall be taken out of service and condemned when any of the following conditions are identified during inspection:
- The tare weight of the cylinder is less than 90% of the stamped-on weight of the cylinder.
- Observed pitting, dents, cuts, bulging, gouges or evidence of exposure to fire.
- Low pressure cylinders subject to re-qualification shall be taken out of service, inspected and retested when visual inspection identifies any of the following conditions; dents, bulges, pitting or neck damage.

Leaking Cylinders

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

Transportation

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

Empty Cylinder Marking

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

Engineering Controls

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

19 CONCRETE SAFETY

19.1 General Safe Practices

- All impalement hazards including protruding reinforced steel that is more than 6' above grade or where an employee could fall onto must be protected per OSHA regulations.
- Employees are not allowed to ride concrete buckets.
- Employees may not work under concrete buckets while the bucket is being elevated or lowered into position.
- When post-tensioning work is being done, signs are to be posted limiting access.

19.2 Concrete Deck Placement

PPE

Pump-hose operator(s) and vibrator operator(s) are to wear waterproof bibs, long-sleeve shirt and face shield.

Concrete Pumping – Avoiding Hose Whipping

Hose whipping accidents can be avoided if people take the proper precautions when air has been taken into the delivery system. Each person involved has to know what to do; which takes education. Everyone in the process needs specific knowledge and each person has to heed the warnings to protect themselves and others. Communication between personnel is crucial.

Operators:

- Must know how air enters the delivery system and the severity of the hazard to the placing crew
- Must know how to warn personnel to stay away from the discharge whenever air is known to be in the delivery system
- Must communicate the hazard and its severity to the placing crew
- Must communicate the hazard and its severity to the ready-mixed concrete driver so they'll know how to take preventative action if air enters the system through the hopper
- Must know how to minimize the chances of developing blockages when air is known to be in the system; for example, slowing the strokes per minute

- Must know how to minimize the effects of air in the delivery system, such as reversing the pump if air was introduced in to the system through the hopper, and pumping slowly until air is expelled

The Placing crew:

- Must know the severity of the hazard
- Must know how to recognize clues that air may be in the system. For instance, when removing pipe or when starting or restarting, air is introduced.
- Should know the signs of a blockage and what to do
- Must not kink the hose

20 FALL PROTECTION PROGRAM

20.1 Introduction

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

20.2 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.

20.3 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.

20.4 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.

20.5 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.

20.6 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.

20.7 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.

20.8 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.
- We will provide for prompt rescue of employees in the event of a fall or will assure that employees are able to rescue themselves.
- Personal fall arrest systems will be inspected prior to each use for wear, damage and other deterioration, and defective components will be removed from service.

- Personal fall arrest systems will not be attached to guardrail systems, nor will they be attached to hoists except as specified.
- When a personal fall arrest system is used at hoist areas, it will be rigged to allow the movement of the employee only as far as the edge of the walking/working surface.

Personal Fall Restraint Systems

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

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

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

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

Positioning Device Systems

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

- Positioning devices will be rigged such that an employee cannot free fall more than 2 feet.
- Positioning devices will be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds, whichever is greater.
- Connectors will be drop forged, pressed or formed steel, or made of equivalent materials.
- Connectors will have a corrosion resistant finish, and all surfaces and edges will be smooth to prevent damage to interfacing parts of this system.

- Connecting assemblies will have a minimum tensile strength of 5,000 pounds.
- D-Rings and snap hooks will be proof tested to a minimum tensile load of 3,600 pounds without cracking, breaking, or taking permanent deformation.
- Snap hooks will be sized to be compatible with the member to which they are connected to prevent unintentional disengagement of the snap hook by depression of the snap hook keeper by the connected member, or will be a locking type snap hook designed and used to prevent disengagement of the snap hook by the contact of the snap hook keeper by the connected member.
- Unless the snap hook is a locking type and designed for the following connections, snap hooks will not be engaged:
    - Directly to webbing, rope or wire rope.
    - To each other.
    - To a D-Ring to which another snap hook or other connector is attached.
    - To a horizontal lifeline.
    - To any object which is incompatibly shaped or dimensioned in relation to the snap hook such that unintentional disengagement could occur by the connected object being able to depress the snap hook keeper and release itself
- Positioning device systems will be inspected prior to each use for wear, damage, and other deterioration, and defective components will be removed from service.
- Body belts, harnesses, and components will be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.

Warning Line Systems

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

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

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

Protection from Falling Objects

Falling object protection will comply with the following provisions:

- Toe boards, when used as falling object protection, will be erected along the edge of the overhead walking/working surface for a distance sufficient to protect employees below.
- Toe boards will be capable of withstanding, without failure, a force of at least 50 pounds applied in any downward or outward direction at any point along the toe board.
- Toe boards will be a minimum of 3 1/2 inches in vertical height from their top edge to the level of the walking/working surface. They will have not more than 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.

21 TRENCHING & EXCAVATION

21.1 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 Woodside Homes 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.

21.2 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 then 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.

21.3 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. Woodside Homes 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.

21.4 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 done utilizing Cal/OSHA’s notification of activity form.

21.5 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.

21.6 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.

21.7 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.

21.8 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 procedure are required.

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

21.9 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.

21.10 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.

21.11 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.

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 LADDER SAFETY PROGRAM

23.1 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.

23.2 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.

23.3 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.

23.4 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 hand-line.

23.5 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.

24 FIRE PREVENTION / FIRE EXTINGUISHERS

24.1 Scope

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

24.2 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.

24.3 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 superceded by any Federal, State or Local Regulation.) Ventilation inside a storage room will have a mechanical fan installed to all Federal, State and local regulations.

Controlling Ignition Sources:

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 live 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.

24.4 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 fire fighting 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.

24.5 Post Evacuation Map

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

24.6 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 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:

- 911 has 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:

1. 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.
2. Leave the building and go to the staging area for roll call and get assignments to help direct Emergency Services.
3. Report all information to the designated person.
4. 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.

25 WELDING, CUTTING, AND HOT WORK

25.1 Basic Burning and Welding Precautions

1. All Moveable fire hazards shall be taken to a safe place away from burning/welding.
2. Guards must be used to shield/confine the heat, sparks and slags.
3. Welding and cutting are not permitted if a safe environment cannot be created. Stop all operations if there becomes presence of hazardous fumes, dust and hazards of dangerous metals.
4. Cracks, holes and floor openings are to be covered if they are within 50 feet of the heat source.
5. Keep suitable extinguishing equipment in the area.
6. No hot work is allowed in the presence of flammable or combustible vapors, liquids, or dusts.
7. Remove combustibles 50 feet from the hot work operations or cover/barricade them with flame proof covers.
8. All equipment will be inspected and maintained including hoses, gauges, and cylinders.

25.2 Fire Watch

1. A fire watch is used in areas where other than minor fires could occur.
2. A fire watch is used where appreciable combustibles are closer than 35 feet from the point of hot work.
3. Fire watch is used where combustibles are likely to ignite.
4. Fire watch will have a trained individual that can activate the alarm system and who is trained to use an extinguisher or fire-fighting equipment.
5. Fire watch must be kept during the entire operation and a half hour after the operation is complete.

25.3 Permit and Authorization

1. The supervisor is responsible to prepare and issue the permit.
2. The supervisor must also ensure that the work site is prepared.

3. The permit is assigned to the welder by name of job, and cannot be used by anyone else.
4. Permits must be posted at the job site.
5. If work extends to a different shift the oncoming supervisor must inspect area and initial permit.
6. When work is complete the permit is to be returned to the supervisor.

25.4 Compressed Gas Cylinders

1. Never tamper with pressure relief devices, cylinder markings or labels.
2. Never paint or otherwise alter cylinder.
3. Notify vendor of corrosion, damage, or leaks.
4. Cylinders must be capped unless the cylinder is connected.
5. Valves must be shut-off when cylinders not in use.
6. Never transport on lift unsecured or in a horizontal position.
7. Keep cylinders away from heat.
8. Carts must be used to move cylinders in an upright condition.
9. Do not lift cylinders with ropes or slings.
10. Store cylinders with like gases.
11. Store cylinders away from ignition sources.
12. When storing keep cylinders capped, upright, and chained.
13. Keep oxygen 20 feet from anything flammable.
14. Consult SDS for storage.
15. Identify empty cylinders.
16. Those in charge of oxygen and fuel supply must be competent and trained annually.
17. Workman assigned to operate or maintain equipment with all laws and Amercian Welding Society standard.

25.5 Welding and Cutting Safety Procedures

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

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

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

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

When chipping slag, be sure to wear eye protection!

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

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

Specialist in welding and cutting must not only protect themselves from injury but must also assume a certain responsibility for their helper, their co-worker in other trades and in some instances, the public. Accident records indicate that others near arc welding operations are injured more often than the operator. Also, there is the ever-present chance of fire. Fires caused from welding and cutting cost hundreds of thousands of dollars annually. You just can’t substitute oxygen for air to produce artificial ventilation. Air is usually supplied by a forced draft to all such operations.

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

Responsibility for safety in welding and cutting goes all the way up and down the line from superintendent, foreman and operator. Everyone concerned should do his share in making these operations safe.

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

1. Before you start to weld or cut in confined spaces, be sure there is proper ventilation. Follow all confined space requirements.
2. Keep a proper type fire extinguisher within reach at all times.
3. Use only a wrench of the proper size on cylinder apparatus and keep all connections right.
4. Keep oil away from oxygen valves.
5. Inspect all work areas and place required shields and welding blankets before welding or cutting; see that there are no explosives, dangerous gases or flammable materials nearby.

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

25.6 Additional Rules for Safe Use

- First Aid equipment shall be available near all welding, cutting, and hot work operations.
- Employees left in charge must be properly instructed and competent to handle fuel, gas, and oxygen supply equipment. They must know the hazards and what procedures to follow in the event of a leak from gases, fumes from welding and explosive dust. The area must be immediately evacuated and a risk assessment complete to eliminate hazard prior to continuing welding operations. See number 7 from basic procedures above.
- Welders and supervisors will be properly trained on all parts of this program and to report immediately any unsafe condition.

- If the object to be welded or cut cannot readily be moved, all moveable fire hazards should be removed from the welding area.
- If all fire hazards cannot be removed, then guards shall be used to confine the heat, sparks and slag and to protect the immovable fire hazards. Such things as welding blankets and welding screens would be used so that the hazard is completely protected.
- If welding cannot be conducted safely, the welding and cutting shall not be performed.
- Fire extinguishers shall be made readily available during welding operations within 7 1/2’ of welding operations or the closest safest distance to the operation.
- A fire watch is required when there is any chance of fire from combustible sources within 50 feet or flammable sources.
- A fire watch shall be maintained at least a half an hour after the welding or cutting operation was completed.
- A hot work permit needs to be completed before performing hot work.
- Equipment operators must inspect their equipment daily for defect or damage prior to use. Equipment operators must report equipment defects and discontinue use until it has been repaired or replaced. Defective or damaged equipment is not to be used.

26 HEAT ILLNESS PREVENTION PROGRAM

26.1 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.

26.2 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.

26.3 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 of the employees who choose to remain in the general area of work or in areas designated for recovery and rest periods.
- "Shade" means blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use (i.e. obstacles or hazardous or unreasonably unpleasant conditions while moving towards the shade or resting in the shade).
- Employees will be allowed and encouraged to take a Preventative Cool-Down Rest in the shade, for a period of no less than five minutes at a time, when they feel the need to do so to protect themselves from overheating. Such access to shade shall be permitted at all times.
- An individual employee who takes a preventative cool-down rest:
    a. Shall be monitored and asked if he or she is experiencing symptoms of heat illness;
    b. Shall be encouraged to remain in the shade; and
    c. Shall not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event, less than 5 minutes in addition to the time needed to access the shade.
- If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, appropriate first aid or emergency response will be provided in accordance with page 5 of this program.

