



Written Workplace Safety Program
(WWSP)

INTRODUCTION

Policy Statement

It is the policy of Power House Plastering (hereinafter referred to as “Company”) to conduct all operations with maximum safety awareness. Too often workers make serious safety mistakes because they do not know better. To effectively eliminate this problem, a formalized guideline on minimum safe work practices has been implemented.

It is mandatory that all of our employees follow these guidelines and to take an active interest in our Accident Prevention Program.

Safety education of all personnel in the recognition, avoidance and correction of unsafe working conditions and practices will be conducted. All practical steps will be taken to maintain safe, healthful places of work for our workers. Approved protective equipment will be provided and will be used by all persons, including subcontractors, at work locations requiring such equipment.

Safety will be given primary importance in planning and operating all Company activities in order to protect employees against occupational injuries and illnesses and to protect the Company against any unnecessary financial burden and reduced efficiency.

We all have the right to the safest possible environment. Each member of Management is responsible for the safety, well-being and safe work conduct of all persons who report to or are assigned to him or her – its success depends on the cooperation of every employee.

ACCIDENT PREVENTION

No phase of operations is of greater importance than accident prevention. The degree of safety and the results accomplished are directly proportional to the effort expended to control the conditions, practices and human actions that are responsible for accidents.

PURPOSE

All employees are considered valuable assets, their safety is of vital concern. Recognizing its need and responsibility for the safety of its employees, the Company considers safety and health an important and integral part of every operation undertaken.

To carry out the policy, the Company will:

- A. Maintain safe and healthful working conditions.
- B. Furnish, within reason, the best available mechanical safeguards and personal protective equipment, where they are needed.
- C. Maintain an active and aggressive program, in which all members of Management will participate, to promote safety awareness among its employees.

- D. Provide adequate medical and first-aid facilities for work related injuries and illnesses.
- E. Maintain a continuous educational program in safe operating procedures.
- F. Insist that all employees observe safety regulations and practices and use the safety equipment provided.

SAFETY AND HEALTH REQUIREMENTS

The Company is responsible for employee compliance with all aspects of Safety and Health Rules (Federal and State) and the Company is subject to severe penalties for violation of these rules by any employee. Each employee will comply with safety and health standards and all rules, regulations, and orders issued which are applicable to their own actions and conduct. Existing governmental codes, statutes, rules and orders will be considered a part of this Safety Program.

CONCLUSION

You will do well to commit these guidelines to your memory. Remember that Safety will always come first and it is your responsibility to perform your job in a safe and accident free manner.

President

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SAFETY COMMUNICATION

POLICY

In order to promote and maintain a safe working environment, the Company will ensure that employees receive adequate information regarding the safety program. The communication will be designed to meet the following criteria.

1. Provide information about the safety responsibilities of the employer and the employees.
2. Provide employees adequate information that will allow them to perform their job safety.
3. Promote two-way communication with employees on safety related issues.
4. Advise and inform employees about safety on the job and the responsibility they have to abide by safety related policies and practices.

METHODOLOGY

1. Upon hire, employees will be provided with workplace safety brochures and information that is issued by the State of Nevada, Department of Business & Industry, Division of Industrial Relations, Safety Consultation and Training Section. Each new employee will be required to sign a receipt acknowledging that they have received this information. The receipt will be maintained in the personnel file.
2. The Company will conspicuously post notices that will contain in depth information about Nevada Safety and Health Protection at the job.
3. All employees will be informed and trained at the time of hire, and during their employment, about the Safety Program, General Rules, Code of Safe Practices, and other policies and procedures they are to abide by.
4. The company will post its Safety related notices and bulletins in a conspicuous area available to employees which will provide employees with information describing their responsibilities for accidents, illnesses, and hazardous chemical exposure reporting. The Payroll Department will be responsible for attaching notices to paychecks for employees.
5. Periodic inspections will occur at each work area, and the employees will be provided with an opportunity to give the inspector information or comments with regard to work place safety without fear of reprisal. Employees are assured that their participation in the Safety Program is welcomed.

6. Supervisors will conduct regularly scheduled “Safety Meetings” that will provide an opportunity for employees to discuss various safety concerns, and provide an opportunity for management to convey its policies, concerns or ideas to employees.
7. The Safety Director will be available to all employees to answer any questions that an individual may have about the safety program.