- When applicable shade structures will be relocated to follow along with the crew, they will be placed as close as practical to the employees, so that access to shade is provided at all times.
- In situations where trees or other vegetation are used to provide shade, the thickness and shape of the shaded area will be evaluated before assuming that sufficient shadow is being cast to protect employees.
- In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide access to shade that provides equivalent protection.

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

26.4 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.

26.5 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.

26.6 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.

26.7 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.

26.8 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.

26.9 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

27 INDUSTRIAL POWERED TRUCKS

27.1 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.

27.2 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 persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence. Employees will be trained in accordance with the following guidelines:

- The company Safety Administrator, individual supervisor, or select trainers that are qualified, will have the authority to provide training on the operation of powered industrial trucks.
- Employees will not operate a powered industrial truck (PIT) unless they have received training in accordance with this standard practice instruction and 29 CFR 1910.178.
- Personnel rotated within the company will have their training verified prior to being allowed to operate a PIT.
- Employee personnel records will be annotated with the date, title, and specifics of said training.
- Any employee who refuses such training will not be permitted to operate a PIT.
- Trainees may operate a powered industrial truck only:
    - 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.

27.3 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 fork lifts (forks, chains, cable, and limit switches)
8. No truck shall be operated with a leak in the fuel system.
9. Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse--3 seconds--passing the point.
10. Trucks traveling in the same direction shall not be passed at intersection, blind spots, or dangerous locations.
11. The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
12. Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
13. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.
14. Grades shall be ascended or descended slowly.
    - When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.

- On all grades, the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
- Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgrade.

15. The forks shall always be carried as low as possible, consistent with safe operations.
16. When leaving a vehicle unattended (the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck), the brakes are set, the mast is brought to the vertical position, and forks are lift in the down position, either:
    - 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.

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: _____

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_____

28 HAND AND POWER TOOLS

28.1 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.

28.2 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.

28.3 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.

28.4 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.

29 Silica Exposure Control

29.1 General Information

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

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

29.2 Health Hazards

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

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

29.3 Silicosis

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

29.4 Exposure

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

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

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

Smoking and Silica Exposure

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

Factors affecting occupational exposure risk

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

29.5 Workplace Assessment

Material and Product Review

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

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

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

- Crystalline silica
- SiO2

- Silica dust
- Silica
- Quartz
- Sand

Conditions of Use and Work Activity Review

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

29.6 Silica Exposure Standard

Exposure Limits

The development and application of an action level (AL) provides a trigger for implementing specific controls and efforts to reduce worker exposures. The AL is 25 micrograms of respirable silica quartz per cubic meter of air (25 µg/m3) averaged over an eight-hour period. The new action level aligns with the American Conference of Governmental Industrial Hygienists (ACGIH®) threshold limit value (TLV®) which was established in 2009.

The permissible exposure limit is 50 µg/m3 averaged over an eight-hour period. Employers must ensure that no employee is exposed above the established permissible exposure limit (PEL).

Exemptions from the respirable crystalline silica rules include:

1. Agricultural operations.
2. Exposures resulting from *processing sorptive clays* (such as kitty litter). This exclusion is based on the fact that this type of silica is typically occluded (blocked with ions) or coated and does not pose the same level of health risks as crystalline silica.
3. Operations where *objective data* demonstrate employee exposures will remain below the 25 micrograms per cubic meter (µg/m3) as an eight-hour time-weighted average (TWA) under any foreseeable conditions.

Exposure Assessment

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

Performance Option

An assessment of employee exposure may consist of objective data and/or air monitoring data that accurately characterizes employee exposures to respirable crystalline silica. An employer must demonstrate through objective data that any material containing silica or any specific process, operation, or activity involving silica-containing materials cannot release respirable crystalline silica dust in concentrations at or above 25 µg/m3 as an eight-hour TWA under any expected conditions of use.

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

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

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

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

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

1. If initial monitoring results are below AL (<25 µg/m3), monitoring may be discontinued for those employees.
2. If initial monitoring results are at or above AL and below PEL (≥25 µg/m3 and < 50 µg/m3), then monitoring must be repeated within six months of the most recent monitoring event.
3. If initial monitoring results are above the PEL (>50 µg/m3), then monitoring must be repeated within three months of most recent monitoring.
4. If monitoring results, other than initial sampling results, are below the AL (<25 µg/m3), then repeat monitoring within six months of most recent monitoring event until two consecutive measurements taken seven or more days apart are below the AL. If this occurs, then monitoring can be discontinued for those employees.

Methods of Sample Collection and Analysis

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

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

Reassessment of Exposures

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

Employee Notification of Exposure Assessment Results

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

The time requirements for reporting exposure results are listed below:

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

Observation of Exposure Monitoring

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

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

Specified Exposure Control Methods (including Table 1)

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

Indoor and Enclosed Area Tasks

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

Wet Methods

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

Ventilation

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

Enclosures

Enclosures provide a barrier to separate the worker from the dust source. Seals must be airtight to provide appropriate dust control. Enclosed cabs or booths on vehicles and large equipment must be under positive pressure and temperature controlled, have airtight seals and gaskets, and have properly functioning doors and closing mechanisms. In addition, the enclosure must have an air intake filter with a minimum efficiency rating value (MERV) rating of 16 or better and be maintained as free from settled dust as practicable. A rock drilling rig with an enclosed cab is an example of a dust control method for a construction activity.

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

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

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

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

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

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

Regulated and Restricted Access Areas

Fixed Sites – Regulated Areas

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

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

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

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

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

Construction Activities – Restricted Areas

Written Procedures

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

Competent Person

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

Methods of Compliance (when exposures are above the PEL)

Engineering and Work Practice Controls

If an employee is exposed to respirable crystalline silica at or above the PEL, the employer must implement engineering and work practice controls (including administrative controls) to reduce and control employee exposures. There are many types of engineering and work practice controls.

Not all possible control methods have been included in the Specified Exposure Control Methods (see Table 1). Manufacturing activities cannot use the Table 1 methods since they are not considered construction or construction-like activities. Wet methods, ventilation, and enclosures are still excellent methods for controlling dust in any environment.

Whenever controls are not feasible to reduce employee exposures to or below the PEL, controls must still be implemented that will reduce employee exposure to the lowest feasible level. Respiratory protection must be provided and used for all activities where feasible controls cannot reduce the exposure to below the PEL or during the time period feasible engineering controls or work practices are being installed or implemented

Written Exposure Control Plan

A written exposure control plan is required for worksites where respirable crystalline silica exposures are above the PEL. The exposure control plan must include, at minimum, the following elements:

- Task descriptions that involve exposure to respirable crystalline silica in the workplace.
- Engineering controls, work practices, and respiratory protection used to limit employee exposure to respirable crystalline silica for each task.
- Housekeeping measures used to limit employee exposure to respirable crystalline silica.
- Annual review, at minimum, of the written exposure control plan to evaluate the effectiveness of the plan. Updates to the plan should be made as necessary.
- Designation of a competent person if employees are engaged in construction activities or if employees are using any of the specific exposure control methods allowed in Table 1 of the standard. The competent person must make frequent and regular inspections of job sites, materials, and equipment to ensure implementation and effectiveness of the written exposure control plan.

- Provision of the written exposure control plan for review, or copies of the plan, upon request to affected employees, designated employee representatives, or required agencies.

Abrasive Blasting

Employers engaged in abrasive blasting activities where blasting agents contain crystalline silica or where abrasive blasting is conducted on substrates that contain crystalline silica must also comply with other OSHA standards, when applicable.

Respiratory Protection

Respiratory protection is required for reduction of employee exposure to hazardous levels of respirable crystalline silica when exposures cannot be feasibly controlled to below the PEL (50 µg/m3). Respirators are to be provided at no cost to employees and a respiratory protection program is required to be in place in accordance with OSHA regulations.

Specific circumstances when the appropriate respiratory protection is required include:

- When feasible engineering or work practice controls are not sufficient to reduce employee exposures to or below the PEL
- During periods when feasible engineering and work practice controls are being installed or implemented
- During certain maintenance and repair tasks where engineering controls and work practices are not feasible
- When specified by an exposure control method listed in Table 1: Specified Exposure Control Methods
- During periods when employees and employee representatives are in a regulated area

Housekeeping

The following practices are prohibited under the silica rule where the activity could contribute to employee exposure to respirable crystalline silica:

- Dry sweeping or dry brushing
- Use of compressed air to clean clothing or surfaces

Wet sweeping, HEPA-filtered vacuuming, cleaning with compressed air with a dust collection system, or other methods of minimizing exposure should be used to clean silica-containing dust.

If none of these methods are feasible, this must be documented and exposures still maintained below the PEL using respiratory protection and other feasible control methods.

Medical Surveillance

Medical surveillance must be provided to each employee covered under the silica rule at no cost to the employee and at a reasonable time and place. The following are the requirements for inclusion in the medical surveillance program:

- Within 30 days of initial assignment (baseline) of work, unless they have received a medical exam within the last three years that meets the requirements (see exam requirements below); or
- They are exposed to respirable crystalline silica at or above the action level for 30 or more days per year; or
- They are required to wear a respirator for 30 or more days per year.

A qualified physician or other licensed health-care professional (PLHCP) who manages silica medical surveillance programs and performs medical exams should have a thorough knowledge of silica-related diseases and health effects.

A qualified NIOSH B-Reader must be utilized to interpret all chest X-rays. The B-Reader certification is a unique certification for physicians and specialists. A classification scheme was created to codify and describe radiographic abnormalities in a simple, systematic, and reproducible manner by the International Labour Organization (ILO), a specialized agency of the United Nations. This type of interpretation and classification has been shown to help in the early detection of silicosis. X-ray analysis alone was estimated to miss about 63 percent of patients who would have otherwise been diagnosed with silicosis.

The employer is required to provide the PLHCP with a copy of the respirable crystalline silica rule and the information below:

- A description of the employee's former, current, and anticipated duties related to the employee's occupational exposure to respirable crystalline silica
- The employee's former, current, and anticipated levels of occupational exposure to respirable crystalline silica
- Personal protective equipment used or anticipated to be used and the expected time and duration of use
- Previous employment-related medical exams provided to employee and still within control of the employer

Baseline (initial) Medical Surveillance

The initial employee medical examination must consist of:

- A medical and work history, with emphasis on: past, present, and anticipated exposure to respirable crystalline silica, dust, and other agents affecting the respiratory system; any history of respiratory system dysfunction, including signs and symptoms of

respiratory disease (e.g., shortness of breath, cough, wheezing); history of tuberculosis; and smoking status and history;

- A physical examination with special emphasis on the respiratory system
- A chest X-ray [a single poster anterior radiographic projection or radiograph of the chest at full inspiration recorded on either film (no less than 14 x 17 inches and no more than 16 x 17 inches) or digital radiography systems], interpreted and classified according to the International Labour Office (ILO) International Classification of Radiographs of Pneumoconiosis by a NIOSH-certified B Reader;
- A pulmonary function test to include forced vital capacity (FVC) and forced expiratory volume in one second (FEV1) and FEV1/FVC ratio, administered by a spirometry technician with a current certificate from a NIOSH approved spirometry course;
- Testing for latent tuberculosis infection; and
- Any other tests deemed appropriate by the PLHCP.

Periodic Medical Surveillance

Medical exams are required every three years (excluding the TB test) for employees who remain in the medical surveillance program. The PLHCP may recommend a higher frequency for this medical exam based on individual medical and health factors.

PLHCP Written Medical Report for Employee

The results of an employee medical exam must be explained to the employee by the PHCLP. A written medical report must also be provided to the employee within 30 days of each medical exam performed.

PLHCP Written Medical Opinion for Employer

Employers should obtain a written medical opinion for each covered employee stating the employee has met the requirements to perform their work and any recommended limitations. The employer must provide a copy of the written medical opinion to the employee within 30 days of the exam. The medical opinion instructions must be followed and may include employee referral to a specialist.

Employee Authorization

An employee may provide written authorization to allow for more information to be included in the written medical opinion made available to the employer. The additional information can include recommended limitations on the employee's exposure to respirable crystalline silica and a statement that the employee should be examined by a specialist if chest X-rays are classified as 1/0 or higher by the B Reader or if the PLHCP deems a specialist visit is otherwise necessary.

Training

The elements required for communication to employees must be included in the overall hazard communication program and include at least the health hazards listed below:

- Cancer
- Lung effects
- Immune system effects
- Kidney effects

Training and hazard communication must also include:

- Any other health hazards associated with respirable crystalline silica;
- Specific tasks that could result in exposure and any regulated or restricted access areas;
- Specific protective measures to prevent or reduce exposures;
- Medical surveillance program purpose and description; and
- When a competent person is required and the identity of this person.

Employees must be able to demonstrate knowledge and understanding of the communication and training elements listed above.

Recordkeeping

Employers are required to maintain records according to OSHA regulations depending on the type of record:

- Exposure records (including objective data records) must be retained for 30 years.
- Medical records must be retained for the duration of employment plus 30 years.

All medical records and exposure assessment records must be made available to employees upon request.

Exposure Assessment Records

Air monitoring records must include the following information:

- The date of sampling;
- The task(s) evaluated;
- Sampling and analytical methods used;
- The number, duration, and results of samples;
- The identity of the laboratory that performed the analysis;

- The type of PPE used during sampling; and
- The name, social security number, and job classification of all employees represented by the sampling with a note as to which employees actually participated in the sampling.

Objective data records used to determine employee exposures must include at least the following:

- The crystalline silica-containing material used by employees
- The source of the objective data
- The results of material testing and the testing protocol used
- Description of the process, task, or activity using the material
- Any other data relevant to the objective data and associated exposures

Medical Surveillance Records

Records associated with medical surveillance must include the following employee information:

- Name and social security number
- A copy of the PLHCP's and specialists' written medical opinions
- A copy of the information provided to the PLHCPs and specialist

30 Respiratory Protection

30.1 Purpose

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

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

WHAT IS A RESPIRATOR?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1) If no oil particles are present, use any series (N, R, or P).

2) If oil particles are present, use only R or P series.

3) If oil particles are present and the filter is to be used for more than one work shift, use only P series.

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

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

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

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

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

BEFORE USING A RESPIRATOR

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

A. A worker reports medical signs or symptoms that are related to his ability to use a respirator.

B. Oversight feels that a worker needs to be reevaluated.

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

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

A. Why a respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.

B. What the limitations and capabilities of the respirator are.

C. How to inspect, don (put on), remove, and check the seals of the respirator.

D. How to properly maintain and store your respirator.

E. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.

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

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

An additional fit test may be required if:

A. A different type of respirator or face piece (size, style, model or make) needs to be worn for an assignment.

B. A change in physical condition affects how the respirator fits. This would include changes to the area of the face such as an obvious change in body weight, or other changes that merit consideration.

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

USE AND CARE OF RESPIRATORS

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

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

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

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

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

1) face piece

2) Fastening straps and closures

3) Inhalation and exhalation valves

4) Filter

5) Cartridge

6) Air hose

7) Breathing tubes

8) Regulator

9) Lens

10) Connections and clamps for hoses and tubes

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

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

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

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

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

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

1) **Positive Pressure Seal Check**

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

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

c. Exhale gently into the face piece to create positive pressure.

d. *There should be no signs of leakage out of the facial seal, inhalation valve, or cartridge seats.*

2) **Negative Pressure Seal Check**

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

b. Cover the cartridge inlet opening with the palm of your hand or by replacing the filter seals. Due to the design of some respirators, you may need to use a latex glove to completely close off the inlet.

c. Gently inhale to create a vacuum and hold your breath for ten seconds.

d. *The face piece should slightly collapse inward, without any inward leakage of air through the facial seal.*

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

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

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

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

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

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

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

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

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

5) Reassemble face piece, replacing filters and cartridges where necessary.

6) Test the respirator to ensure that all components work properly.

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

MAINTAINING RESPIRATOR EFFECTIVENESS

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

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

A. Changes in the workplace or the type of respirator render previous training obsolete.

B. A safety audit notes inadequacy in the worker's knowledge or use of the respirator.

RECORDKEEPING

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

31 Cranes and Rigging

31.1 Purpose and Scope

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

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

31.2 Criteria and Standards

All OSHA, and manufacturer requirements must be met.

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

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

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

31.3 Definitions

Accessory Gear

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

Assembly & Disassembly Director (A/D)

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

Below-the-Hook Lifting Device

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

Certified Agent

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

Certified Person

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

Competent Person

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

Functional

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

Jib

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

National Commission for the Certification of Crane Operators (NCCCO)

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

On-Rubber Pick and Carry

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

Positive Anti-Two-Blocking Device

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

Qualified Person

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

31.4 Safety Policies for Operators and Workers

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

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

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

- Wind speed indicators shall be in use. No crane shall be operated in wind speeds that exceed the manufacturer's specifications or when it is otherwise unsafe.

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

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

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

Do not operate when there are lightning conditions.

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

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

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

31.5 Equipment, Attachments, and Inspections

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

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

Crane Attachments

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

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

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

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

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

Inspections of Cranes and Crane Attachments

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

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

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

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

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

31.6 Equipment, Attachments, and Inspections

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

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

- **Do not** use damaged lifting equipment to lift loads lower in capacity than the original rate capacity of the equipment.
- **Do not** leave equipment where it can be accidentally damaged by bending, cutting, or crushing.

Proper Use of Chain, Hooks, and Wire Rope Sling

- **Do** protect the sling from abrasions by using padding, blocks, or corner protectors.
- **Do** use a chain if abrasive environment.
- **Do** select the proper style hook or attachment.
- **Do** face the hook opening out and away from the sling pull when making choker hitches.
- **Do** use only positive locking hooks.
- **Do** see OSHA regulations for more information.
- **Do not** point load (tip load) standard sling hooks.
- **Do not** subject hooks or attachments to bending actions.
- **Do not** let the load lay directly on a sling wrapped around a load (lower the load on proper blocking).
- **Do not** assume when using a choker hitch that the hook is going to stay in place when the slack is being taken out of the sling. Add blocking or reposition.
- **Do not** use a grade of chain lower than 80 in conjunction with a crane.
- **Do not** use a hook that has more than 10 degrees of twist or if latch is not working.
- **Do not** use a hook with chain that is not a least the same capacity as what it is connected to.
- **Do not** use a cable choker sling that is less than the diameter of the shackle in the basket configuration. (See OSHA regulations for information).

Proper Use of Shackles

- **Do** make certain that the bolt in a screw pin shackle turns easily and is tightened by hand.
- **Do** use screw pin shackles wherever possible (they are safer).
- **Do** use the largest bearing surface possible on the shackle pin. This will reduce the bending movement on the pin.

- **Do not** use a shackle unless marked with its rated load capacity.
- **Do not** use any screw pin shackle where the bolt is very difficult to turn (the pin is either bent due to overload or the threads have been damaged).
- **Do not** use round pin shackles. Instead use screw pin shackles.
- **Do not** rest sling on pin if there is a chance that it can spin.
- **Do not** use a shackle that is not at least the same capacity as what it is connected to.

Proper Use of Nylon Webbing Slings

- **Do** inspect the surface and stitching of the sling for cuts and abrasions.
- **Do** use softeners, pads, sheaths, etc. to ensure protection of nylon and synthetic slings from cuts and abrasions.
- **Do** destroy if red safety thread is visible.
- **Do** use for fragile or valuable items.
- **Do** not use nylon slings on hoist hooks that are gouged or nicked (there could be sharp edges that could cut the sling).
- **Do** not use nylon slings on metal decking unless protected with padding.
- **Do** not use any sling if its rated capacity is not clearly identified.
- **Do** not use sling for convenience.
- **Do** not use slings that are too long as this may cause the load block to inadvertently contact the boom resulting in a dangerous situation.

Proper Use of Tag Lines

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

32 Scaffolding

32.1 Qualifications / Training

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

32.2 Inspection / Tags

- Upon safe completion of the erection of a scaffold a green tag is to be placed on the scaffold stating it is “OK TO USE”, or the equivalent.
- Each scaffold is to be inspected daily prior to use by a competent person. The inspection must be documented. Inspections are also to be done after windstorms or any other change in condition that could affect the security of the scaffolding.
- If the scaffold is not safe to use, a red tag stating, “DO NOT USE”, or the equivalent, is to be placed on the scaffolding, at or near the access ladder or stairs.

32.3 Rules and Safe Practices

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

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

Keep scaffolds and work platforms free of debris. Keep tools and materials as neat as possible on scaffolds and platforms.

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

Do not move rolling scaffolds with workers aboard.

Planking

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

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

Scaffold Guardrails

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

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

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

Stair Scaffolds

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

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

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

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

33 WILDFIRE SMOKE EXPOSURE MANAGEMENT PROGRAM

33.1 Purpose

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

33.2 Introduction and Scope

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

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

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

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

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

33.3 Definitions

Current Air Quality Index (Current AQI). The method used by the U.S. Environmental Protection Agency (U.S. EPA) to report air quality on a real-time basis. Current AQI is also referred to as the "NowCast," and represents data collected over time periods of varying length in order to reflect present conditions as accurately as possible.

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

Air Quality Index (AQI)	
Categories for 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.

33.4 Responsibilities

Safety Director:

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

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

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

Employees working outdoors during a wildfire shall:

- Understand and follow the requirements of the Wildfire Smoke Exposure Management Program, including participating in training.

- Wear respirators when required to do so (i.e.- AQI is >500).
- Inform their supervisor if the air quality is getting worse.
- Inform their supervisor if they are suffering from any symptoms due to the air quality.

Contractors and visitors are encouraged to:

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

33.5 Wildfire Smoke Exposure Control Plan

Exposure Monitoring

Woodside Homes 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.

34 TRAFFIC CONTROL

34.1 Purpose

The purpose of the program is to prescribe rules and establish minimum requirements for traffic control

34.2 Scope

When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers our company's employees and contractors and shall be used on owned premises or when an operator's program doesn't exist or is less stringent.

34.3 Key Responsibities

Managers and Supervisors

Managers and supervisors are responsible for ensuring that all employees, and/or contractors have been trained in the procedures, equipment and PPE associated with traffic control.

Employees

Employees are responsible for following this program.

34.4 Procedure

Our company shall develop, in writing, and implement a traffic control plan for its workers at a worksite if any of them may be exposed to a hazard from vehicular traffic that may endanger the safety of any worker or the public. It shall include the following control measures:

- Pedestrians have the right-of-way. In all instances on the work site, pedestrian traffic has the right-of-way.
- Our company shall ensure the use of signs, barricades, and other control measures to protect workers from traffic hazards. Employees struck by vehicles or mobile equipment account for many work zone injuries or fatalities. Work zones should be marked by traffic control devices such as:
    - Signals
    - Message boards

- Cones
- Barricades
- Delineator Posts
- Flashing Lights
- Flares
- Conspicuously identified pilot vehicles
- Speed Restrictions
- Traffic control personnel must wear high visibility work vests. Workers exposed to traffic must be attired in bright, highly visible apparel. See OSHA Safety Vest Classification Table.