SAFETY COMPLIANCE

ENFORCEMENT

Corrective action for safety violations will be enforced with all employees. In most instances, a method of progressive discipline will be maintained (with exceptions), as follows:

First Violation	Verbal warning
Second Violation:	Verbal or Written warning
Third Violation:	Written warning, subject to disciplinary suspension and/or termination of employment

Jobsite Foremen, Supervisors, and Superintendents will be responsible and accountable for enforcing the safety rules and Code of Safe Practices. The methods of enforcement may include, but will not be limited to, one or more of the following corrective measures:

- Verbal or written warning*
- Individual counseling of the employee
- Individual training
- Suspension and/or termination of employment*

To ensure that employees are aware of the rules and safety procedures, all new employees will receive the safety related rules and procedures information upon hire. Receipt and acknowledgement of the information received by the employee will be maintained in the personnel file.

There may be an incident or accident so severe that termination would be necessary without formal written warnings of violations or reprimands. A serious violation is defined as a violation that causes or could cause serious harm to the employee, a co-worker, customer, or the general public. Also, any employee who negligently, willfully or flagrantly violates any safety practices or procedures will be subject to disciplinary action up to and including immediate discharge.

*In accordance with collective bargaining agreements, if applicable.

SUBCONTRACTORS

All subcontractors are responsible for their employee's compliance with all aspects of Occupational Safety and Health Rules (Federal and State), Mine Safety and Health Administration Standards, existing governmental codes, statutes, rules and orders.

SAFETY TRAINING

UPON HIRE

New hires will receive safety program information and policies in writing prior to the beginning of their first shift. The material presented will include the Code of Safe Practices, safety rules and responsibilities of employees, reporting procedures for injuries, accidents, and exposures, Hazard Communication Program, and compliance information.

ON THE JOB

Supervisors will provide instruction to employees of any specific hazards on the job, and will assist them in working safely as they perform their duties.

Special training in safety techniques required during the performance of any job assignments will be conducted by the supervisors. Supervisors will confirm that employees are aware of safety precautions needed for their specific job tasks.

Supervisors will conduct weekly safety meetings with employees. During these meetings supervisors will provide employees with specific safety related information that will aid in preventing accidents or injuries on the job.

Training topics include, but are not limited to the following:

1. Safety Techniques and Procedures
2. Equipment Maintenance and Safety
3. Accident Prevention, Reporting and Investigation
4. Code of Safe Practices and Safety Program Information
5. Hazard Communication Program
6. Project Safety Prevention and Planning.

JOB SAFETY TASK ANALYSIS

A job Safety Task Analysis will be completed and specific training will be provided to employees whenever a new or previously unrecognized hazard, substance, or equipment is introduced to the workplace. The four basic steps in completing a “Job Safety Task Analysis” are as follows:

1. Select the job to be analyzed.
2. Break the job down into successive steps or activities and observe how these actions are performed.
3. Identify the hazards and potential accidents.
4. Develop safe job procedures to eliminate the hazards and prevent potential accidents.

PROCEDURE

The “Job Safety Task Analysis” is a procedure used to review job methods and uncover hazards that may have been overlooked in the layout of the project or work activity that may have arisen after the project began, or may be the result of changes in the work, personnel or equipment. The JSTA should be completed by the Project Manager and /or Superintendent with input from the foremen and any key personnel involved in the project, work activity or task being analyzed. Other benefits of completing the JSTA are:

1. Train new employees on jobs they will be performing and provide refresher for seasoned employees.
2. Study jobs for possible improvements in job procedures and sequence of events.
3. Use a refresher for jobs that are non-routine or performed infrequently.
4. Use as a tool to inform employees of specific job hazards and protective measures to avoid accidents or injuries.

After the JSTA is completed, it should be reviewed with the personnel involved in completing the project, work activity or task making sure that each person involved understands all procedures and how to perform them safely.

The Safety Director will maintain records of all training conducted for all employees. These records are maintained at Main Office.

SAFETY MEETINGS

Safety Meetings will be held on a regular basis at intervals to be determined by the supervisor.

Minutes should be maintained of the content of the meetings to include topics discussed and employee signatures.

Minutes of the Safety Meetings should be forwarded to the Safety Director within two (2) working days.

Minutes of the Safety Meetings should be maintained for a minimum of three years.

SAFETY MEETING – The Safety Meeting is a five to ten minute meeting. It is conducted by the supervisor, but a discussion encourages greater employee participation.

PURPOSE – The primary purpose of a Safety Meeting is the prevention of workplace accidents. This is done by creating employee awareness, improving skills, increasing knowledge, and changing safety attitudes.

The Safety Meeting adds to an existing company accident prevention program. It brings safety to each employee and involves him in the safety problems of his particular job.

GENERAL GUIDELINES – Here are six simple guidelines to help insure the success of your Safety Meeting:

BE PREPARED – It has been shown that the success of your Safety Meeting can be traced to a prepared leader.