- Provisions of Flaggers to Direct Traffic – When work activity occurs on or adjacent to a surface being used by the public, our company is responsible for providing flagger(s) to direct traffic.
- Flaggers are provided with proper hand-signaling devices. Hand-signaling devices such as Stop/Slow paddles or red flags should be provided to flaggers. Oftentimes, the Stop/Slow paddle is the preferred hand-signaling device because the paddle gives road users more positive guidance than red flags, which are primarily used in emergency situations.
- Traffic control persons operating during hours of darkness or when there is poor visibility are provided with a reflective paddle and a flashlight fitted with a red signaling device.
- A means of communication is provided when there is more than one traffic control person. When there are multiple traffic control persons that are not working within sight of each other, an effective means of communication should be provided and used (preferably radios)

35 Contractor – Subcontractor Working Relations

35.1 Purpose

The purpose of this program is to ensure there are good working relations between our company as the Contractor, and the Subcontractor resulting in a healthy and safe work environment.

35.2 General

SUBCONTRACTOR will perform its work in a safe manner, comply with all environmental safety and health requirements of the subcontract documents as issued by the CONTRACTOR, and comply with all applicable law's codes, ordinances, rules, regulations, and lawful orders of all public authorities.

SUBCONTRACTOR must be competent and capable to perform their assigned duties in a safe and environmentally sound manner.

SUBCONTRACTOR has the sole and complete obligation to provide a safe and healthful working environment for its employees and for other persons at the project site who may be exposed to SUBCONTRACTOR work. SUBCONTRACTOR will be pre-qualified by reviewing their safety programs, safety training documents, and safety statistics.

SUBCONTRACTOR and its lower-tier subcontractors are responsible for the development, implementation, administration, and enforcement of their individual safety and health programs, regardless of any safety or first aid personnel the CONTRACTOR may have assigned as oversight to the project site or facility. SUBCONTRACTOR shall ensure these safety and health requirements are passed on to its subcontractors. They will be included in pre-job meetings or kick-off meetings, and safety orientations.

SUBCONTRACTOR is responsible for the implementation of all applicable governmental, federal, state, and local regulations as they apply to the scope of work and the project.

SUBCONTRACTOR is responsible for having all appropriate licenses, registrations, and insurance to complete their work.

SUBCONTRACTOR is responsible for conforming to all applicable safety requirements of CONTRACTOR and OWNER, as specified herein and in the subcontract.

SUBCONTRACTOR is responsible for assuring project supervisors are trained in safety procedures and that designated "Competent Persons" meet all training and experience requirements necessary to comply with OSHA directives.

SUBCONTRACTOR is required to maintain a Substance Abuse Prevention Program that meets all applicable regulatory requirements and CONTRACTOR and OWNER programs.

SUBCONTRACTOR employees must successfully complete a substance abuse prevention test.

SUBCONTRACTOR will be included in tailgate safety meetings, job safety analysis or hazard assessments, and on the job safety inspections.

35.3 Safety and Health Program

A copy of CONTRACTOR safety program is available for review and copying at the contractor's field offices. SUBCONTRACTOR may adapt any part of that program that is appropriate to its organization and scope of work. Prior to start of work, CONTRACTOR and SUBCONTRACTOR will establish:

- Clear lines of communication
- Clear roles and responsibilities
- An Emergency Action Plan

SUBCONTRACTOR is required to have a written safety and health program aligned with OSHA and the subcontract requirements. This program must include the requirements of this document and be submitted to CONTRACTOR for review and approval prior to commencement of work.

Use of any portion of CONTRACTOR program and approval of SUBCONTRACTOR safety and health program does not relieve SUBCONTRACTOR from its responsibility for employees, public safety, and compliance with all applicable safety requirements.

The safety and health program must as a minimum include and address implementation of the following: to the degree they are applicable to the scope of work:

- Description of planned work including task hazard breakdown where appropriate
- Responsibilities and lines of authority for the planned work
- Method for identifying job hazards and control methods.
- Personal Protective Equipment (PPE) required for the planned work (Note: if respiratory protection is required, a "Respiratory Protection Program" must be included).
- Employee orientation and required job training.
- Safety and health inspections.
- Safety and health goals and expectations.
- Disciplinary policy for violation of safety rules.

- Fire prevention and protection including an emergency action plan.
- Rules of Conduct and/or standard operating procedures as required for the work.
- Security and site control measures.
- Sanitation and on-site medical support services.
- Owner-specified safety requirements.
- Accident Reporting, Root Cause Investigation, and Corrective Actions.
- Recordkeeping
- Hazard Communication training
- Conducting post-job safety performance reviews

If the planned work includes additional task specific work such as lead coating removal, asbestos work, confined space entry, work on energized systems, critical lifts, blasting or diving operations, then task specific plans will be required. Such task specific plans must comply with regulatory requirements and subcontract specific rules. The requirements for such plans will be either specified in the subcontract requirements, specific client requirements or by reference to specific OSHA or other regulatory agency requirements. For programs involving hazardous waste removal, treatment, or related construction activities, a specific plan meeting the requirements of 29 CFR 1910.120/29 CFR 1926.65 will be required. For most other activities, OSHA Safety and Health Standards (29 CFR 1926/1910) will be used as the regulatory document in addition to any state and local specific requirements as applicable to the work.

SUBCONTRACTOR will develop a job hazard analysis (JHA) that identifies the hazards before commencing each major phase or activity at the site. The analysis will also describe the planned work and assign responsibility for hazard prevention or control of identified hazards, and state corrective action to prevent injury.

Prior to commencement of any work on the jobsite, SUBCONTRACTOR shall submit a copy of its safety and health program, and SUBCONTRACTOR and CONTRACTOR shall meet to review and discuss SUBCONTRACTOR safety and health program and its enforcement. This meeting will also be utilized to discuss the project safety and health requirements. SUBCONTRACTOR shall incorporate any changes to the program resulting from the meeting.

A revised copy of SUBCONTRACTOR safety and health program must be provided to CONTRACTOR during the project preconstruction conference. A copy of the Subcontractor Safety and Health Program must be available on site for employee access and review. Changes/modification to the program must be documented in the project files.

Safety Representatives

SUBCONTRACTOR shall be required to designate a qualified Safety Representative that has the authority and support of his/her management to conduct and coordinate SUBCONTRACTOR and its lower-tier subcontractors' safety and health program and/or policies. The duties and responsibilities of the Safety Representative shall be specified in the site-specific Safety and Health Plan. The Safety Representative shall be granted "stop-work" authority, along with the responsibility and organizational freedom necessary to implement and enforce SUBCONTRACTOR safety and health program.

The level of education and expected qualifications of Safety Representatives shall be as follows:

Subcontracts of six-months or more duration and/or with 25 or more on-site employees, including lower-tier subcontractors' employees shall have at least one full-time, on-site Safety and Health Supervisor. Safety and Health Supervisors shall meet one of the following criteria:

- Degreed Safety Professional with 2-5 years construction experience
- Certified Safety Professional as recognized by the Board of Certified Safety Professionals with 2 years construction experience
- Certified Health and Safety Technician with 3-5 years construction experience
- Safety supervisor who has completed the OSHA 500 Basic Instructor Course in Occupational Safety and Health Standards for the Construction Industry. The supervisor must have performed full-time safety responsibilities for at least 5 years in the construction industry.)

Subcontracts of less than six-months, duration and/or less than 25 on-site employees, including lower-tier subcontractors employees:

- One part-time, on-site Safety Representative whose other assigned duties do not interfere with the conduct of the safety and health program.
- The Safety Representative at a minimum will have knowledge of safety and health rules and regulations, specifically in the hazards of the work to be performed and will have completed the basic OSHA Outreach 10 Hour Construction Course.

Prior to commencement of work SUBCONTRACTOR shall provide CONTRACTOR with the name and qualifications of their Safety Supervisor/Representative for approval by CONTRACTOR. Once approved, the Safety Supervisor/Representative will not be changed without the approval of CONTRACTOR.

The Safety Supervisor/Representative must be present on the project site whenever work is being performed by SUBCONTRACTOR and is responsible for administering and promoting their safety and health program. The Safety Representative may have other assigned duties subject to approval of the Contractor. SUBCONTRACTOR management is responsible for ensuring compliance and enforcement of their safety and health program.

Worker's Compensasion

Worker's Compensation as required under applicable laws must be provided and administrated by SUBCONTRACTOR for their employees and agents. CONTRACTOR will not assume any responsibility for the administration of Worker's Compensation insurance, the submittal of reports, processing of claims, or any other related activity.

A copy of each Worker's Compensation claim (First Report of Injury) filed by SUBCONTRACTOR will be provided to CONTRACTOR within two working days of any incident.

First Aid and Emercency Medical Care

SUBCONTRACTOR is responsible for providing first aid trained personnel and emergency medical care for its employees and agents, notwithstanding any first aid personnel that CONTRACTOR may have assigned to the project, site, or facility.

SUBCONTRACTOR, at its own risk, may use CONTRACTOR first aid facilities and personnel. Such service is provided on a "Good Samaritan" basis and SUBCONTRACTOR will execute CONTRACTOR hold-harmless agreement prior to obtaining first aid services from CONTRACTOR.
CONTRACTOR will not assume the responsibility for the transportation of SUBCONTRACTOR employees for medical or other purposes unless specifically included in terms of the subcontract and with the required indemnification agreement.

Transportation and Enviornemental Compliance

If activities of the SUBCONTRACTOR involve transportation or shipping of Hazardous Materials (as defined by the Department of Transportation) or if the work requires Environmental Controls or potential for spills and/or releases, a designated person will be available to provide necessary compliance support. In the event of a transportation incident or environmental release, the designated person will provide necessary coordination of response activities for SUBCONTRACTOR. This person will also provide necessary notification of insurance carriers and HAZMAT response for any SUBCONTRACTOR incidents.

Safety Meetings

The SUBCONTRACTOR safety representative will attend a weekly meeting with the CONTRACTOR safety representative. The purpose of this meeting will be to discuss safety related matters such as safety concerns, corrective actions, accident prevention, and new procedures and policies.
SUBCONTRACTOR will conduct regularly scheduled safety meetings with its employees and/or supervision as necessary to ensure safety is adequately addressed in its work planning and execution. SUBCONTRACTOR will provide written notice of the time, place, and subject of these meetings and provide CONTRACTOR the opportunity to observe. CONTRACTOR reserves the right to require changes necessary to comply with safety rules and regulations.

35.4 Mininum Dress Requirements

The following minimum dress requirements have been established as a guideline for SUBCONTRACTOR and its employees. It is the responsibility of SUBCONTRACTOR to ensure their employees conform to these or other guidelines acceptable to CONTRACTOR:

A. All employees are required to wear construction-type shoes or boots. Tennis or canvas shoes, sandals, shoes with open toes or heels, or shoes with narrow high heels are not allowed to be worn on the jobsite. Job specific requirements for safety toe or metatarsal foot protection (other than as specified/required by OSHA) will be specified in subcontract requirements, and SUBCONTRACTOR will be responsible for assuring required foot protection is worn in designated work areas.

B. Tank tops, net shirts, cut-off shirts, sleeveless shirts, and so forth, are not permitted to be worn. As a minimum, employees are required to wear a shirt or top that is comparable to a T-shirt. As a minimum, shirts must have a neck collar and a sleeve that covers the ball of the shoulder in the same manner as a T-shirt.

C. Pants must be full length. Cut-offs, shorts, and other such apparel are not permitted.

D. Clothing must not hang loose to the point where it may be caught in moving machinery, or snag onto dangerous objects.

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E. Employees who perform welding and cutting, operate rotating machinery, or are exposed to chemicals, fire, or other such hazards, must contain their hair to a point where there is no danger of their hair catching fire, dipping into toxic chemicals, or acids, or being caught in rotating machinery.

Personal Protective Equipment

SUBCONTRACTOR will provide, at its own expense, all required Personal Protective Equipment (PPE) for its employees and all required safety equipment and supplies as needed. SUBCONTRACTOR is required to ensure employees are wearing appropriate PPE as specified in applicable OSHA regulatory standards. In accordance with OSHA standards, all employees of SUBCONTRACTOR shall be required to wear personal protective equipment during working hours and on the project premises, including non-metallic ANSIZ89.1-1997 approved hard hat and ANSI Z 1987.1-1989 approved protective eye wear with peripheral protection. Employees performing welding, cutting, grinding, or similar operations must utilize protective headgear in conjunction with other required protective equipment while performing such operations.

Employees working in designated "Hearing Protection Required" areas or when noise is identified as a potential job hazard in the pre-task JHA, must be provided with adequate hearing protection including either approved earplugs, canal caps or earmuffs as required to meet OSHA, MSHA, or USACOE requirements.

A written documentation of identification of task specific PPE is required under OSHA requirement 29 CFR 1910.132(d) or as specified in 29 CFR 1926 Subpart E. SUBCONTRACTOR is responsible for compliance as required for the task. In addition, the Job Hazard Analysis for each task must specify required PPE for the task as part of the task-specific planning process.

35.5 Inspections

SUBCONTRACTOR is responsible for conducting daily and documented weekly jobsite inspections for unsafe conditions and work practices.

SUBCONTRACTOR shall prohibit the use of unsafe machinery, tools, materials, or equipment and shall conduct pre-job and as-required inspections on it in accordance with manufacturer's recommendations and appropriate regulations. All heavy equipment shall have a documented safety inspection prior to being used on the project. All equipment, tools, and appliances shall be used according to manufacturer specifications. Modifications or alternative uses must be approved by the manufacturer prior to planned use.

SUBCONTRACTOR will immediately notify CONTRACTOR of any and all OSHA inspections and shall afford CONTRACTOR the opportunity to observe the inspection. SUBCONTRACTOR will provide CONTRACTOR a copy of all citations received, and all SUBCONTRACTOR responses issued as a result of such inspections within two working days of receipt or issuance.

CONTRACTOR will perform periodic safety inspections of SUBCONTRACTOR work. SUBCONTRACTOR safety representative will accompany CONTRACTOR safety supervisor during these inspections and take prompt action to correct all identified deficiencies. SUBCONTRACTOR management will participate in a scheduled safety walk-through with CONTRACTOR management. Such inspections and identification of deficiencies by CONTRACTOR does not relieve SUBCONTRACTOR from its responsibility to comply with all applicable safety regulations and rules.

35.6 Employee Orientation and Training

SUBCONTRACTOR shall instruct each employee required to handle or use flammable liquids, gases, toxic materials, poisons, radiological materials, and other harmful substances in their safe handling and use. Employees shall be made aware of the potential hazards, the necessary personal hygiene, and the personal protective measures provided. In addition, employees must receive training on appropriate spill control measures as part of site-specific emergency training.

SUBCONTRACTOR shall permit only qualified employees, by training or experience, to operate equipment or machinery, and should verify the employee’s ability to operate such equipment through visual observations for appropriate time periods.

All new jobsite employees, upon their day of employment or initial entrance onto the project site, will be required to attend a jobsite orientation meeting presented by CONTRACTOR and/or OWNER. The cost of the employees' time is the responsibility of SUBCONTRACTOR. This orientation program will include:

1. Project rules.
2. Emergency and first aid procedures.
3. Work rules and procedures.
4. Security procedures.
5. Fire prevention and protection.
6. Use of PPE, and other subjects related to the employee's responsibilities and duties.

SUBCONTRACTOR will provide safety training for its employees at its own expense, and such training will be documented, and copies provided to CONTRACTOR upon request. Safety training will include, but note be limited to:

1. Orientation to the safety policies and rules stipulated by the SUBCONTRACTOR prior to each employee’s initial work assignment on the project.
2. Orientation of supervisors to the safety policies, rules, and their responsibility to enforce it.
3. Weekly “Toolbox Talks” on an appropriate safety subject, for all employees.
4. Hazardous materials training (HAZMAT).

5. PPE
6. Personal safe work practices
7. Special safety training for those affected, including but not limited to, confined space entry, respiratory protection, hot work permits, fire watch, trenching/excavation, fall protection, scaffolding, etc.
8. Employee's rights and obligations under SUBCONTRACTOR and CONTRACTOR safety policies.

SUBCONTRACTOR shall adequately educate, train, and equip all employees performing work with hazardous chemicals. The SUBCONTRACTOR shall implement approved programs such that at all times its employees and activities shall be in compliance with OSHA Hazard Communication Standard (aka "Right to Know"), 29 CFR 1910.1200, 1926.59, insofar as it is applicable by law to the work.

SUBCONTRACTOR employees shall be provided with an employee safety handbook or equivalent project safety guidance.

Employees of SUBCONTRACTOR and lower-tiers are required to participate in regular safety meetings conducted by qualified representatives of the SUBCONTRACTOR. These meetings should be held according to a planned schedule and also whenever significant changes to the work scope are anticipated. The job supervisors should lead meetings and employees should be encouraged to identify safety problems and to provide corrective actions. All meetings will be documented with identification of date/time of meeting, employees attending, topics discussed, action items for follow through, and signature of meeting leader. A copy of the documentation for each meeting is to be provided to CONTRACTOR upon request.

Unsafe acts by employees or repeated unsafe conditions are considered serious and will not be tolerated. SUBCONTRACTOR will uniformly enforce a policy that states the disciplinary action to be applied when employees violate safety rules. This policy will be consistent with the project and/or CONTRACTOR safety enforcement policy.

35.7 Safety Violations

SUBCONTRACTOR is responsible for promptly correcting all violations of safety and health standards, potential hazards, and other such safety-related problems within their area of responsibility. In the event an apparent violation is observed by CONTRACTOR, SUBCONTRACTOR will be notified.

If CONTRACTOR notifies SUBCONTRACTOR of any non-compliance with the provisions of the project's safety and health program or other OWNER or statutory requirements, SUBCONTRACTOR shall take prompt action and make all reasonable efforts to correct the unsafe or unhealthy condition(s) or act(s). Satisfactory compliance shall be made within a reasonable, specified time. If SUBCONTRACTOR refuses to correct unsafe or unhealthy conditions or acts, CONTRACTOR will initiate appropriate actions in accordance with the subcontract provisions and may take one or more of the following steps:

A. Cease the operation or a portion thereof (particularly in the case of an imminent danger).
B. Correct the situation and back-charge SUBCONTRACTOR.
C. Stop or hold up payment for the work being performed.
D. Invoke subcontract penalties and/or terminate the subcontract.

In the event SUBCONTRACTOR fails to comply with safety regulations and/or fails to correct identified hazards, CONTRACTOR may, without prejudice to any other legal or contractual rights of CONTRACTOR, issue an order stopping all or any part of the work; thereafter, a start order for resumption of work may be issued at the discretion of CONTRACTOR. SUBCONTRACTOR will make no claim for an extension of time or for compensation of damage by reason of, or in connection with, such work stoppage.

35.8 Reports and Submittals

SUBCONTRACTOR will report all injuries recordable on its OSHA log 300, all accidents resulting in property damage, and all environmental incidents to CONTRACTOR promptly, and follow up in writing within 24 hours.

Within two working days, SUBCONTRACTOR will provide CONTRACTOR with a written report documenting the root cause(s) of the accident and action(s) taken, or planned to be taken, to preclude recurrence. A copy of each Employers First Report of Injury shall be provided to the CONTRACTOR.

A monthly summary of occupational injuries and illnesses, including labor-hours, is to be provided to CONTRACTOR. Report immediately to CONTRACTOR all fatal or serious occupational injuries or illnesses (requiring hospitalization).

Should an injury result in lost time, SUBCONTRACTOR will notify CONTRACTOR in writing if it desires not to provide continued employment, on a modified basis, for its employees who sustain an on-the-job partially disabling injury. This notification must be provided a minimum of 24 hours prior to the discontinuance of employment. This reporting is in addition to any reporting responsibilities that
SUBCONTRACTOR may have to OSHA or any other agency. CONTRACTOR reserves the right to perform an independent investigation at no additional cost to CONTRACTOR.

All Job Hazard Analyses (JHAs), work permits, training records, inspection reports, and daily safety reports must be available for review by CONTRACTOR and OWNER. SUBCONTRACTOR will maintain records of all first aid cases, work-related injuries/illnesses, and property damage according to OSHA requirements and the representative insurance carrier requirements. These records may be reviewed by the OWNER or CONTRACTOR as required and permitted by law.

SUBCONTRACTOR will provide to CONTRACTOR copies of Safety Data Sheets (SDSs) for all materials that SUBCONTRACTOR brings on the jobsite. This information will be provided prior to arrival of the materials on the project site.

When requested, SUBCONTRACTOR will provide training to CONTRACTOR employees and employees of other parties who may routinely be exposed to materials used by SUBCONTRACTOR at no cost to CONTRACTOR.

SUBCONTRACTOR shall furnish other reports and submittals as identified in other sections of this document and the subcontract, as previously stated and/or upon request.

SUBCONTRACTOR management plan will address safety metrics, such as TRIR, EMR, DART, Fatality Rate will be used as a criteria for selecting subcontractors.

Performance Evaluation

CONTRACTOR will have designated project personnel to monitor SUBCONTRACTOR performance and will take action when needed.

Emergency Contacts

AMBULANCE _____

FIRE - RESCUE _____

HOSPITAL _____

PHYSICIAN _____

ALTERNATE PHYSICIAN _____

POLICE _____

OSHA _____

POSTING IS REQUIRED BY TITLE 8 SECTION 1512(e)

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

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:**

_____

INCIDENT NOTIFICATION

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

COMPANY NAME:_____

DATE OF INCIDENT:_____ EMPLOYEE'S NAME:_____
(print)

EXPLANATION OF INCIDENT:_____

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

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

Employee's Signature:_____ Date:_____

Supervisor's Signature:_____ Date:_____

FIRST AID FORM

COMPANY NAME: _____

NAME OF INJURED: _____

DATE OF INJURY: _____ TIME OF INJURY: _____

OUTSIDE TREATMENT REQUIRED? YES: ☐ NO: ☐

IF YES, WHERE? _____

DESCRIPTION OF INJURY

TYPE OF FIRST AID

SIGNATURE OF INJURED: _____ DATE: _____

SIGNATURE OF PREPARER: _____ DATE: _____

ACCIDENT, INJURY & ILLNESS INVESTIGATION FORM

Company Name: _____

Person(s) Conducting Investigation: _____

Title(s): _____

Date of Accident/Injury/Illness: _____

Name(s) of Affected Employee(s):

(1) _____ (2) _____

Nature of Accident/Injury/Illness: _____

Part(s) of Body Affected: _____

What Workplace Condition, Work Practice, or Protective Equipment Contributed to the Incident:

_____

Was a Code of Safe Practice Violated? If so, Which One?

_____

What Corrective Actions Will Prevent Another Occurrence?

_____

Was the Unsafe Condition, Practice, or Protective Equipment Problem Corrected Immediately?

_____

If No, What Has Been Done to Ensure Correction?

_____

Until Corrected, What Actions Have Been Taken to Prevent Recurrence?

_____

Will the Inspection Checklist for the Area Require Modification to Prevent Recurrence?
If so, What Will Be Added?

_____

Signature of Investigator: _____ Date: _____

Person Responsible for Corrective Actions: _____

EMPLOYEE VIOLATION WARNING NOTICE

DATE: _____ LOCATION: _____

EMPLOYEE NAME: _____

==========

☐ lst Violation ☐ 2nd Violation ☐ 3rd Violation

==========

You are hereby warned and have been counseled on:

Disciplinary action taken:

Issued by: _____ Reviewed by: _____

Supervisor Director of Safety / Human Resources

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

_____ _____

Employee Signature Date

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

Confined Space Entry Permit

Permit valid for one shift only. Permit must be posted near entry point. Keep permit on file for one year.

Date:____/____/____ **Entry Time:**_____ AM PM **Permit Expiration Time:**_____AM PM

Confined Space Name/ID: _____ **Location:**_____

Reason for Entry:_____

Entry Point: TOP BOTTOM SIDE **Communication used:** VOICE HAND SIGNAL RADIO Other_____

Hazard Identification & Control

Identify potential or known hazards for the confined space. For "OTHER" explain in notes.

Atmospheric Hazards present or potentially present – *(check all that apply).* **YES NO NA**

☐ Oxygen Deficient <19.5% ☐ Flammable Gases, Vapors when ≥ 10% LFL ☐ Airborne combustible dust

☐ Oxygen Enriched ≥ 23.5% ☐ Toxic Gases, Vapors when ≥ PEL ☐ Other_____

Control: ☐ Test before entry ☐ Continual monitoring ☐ Natural ventilation ☐ Forced air ventilation ☐ Other

Engulfment & Entrapment Hazards present or potentially present - *(check all that apply)* ☐ **YES** ☐ **NO** ☐ **NA**

☐ Flowing material ☐ Hung up, bridged, crusted material ☐ Inwardly converging walls ☐ Sloping floors ☐ Other

Control: ☐ LOTO fill and/or emptying equipment ☐ Lock gates ☐ Block spouts/pipes ☐ Drain/empty ☐ Lifeline use

Potential/known hazard	YES	NO	Type / Control Used	Potential/known hazard	YES	NO	Type / Control Used
Egress hazards	☐	☐		Respiratory hazards	☐	☐	
Insufficient lighting hazard	☐	☐		Skin hazards	☐	☐	
Chemical hazards	☐	☐		Heat/Cold hazards	☐	☐	
Mechanical hazards (unguarded items)	☐	☐		Snake, Rodent, Animal and Insect Hazards	☐	☐	
Electrical hazards	☐	☐		Vehicle hazards	☐	☐	
Fall hazards	☐	☐		Noise hazards	☐	☐	

Other Hazards & Control:

Safety & Emergency Rescue

RESCUE / FIRE CONTACT #:

	YES	NO	NA		YES	NO	NA
Entry area secure	☐	☐	☐	Safety harness & lifeline or retrieval line	☐	☐	☐
LOTO/de-energization & isolation	☐	☐	☐	PPE inspection completed before use	☐	☐	☐
Lighting (rated for type of space/work)	☐	☐	☐	Mechanical retrieval device	☐	☐	☐
Hot work permit	☐	☐	☐	Respirator	☐	☐	☐
GFCI equipment	☐	☐	☐	Hearing Protection	☐	☐	☐
Non-sparking tools	☐	☐	☐	Other PPE_____	☐	☐	☐

Entrants should always wear hard hats, work books, and eyewear.

Rescue equipment available? ☐ **YES** ☐ **NO** Type: _____

Stand by personnel used? ☐ **YES** ☐ **NO** Name(s): _____

CPR trained person available? ☐ **YES** ☐ **NO** Name(s): _____

Atmospheric Information *Acceptable atmospheric entry conditions must meet the limits stated below.*

Monitor calibrated? ☐ **YES** ☐ **NO** Date calibrated: ____/____/____ Monitor functioning correctly? ☐ **YES** ☐ **NO**

Bump test conducted against known concentration of gases, your meter is set up to check? ☐ **YES** ☐ **NO**

Pre-entry / Initial Air Monitor Readings

Time	O2 19.5 - 23.5%	LFL <10%	CO ≤ 50 ppm	H2S ≤10 ppm	PH3 ≤ 0.3 ppm	NH3 ≤ 25 ppm	Other ____	Signature

Periodic Air Monitor Readings – *Test every ½ hour unless entrant wears meter continuously*

Time	O2	LFL	CO	H2S	PH3	NH3	Other ____	Signature

NOTES:

I have been trained for the confined space job duties assigned and agree with the conditions listed on the entry permit.

Entrant(s): _____ _____ _____ _____

Print Name *Signature* *Print Name* *Signature*

Attendant(s): _____ _____ _____ _____

Print Name *Signature* *Print Name* *Signature*

I certify all conditions and actions necessary for safe entry have been performed and the entry is authorized.

Entry Supervisor: _____ _____

Print Name *Signature*

Permit Cancellation Time: _____ AM PM Structure returned to operating condition? ☐ **YES** ☐ **NO**

Entry Supervisor Signature: _____ **Date:** ____/____/____

Ensure employee has received the appropriate training for the job & tasks and the training is documented.

EMERGENCY EVACUATION

COMPANY:_____ **PROJECT:** _____

ADDRESS:_____

EMERGENCY EVACUATION MAP

CONTRACTOR RESPONSIBILITY FORM

PROJECT:

_____

Name of Contractor:

_____

1. Will you have employees working from heights, exposed to a fall distance of 7 1/2' or more?

Yes☐ No☐ If yes, who is designated Competent Person?_____

2. Will you have employees working in trenches 5' or deeper? Yes☐ No☐

If yes, who is designated Competent Person? _____

3. Will you have employees working in confined spaces? Yes☐ No☐

If yes, who is designated Competent Person?_____

4. Will you have employees working off scaffolding? Yes☐ No☐

If yes, who is designated Competent Person?_____

5. Will you have employees operating aerial devices, scissor lifts, or heavy equipment?

Yes☐ No☐ If yes, are all trained per OSHA regulations? Yes☐ No☐

6. Will you have employees operating powered industrial trucks (forklifts, reach lifts, etc.)?

Yes☐ No☐
If yes, are all trained per OSHA regulations? Yes☐ No☐

7. Will you have a Crane Operator? Yes☐ No☐

If yes, are Crane and Crane Operator certifications current?

Yes ☐ No ☐ *Submit copies of certifications*

8. Do you have personnel certified in First Aid (Also CPR if working in a confined space) who will be on site during working hours?

_____ Yes ☐ No ☐ Submit copies of certifications

9. Name of person who your company designates as having overall responsibility for safety on site.

_____

Name:_____

Signature:_____

Date:_____

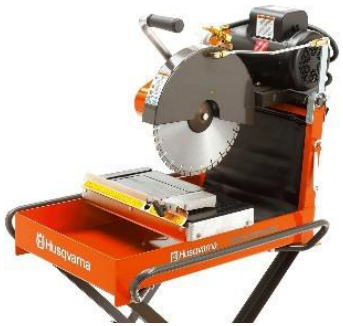
TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(i) Stationary masonry saws 	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None	Water Controls: ■ An adequate supply of water for dust suppression is used; ■ The spray nozzle is working properly to apply water at the point of dust generation; ■ The spray nozzle is not clogged or damaged; and ■ All hoses and connections are intact.
(ii) Handheld power saws (any blade diameter) 	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ■ When used outdoors. ■ When used indoors or in an enclosed area.	None APF 10	APF 10 APF 10	Water Controls: ■ An adequate supply of water for dust suppression is used; ■ The spray nozzle is working properly to apply water at the point of dust generation; ■ The spray nozzle is not clogged or damaged; ■ All hoses and connections are intact.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(iii) Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less) 	For tasks performed outdoors only: ■ Use saw equipped with commercially available dust collection system. ■ Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ■ Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.	None	None	Dust Collection Systems: ■ The shroud or cowling is intact and installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions to prevent clogging; and ■ The dust collection bags are emptied to avoid overfilling.
(iv) Walk-behind saws 	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ■ When used outdoors. ■ When used indoors or in an enclosed area.	None APF 10	None APF 10	Water Controls: ■ An adequate supply of water for dust suppression is used; ■ The spray nozzles are working properly to apply water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(v) Drivable saws 	For tasks performed outdoors only: ■ Use saw equipped with integrated water delivery system that continuously feeds water to the blade. ■ Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None	Water Controls: ■ An adequate supply of water for dust suppression is used; ■ The spray nozzles produce a pattern that applies water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact.
(vi) Rig-mounted core saws or drills 	■ Use tool equipped with integrated water delivery system that supplies water to cutting surface. ■ Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None	Water Controls: ■ An adequate supply of water for dust suppression is used; ■ The spray nozzles produce a pattern that applies water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(vii) Handheld and stand-mounted drills (including impact and rotary hammer drills) 	■ Use drill equipped with commercially available shroud or cowling with dust collection system. ■ Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ■ Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. ■ Use a HEPA-filtered vacuum when cleaning holes.	None	None	Dust Collection Systems: ■ The shroud or cowling is intact and installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; and ■ The dust collection bags are emptied to avoid overfilling.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(viii) Dowel drilling rigs for concrete 	For tasks performed outdoors only: ■ Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter-cleaning mechanism. ■ Use a HEPA-filtered vacuum when cleaning holes.	APF 10	APF 10	Dust Collection Systems: ■ The shroud is intact and installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; and ■ The dust collection bags are emptied to avoid overfilling.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(ix) Vehicle-mounted drilling rigs for rock and concrete 	Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector. OR Operate from within an enclosed cab and use water for dust suppression on drill bit.	None None	None None	Dust Collection Systems: ■ The shroud or hood is intact and installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; and ■ The dust collection bags are emptied to avoid overfilling. Water Controls: ■ An adequate supply of water for dust Suppression is used; ■ The spray nozzles are working properly and produce a pattern that applies water on the discharge point from the dust collector; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(x) Jackhammers and handheld powered chipping tools 	Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact. ■ When used outdoors. ■ When used indoors or in an enclosed area. OR Use tool equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. ■ When used outdoors. ■ When used indoors or in an enclosed area.	None APF 10 None APF 10	APF 10 APF 10 APF 10 APF 10	Water Controls‡: ■ An adequate supply of water for dust suppression is used; ■ The water sprays are working properly and produce a pattern that applies water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact. Dust Collection Systems: ■ The shroud is intact and installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; and ■ The dust collection bags are emptied toavoid overfilling.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(xi) Handheld grinders for mortar removal (i.e., tuckpointing) 	Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	APF 10	APF 25	Dust Collection Systems: ■ The shroud is intact, encloses most of the grinding blade, and is installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; ■ The dust collection bags are emptied to avoid overfilling; ■ The blade is kept flush against the surface whenever possible; and ■ The tool is operated against the direction of blade rotation, whenever practical.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(xii) Handheld grinders for uses other than mortar removal 	For tasks performed <u>outdoors only</u>: Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. OR Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism. ■ When used outdoors. ■ When used indoors or in an enclosed area.	None None None	None APF 10	Water Controls§: ■ An adequate supply of water for dust suppression is used; ■ The spray nozzles are working properly and produce a pattern that applies water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact. Dust Collection Systems: ■ The shroud is intact and installed in accordance with the manufacturer's instructions; ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions; and ■ The dust collection bags are emptied to avoid overfilling.

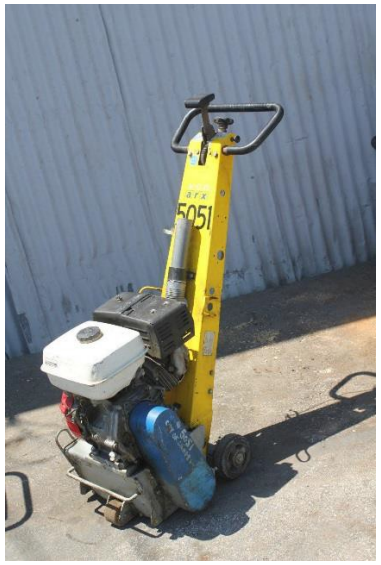
TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(xiii) Walk-behind milling machines and floor grinders 	Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. OR Use machine equipped with dust collection system recommended by the manufacturer. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.	None None	None None	Water Controls: ■ An adequate supply of water for dust suppression is used; ■ The spray nozzles are working properly and produce a pattern that applies water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact. Dust Collection Systems: ■ The hose connecting the tool to the vacuum is intact and without kinks or tight bends; ■ The filter(s) on the vacuum are cleaned or changed in accordance with the manufacturer's instructions to prevent clogging; and ■ The dust collection bags are emptied to avoid overfilling.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(xiv) Small drivable milling machines (less than half-lane) 	Use a machine equipped with supplemental water sprays designed to suppress dust. Water must be combined with a surfactant. Operate and maintain machine to minimize dust emissions.	None	None	Water Controls: ■ An adequate supply of water for dust suppression is used; ■ The spray nozzles are working properly and produce a pattern that applies water at the point of dust generation; ■ The spray nozzles are not clogged or damaged; and ■ All hoses and connections are intact.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(xv) Large drivable milling machines (half-lane and larger) 	For cuts of any depth on asphalt only: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. Operate and maintain machine to minimize dust emissions. For cuts of four inches in depth or less on any substrate: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. Operate and maintain machine to minimize dust emissions. OR Use a machine equipped with supplemental water spray designed to suppress dust. Water must be combined with a surfactant. Operate and maintain machine to minimize dust emissions.	None None None	None None None	No additional information provided. Refer to the engineering and work practice control methods outlined.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(xvi) Crushing machines 	Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyers, sieves/sizing or vibrating components, and discharge points). Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions. Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote control station.	None	None	Water Controls††: ■ Nozzles are located upstream of dust generation points and positioned to thoroughly wet the material; ■ The volume and size of droplets is adequate to sufficiently wet the material (optimal droplet size is between 10 and 150 µm); and ■ Spray nozzles are located far enough from the target area to provide complete water coverage but not so far that the water is carried away by wind.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(xvii) Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials** 	Operate equipment from within an enclosed cab. When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions.	None None	None None	No additional information provided. Refer to the engineering and work practice control methods outlined.

TABLE 1: SPECIFIED EXPOSURE CONTROL METHODS WHEN WORKING WITH MATERIALS CONTAINING CRYSTALLINE SILICA†				
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**		**What does *full and proper* implementation require?***
		≤ 4 hours /shift	**> 4 hours /shift**	
(xviii) Heavy equipment and utility vehicles for tasks such as grading and excavating but not including: demolishing, abrading, or fracturing silica-containing materials 	Apply water and/or dust suppressants as necessary to minimize dust emissions. OR When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.	None None	None None	The following scenarios are examples of when the employer must use water and/or dust suppressants as necessary to minimize dust emissions: ■ Equipment for grading and excavating is not equipped with enclosed, pressurized cabs. OR ■ Employees other than the operator are engaged in the task. If water or dust suppressants are applied as necessary to minimize visible dust, the employer need not provide an enclosed, filtered cab for the operator.

APF 10 (requires fit testing)		APF 25	
			
Dust Mask/Half Mask	Half Mask (Elastomeric)	Loose-Fitting Powered Air-Purifying Respirator (PAPR)	Hooded Powered Air-Purifying Respirator (PAPR)

† (1) When implementing the control measures specified in Table 1, each employer shall:

i. *For tasks performed using wet methods*, apply water at flow rates sufficient to minimize release of visible dust. The appropriate water flow rates for controlling silica dust emissions can vary; therefore, it is necessary to follow manufacturers' instructions when determining the required flow rate for dust suppression systems on a given worksite. Integrated water systems must be developed specifically for the type of tool in use so they will apply water at the appropriate dust emission points based on tool configuration and do not interfere with other tool components or safety devices.

Any slurry generated when using water to suppress dust should be cleaned up to limit secondary exposure to silica dust when the slurry dries following procedures described in the employer's *Written Exposure Control Plan*.

When working in cold temperatures, where there is a risk of water freezing, additional work practices such as insulating drums, wrapping drums with gutter heat tape or adding environmentally-friendly antifreeze.

ii. *For tasks performed using commercially available, dust collection systems (i.e. LEV)*, use equipment that is designed to effectively capture dust generated by the tool being used and does not introduce new hazards such as obstructing or interfering with safety mechanisms. The "commercially available" limitation is meant only to eliminate on-site improvisations of equipment by the employer. When employers use methods other than commercially available systems for dust suppression, they must conduct exposure assessments and comply with the PEL.

Some Table 1 entries for dust collection systems specify use of cyclonic pre-separators and filter cleaning mechanisms to prevent buildup of debris on filters that result in less dust capture. A cyclonic pre-separator collects large debris before the air reaches the filters. A filter cleaning mechanism prevents the need for manually cleaning filters to prevent buildup of debris (caking). Some vacuums are equipped with a gauge indicating filter pressure or an equivalent device (*e.g.*, timer to periodically pulse the filter) to help employees in determining when it is time to run a filter cleaning cycle.

i. *For tasks performed indoors or in enclosed areas*, provide a means of exhaust as needed to minimize the accumulation of visible airborne dust. Indoors or in an enclosed areas mean areas where airborne dust can build up unless additional exhaust is used. Sufficient air circulation in enclosed or indoor environments is important to ensure the effectiveness of the control strategies and to prevent the accumulation of airborne dust. The means of exhaust necessary could include: the use of portable fans (box fans, floor fans, and axial fans), portable ventilation systems, or other systems that increase air movement and assist in the removal and dispersion of airborne dust. To be effective, the ventilation must be set up so that movements of employees during work, or the opening of doors and windows, will not negatively affect the airflow.

ii. *For measures implemented that include an enclosed cab or booth*, ensure that the enclosed cab or booth:
   a. Is maintained as free as practicable from settled dust;
   b. Has door seals and closing mechanisms that work properly;
   c. Has gaskets and seals that are in good condition and working properly;
   d. Is under positive pressure maintained through continuous delivery of fresh air;
   e. Has intake air that is filtered through a filter that is 95% efficient in the 0.3-10.0 µm range (e.g., MERV-16 or better); and
   f. Has heating and cooling capabilities.

(2) Where an employee performs more than one task on Table 1 during the course of a shift, and the total duration of all tasks combined is more than four hours, the required respiratory protection for each task is the respiratory protection specified for more than four hours per shift. If the total duration of all tasks on Table 1 combined is less than four hours, the required respiratory protection for each task is the respiratory protection specified for less than four hours per shift.

* Refer to OSHA's Small Entity Compliance Guide for more information.

‡ The water delivery system is not required to be integrated or mounted on the tool; it can be assembled and installed by the employer. Acceptable water delivery systems include direct connections to fixed water lines or portable water tank systems. These water delivery systems can be operated by one worker or could require a second worker to supply the water at the point of impact.

§ The integrated water delivery system can be a free-flowing water system designed for blade cooling as well as manufacturers' systems designed for dust suppression alone. This option applies only when grinders are used outdoors.

†† The water spray systems can be installed so that they can be activated by remote control.

** NOTE: When the operator exits the enclosed cab and is no longer actively preforming the task, the operator is considered to have stopped the task. However, if other abrading, fracturing, or demolition work is performed by other heavy equipment and utility vehicles in the area while an operator is outside the cab, that operator is considered to be an employee "engaged in the task" and must be protected by the application of water and/or dust suppressants.

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. _____

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.

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 suspectedfraudulent 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

EMPLOYEE SAFETY POLICY

Woodside Homes

Dear Woodside Homes Employee;

This is your personal copy of Woodside Homes 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 Woodside Homes 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. Woodside Homes 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 Woodside Homes 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)437-5014Monday- 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 Woodside Homes 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 Woodside Homes. 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 Woodside Homes. I understand that a violation of the Safety Policy, Rules and Guidelines could endanger others or myself. I also understand that if I do not abide by these rules, I could be dismissed.

I certify that I will not perform any task that is unsafe.

I certify that I will receive training on any equipment or operation prior to starting the job task.

I certify that I have received all Personal Protective Equipment required to complete my task.

I certify that I have been trained on the chemicals at work and the location of the safety data sheets, if applicable.

I certify that I have been trained on emergency procedures.

I certify that in case I am injured while in the course of my work, I will report the injury to my Supervisor immediately and will obtain a Medical Treatment Authorization slip or verbal authorization from Woodside Homes 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 Woodside Homes reserves the right to review any previous injury.

My signature certifies that I have read and understand all (8) pages of this Employee Safety Policy and agree to abide by it.

_____
Print Employee Name

_____ _____
Employee Signature **Date**

REFUSAL TO SIGN

These Rules were provided to and reviewed with _____. However, he or she declined to sign this policy.
Employee's Name

Note: Refusal to sign does not exclude any employee from the enforcement of these policies.

_____ _____
Witness Signature and Title **Date**

CALIFORNIA ANTI-FRAUD BILL (SB1218/228)

The Workers' Compensation Anti-Fraud Bill took effect in 1992. This legislation should help to make the Workers' Compensation system more cost effective and to ensure that benefits go to workers with actual work related injuries or illness.

This law includes:

- **Felony criminal fraud is committed if anyone knowingly makes false statements to obtain or support a claim for benefits.**
- **Felony fraud convictions can be punishable by up to ten years in state prison and a fine of up to $150,000, or double the fraud, whichever is greater.**
- **Physicians and attorneys are prohibited from employing runners, cappers, or steerers to procure patients and clients.**
- **Using cappers to solicit claims is a misdemeanor, punishable by up to 5 years in jail and a fine of $10,000, or both.**
- **Qualified Medical Evaluators (QME) who are found guilty of using cappers can be fired, suspended or placed on probation.**
- **Insurers, self-insured employers and third-party administrators are required to report suspected fraudulent acts to their local district attorney or Bureau of Fraudulent Claims within 30 days of knowledge of fraud.**
- **The law prohibits print or broadcasting advertising services from printing or broadcasting any misleading, deceptive or false information about Workers' Compensation benefits.**

By signing below, I attest that I have read and understand the California Anti-Fraud Bill.

_____ _____

Print Employee Name **Date**

_____

Employee Signature

NORMAS DE SEGURIDAD PARA EL EMPLEADO

Woodside Homes

Estimado empleado de Woodside Homes:

Esta es su copia personal de Las Normas de Seguridad al Empleado de Woodside Homes 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 Woodside Homes 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. Woodside Homes 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 Woodside Homes 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)437-5014 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 Woodside Homes 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 Woodside Homes 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 Woodside Homes. 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 Woodside Homes 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 Woodside Homes 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

COVID-19 Prevention Program (6-17-2021)

Dear Safety Compliance Company Client:

Safety Compliance Company has updated the Model COVID-19 Prevention Program to reflect the recent changes enacted June 17, 2021, to the Cal/OSHA Emergency Temporary Standard CCR, Title 8 §3205.

The Model COVID-19 Prevention Program is to be modified and made specific to your organization. This template is intended for California employers not covered by the Aerosol Transmissible Diseases (ATD) Standard.

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

California Code of Regulations, Title 8 Sections:

§3205, COVID-19 Prevention
§3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks
§3205.2, Major COVID-19 Outbreaks
§3205.3, Prevention in Employer-Provided Housing
§3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work

Additional source information:

Revised COVID-19 Prevention Emergency Temporary Standards: https://www.dir.ca.gov/oshsb/documents/Jun172021-COVID-19-Prevention-Emergency-apprvdtxt-Readoption.pdf

Cal/OSHA FAQ's: https://www.dir.ca.gov/dosh/coronavirus/Revisions-FAQ.html

This program should be reviewed and updated frequently to account for any changes with Cal/OSHA, California Department of Health, CDC or state and local guidelines.

Contact your SCC Representative to assist you in reviewing the new laws to be sure that your company is compliant with the new standard. If you have questions, call your Safety Representative or contact our office at (951) 682-1572 or updates@safetycompliance.com.

COVID-19 Prevention Program

Title 8 Section 3205 (Revised 6/17/2021)

Company Name: _____

Location: _____

Authority and Responsibility of the COVID-19 Prevention Program:

_____

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

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

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

System for Communicating:

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

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

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

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

Identification and Evaluation of COVID-19 Hazards:

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

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

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

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

- Indoor locations have been evaluated to maximize ventilation with outdoor air to the highest level of filtration efficiency compatible with the existing ventilation system and to decide whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.
- The company will continually evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls.
- The company will conduct periodic inspections, as needed, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the company's COVID-19 policies and procedures.

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

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

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

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Determine who may have had close contact. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.

3. Within one business day of the time the company knew or should have known of a COVID-19 case, the company will give written notice, in a form readily understandable by employees, that people at the worksite may have been exposed to COVID-19. The notice shall be written in a way that does not reveal any personal identifying information of the COVID-19 case. Issuance of written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending. The notice will include the disinfection plan required by Labor Code section 6409.6(a)(4). The notice must be sent to the following:

    a. All employees at the worksite during the high-risk exposure period.

    b. Independent contractors and other employers at the worksite during the high-risk exposure period.

4. Within one business day of the time the company knew or should have known of the COVID-19 case, the employer shall provide the notice required by Labor Code section 6409.6(a)(2) and (c) to the authorized representative of any employee at the worksite during the high-risk exposure period.

5. Make COVID-19 testing available at no cost, during paid time, to all employees of the company who had a close contact in the workplace and provide them with the information on benefits, with the following exceptions:

    a. Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms.

    b. COVID-19 cases who returned to work pursuant to this program and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms or for COVID-19 cases who never developed symptoms for 90 days after the first positive test.

6. Investigate whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms will be kept confidential. All COVID-19 testing or related medical services provided by the company under this program will be provided in a manner that ensures the confidentiality of employees. COVID-19 testing or related medical services provided by the company will be conducted in a manner that ensures the confidentiality of the employees unless disclosure is required or permitted by law. formation on COVID-19 cases will be provided to the local health department, CDPH, the Division (Cal/OSHA), the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

Correction of COVID-19 Hazards:

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

Training and Instruction:

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

1. The company's COVID-19 policies and procedures to protect employees from COVID-19 hazards and how to participate in the identification and evaluation of COVID-19 hazards.
2. Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, the company's own leave policies, and leave guaranteed by contract.
3. The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
4. The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination.
5. Company's policies for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use:
    1. How to properly wear the respirator provided;
    2. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.

6. The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

7. Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.

8. COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

9. Company's COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

10. The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained. Employees can request face coverings from the company at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

Face Coverings:

The company will provide face coverings and ensure they are worn by employees who are not fully vaccinated when indoors or in vehicles and where required by orders from the CDPH. The company will ensure face coverings are clean and undamaged, and that they are worn over the nose and mouth.

*"Face covering" means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does **not** include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.*

Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

When employees are required to wear face coverings, the following are exceptions to the face coverings requirement:

1. When an employee is alone in a room or vehicle.

2. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air is supplied to the area, if indoors, has been maximized to the extent feasible.

3. Employees wearing respiratory protection required by the company and in accordance with section 5144 or other title 8 safety orders (Respiratory Protection Standard).

4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.

5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

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

Any employee not wearing a face covering, pursuant to the exceptions and not wearing a non-restrictive alternative when allowed, shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee.

The company will provide face coverings to employees upon request, regardless of vaccination status. The company will not prevent any employee from wearing a face covering when not required by this program, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Signage has been posted at all entrances to communicate face covering policies to non-employees.

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

For buildings with mechanical or natural ventilation, or both, the company will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

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

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

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

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

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

Area or Object to be Cleaned	Frequency

Areas, material, and equipment used by a COVID-19 case during the high-risk exposure period will be cleaned and disinfected if the area, material, or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case. PPE and training will be provided to employees conducting the cleaning and disinfecting.

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

Protective Equipment (PPE)

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

Upon request, the company will provide respirators for voluntary use in compliance with Title 8 subsection 5144(c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Whenever the company makes respirators for voluntary use available, under this program the company will encourage their use and shall ensure that employees are provided with a respirator of the correct size.

("respirator" means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 mask)

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

Testing of Symptomatic Employees:

Employers shall make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

Reporting, Recordkeeping, and Access:

The company will adhere to the following:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related "serious" illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Record COVID-19 cases as applicable on OSHA Recordkeeping Log.
- Maintain records of the steps taken to implement the company's written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make the company's written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test.

Exclusion of COVID-19 Cases and Employees Who had Close Contact:

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

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

- The company will exclude from the workplace employees who had close contact until the return-to-work requirements are met, with the following exceptions:
    1. Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and
    2. COVID-19 cases who returned to work pursuant to the program and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms or for COVID-19 cases who never developed COVID-19 symptoms for 90 days after the first positive test.
- Employees excluded from work under this section will continue to maintain earnings, seniority, and all other employee rights and benefits. Policy for maintaining earnings benefits:

  Exemptions:

    - Does not apply where the employees received disability payments or was covered by workers' compensation and received temporary disability.
    - Does not apply where the company demonstrates that the close contact is not work related.
- At the time of the exclusion the company will provide the employee with information on benefits.

Return to Work Criteria:

The company will adhere to the following:

- COVID-19 cases with COVID-19 symptoms will not return to work until:
    1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
    2. COVID-19 symptoms have improved; and
    3. At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not be allowed to return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- Persons who had a close contact may return to work as follows:
    1. Persons who had a close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last known close contact.
    2. Persons who had a close contact and developed any COVID-19 symptoms cannot return to work until the requirements of this section's criteria have been met, unless all of the following are true:
        a. The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
        b. At least 10 days have passed since the last known close contact; and
        c. The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be in accordance with the return-to-work periods as applicable.

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

This section applies to a workplace covered by section 3205 if three or more employee COVID-19 cases within an exposed group, as defined by section 3205(b), visited the workplace during their high-risk exposure period at any time during a 14-day period.

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

COVID-19 testing

1. The employer shall make COVID-19 testing available at no cost to its employees within the exposed group, during employees' paid time, except:
    - Employees who were not present at the workplace during the relevant 14-day period.
    - Employees who were fully vaccinated before section 3205.1 became applicable to the workplace and who do not have COVID-19 symptoms.
    - For COVID-19 cases who did not develop COVID-19 symptoms after returning to work. Pursuant to program, no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
2. COVID-19 testing will consist of the following:
    - Testing will be made available to all employees in the exposed group immediately upon being covered by this program section, and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
    - After the first two COVID-19 tests, the company will make COVID-19 testing available once a week at no cost, during paid time, to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until this section no longer applies.
    - The company will provide additional testing when deemed necessary by Cal/OSHA.

The company will continue to comply with all applicable provisions of section 3205, and shall also do the following:

1. Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions applies:
    a. Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms.
    b. COVID-19 cases who returned to work pursuant to this program and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms or for COVID-19 cases who never developed symptoms for 90 days after the first positive test.
2. The company will give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. The company will evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

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

The investigation and review will be documented and will include:

- Investigation of new or unabated COVID-19 hazards including:
    - Leave policies and practices and whether employees are discouraged from remaining home when sick
    - COVID-19 testing policies
    - Insufficient outdoor air
    - Insufficient air filtration
    - Lack of physical distancing
- The review will be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

- The company will implement changes to reduce the transmission of COVID-19 based on the investigation and review. The company will consider moving indoor tasks outdoors or having them performed remotely when possible, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as feasible, requiring respiratory protection and other applicable controls.

In buildings or structures with mechanical ventilation, employers shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, employers shall use filters with the highest compatible filtering efficiency. Employers shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, shall implement their use to the degree feasible.

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

Major COVID-19 Outbreaks (§3205.2):

This section applies to any workplace covered by section 3205 if 20 or more employee COVID-19 cases in an exposed group visited the workplace during their high-risk exposure period within a 30-day period.

This section would apply until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

The company will continue to comply with section 3205.1 *(Multiple COVID-19 Infections and COVID-19 Outbreaks)* with the following additions:

In the event of a major outbreak, the company will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees in the exposed workgroup, regardless of vaccination status. COVID-19 testing will be provided at no cost to employees during employees' working hours.

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

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

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

- In buildings or structures with mechanical ventilation, the company will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, the company will use filters with the highest compatible filtering efficiency. The company will evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission and will implement their use to the degree feasible.
- The company will provide a respirator for voluntary use in compliance with Title 8 5144(c)(2) to employees in the exposed group and shall determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

- Any employees in the exposed group who are not wearing respirators required by the company and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where the company can demonstrate that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include; telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.
- At workstations where an employee in the exposed group is assigned to work for an extended period of time, such as desks and production line stations, and where the physical distancing requirement is not maintained at all times, the company will install cleanable solid partitions that effectively reduce transmission between the employee and other persons.
- The company will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Notifications will be made to the local health department in compliance with the company's COVID-19 Prevention Program.

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

This section applies when the company provides motor vehicle transportation, which is any transportation of an employee, during the course and scope of employment, including transportation to and from different workplaces, jobsites, delivery sites, buildings, stores, facilities, and agricultural fields, provided, arranged for, or secured by an employer regardless of the travel distance or duration involved.

The following exceptions apply:

- If the driver and all passengers are from the same household outside of work, such as family members or if the driver is alone in the vehicle.
- When necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations.
- Vehicles in which all employees are fully vaccinated.
- Public transportation

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

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

Face coverings and respirators - the company will ensure that:

- Face covering requirements are followed for employees waiting for transportation.
- All employees who are not fully vaccinated are provided and wear a face covering in the vehicle as required by the company's COVID-19 Prevention Program.
- Upon request, the company will provide respirators for voluntary use to all employee in the vehicle who are not fully vaccinated.

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

Cleaning and disinfecting – the company will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned to prevent the spread of COVID-19 before each trip and must be cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, will be cleaned to prevent the spread of COVID-19 between different drivers and are disinfected after use by a COVID-19 case during the high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case.
- The company provides sanitizing materials and ensure they are kept in adequate supply.

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

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

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

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

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

The following exceptions apply:

- To housing provided for the purpose of emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations, if:
    - The employer is a government entity; or
    - The housing is provided temporarily by a private employer and is necessary to conduct the emergency response operations.
- This section does not apply to employer-provided housing used exclusively to house COVID-19 cases or where a housing unit houses one employee.
- This section does not apply to housing in which all residents are fully vaccinated.

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

Assignment of housing units

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

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

Ventilation

In housing units, the company will maximize the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system. If there is not a Minimum Efficiency Reporting Value (MERV) 13 or higher filter in use, portable or mounted High Efficiency Particulate Air (HEPA) filtration units shall be used, to the extent feasible, in all sleeping areas in which there are two or more residents who are not fully vaccinated.

Face coverings

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

Cleaning and disinfecting

The company will ensure that housing units, kitchens, bathrooms, and common areas are effectively cleaned at least once a day to prevent the spread of COVID-19. Housing units, kitchens, bathrooms, and indoor common areas shall be cleaned and disinfected after a COVID-19 case was present during the high-risk exposure period, if another resident will be there within 24 hours of the COVID-19 case. Cleaning and disinfecting will be done in a manner that protects the privacy of residents.

The company will instruct residents not to share unwashed dishes, drinking glasses, cups, eating utensils, and similar items.

Screening

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

COVID-19 testing

The company will establish, implement, and maintain effective policies and procedures for COVID-19 testing of residents who had a close contact or COVID-19 symptoms. These policies and procedures shall be communicated to the residents.

COVID-19 cases and close contacts

Employers shall effectively quarantine residents who have had a close contact from all other residents. Effective quarantine shall include providing residents who had a close contact with a private bathroom and sleeping area. The following residents are exempt from this requirement:

1. Fully vaccinated residents who do not have COVID-19 symptoms; and
2. COVID-19 cases who returned to work pursuant to this program and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms or for COVID-19 cases who never developed symptoms for 90 days after the first positive test.

The company will effectively isolate COVID-19 cases from all residents who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases and providing COVID-19 case residents with a sleeping area and bathroom that is not shared by non-COVID-19 case residents.