BE SPECIFIC - Safety Meetings should be limited to 5 to 10 minutes. Therefore, limit topics to a single point or subject.

BE REGULAR – Safety Meetings should be held on a regular basis. They should be a regular part of all employees’ jobs. Preferable, they should be held at the beginning of the shift, while the employees are still fresh and alert.

BE SINCERE – You belief in what you are saying is immediately obvious, but equally obvious is such belief being absent. Your job as a supervisor demands that you set a good example. This reflects your sincerity about on-the-job safety.

BE INVOLVED – You must arouse the interest of your employees. An informal, relaxed meeting with open discussion of the safety topic will best accomplish this.

BE POSITIVE – Always conclude your Safety Meetings on a positive note. Accentuate the correct approach or the desirable standard, rather than a harsh criticism of your employees.

THE SAFETY COMMITTEE

PURPOSE

The designated purpose of the Safety Committee is to assist and support the Company as it strives to continuously provide a work place that is safe and hazard free. The Committee provides a valuable support service as it completes important assignments and performs safety related functions.

SELECTION OF MEMBERS

All members and their term of service on the Committee are selected by the President, except for the members that represent collective bargaining employees. Represented employees select an employee of their choice.

FREQUENCY OF MEETINGS

Safety Committee Meetings will be conducted at least quarterly. The President and Safety Chairman will schedule additional meetings each month, if necessary.

RECORD KEEPING

Each meeting held by the Safety Committee will be documented. The Safety Chairman will document the attendance, discussions, and recommendations made during each meeting. These records will be maintained by the Safety Director.

TRAINING

Members of the Safety Committee may be trained by the Safety Director or a Safety Consultant retained by the employer. The purpose of training the members will be to provide them with safety knowledge that will improve their contributions to the Committee. Safety information will be provided to them at training sessions that will cover company practices and procedures, safety laws, techniques of investigations, reporting requirements and general safety management.

DUTIES

Participate in the scheduled meetings.

Review safety information presented by the Safety Chairman and provide recommendations and suggestions.

Compile updated safety related information that will aid the Committee with its decision making and planning.

Maintain appropriate records of activities.

Assist with the accident investigation, if requested.

Analyze accident and injury data.

Assist with inspections of the work areas, if requested or directed.

RESPONSIBILITIES

The responsibilities of various portions of the program have been delegated to the most appropriate individuals. All employees are expected to actively participate in the safety program, as the concept of maintaining a team effort toward maintaining a safe work environment is a primary goal of the program.

The individuals who have been assigned specific responsibilities will be held accountable for their assignments and responsibilities.

PROJECT MANAGER'S/ADMINISTRATOR'S RESPONSIBILITIES

- Ensure company compliance with all State and Federal Laws that govern health and safety in the workplace.
- Have available copies of all applicable State, Federal and Local Safety Regulations at the job site office.
- Provide support to implement and maintain a progressive safety program.
- Assist the superintendent and foreman when necessary to correct any unsafe condition or practice.
- Support enforcement of all approved safety program policies and procedures, including Hazardous Chemical Communication.
- Maintain accurate Material Safety Data Sheets at all job sites for all Hazardous Chemicals that are being used.
- Attend all company sanctioned training classes, and learn all company policies and practices for safety.
- Provide assistance to all General Contractors and Subcontractors in communicating and enforcing safety on the job for all employees.

SUPERINTENDENT'S RESPONSIBILITIES

The Superintendent is assigned the prime responsibility for the application and enforcement of the overall safety & health prevention program. He will be assisted by the foremen, who, by virtue of their close working relationship with the employees, are considered key personnel in carrying out the objectives of the safety program on the project. All supervisory personnel are responsible for the prevention of accidents for work under their direction, and will be responsible for thorough accident prevention and safety training and instruction for the employees they supervise. The project superintendent will:

1. Be the designated "Safety Officer: for the project and is completely responsible for on-site safety.
2. Make available all necessary personal protective equipment, job safety materials and first aid equipment.
3. Instruct the foremen that safe practices are to be followed and safe conditions maintained throughout the job.
4. Inform the foremen that they are not to require or permit their workers to take chances, but rather are to instruct the workers in proper and safe procedures.
5. Instruct line foremen individually regarding their safety responsibilities.
6. Require all subcontractors and encourage other prime contractors to adhere to all Safety Regulations.
7. Review all accidents with foremen, file full reports, and see that corrective actions are taken immediately.

8. Be familiar with the laws pertaining to safety and their basic requirements.

FOREMAN'S RESPONSIBILITIES

Specific duties of the foreman include, but are not limited to, the following:

1. Maintain safe working conditions and practices for everyone under their supervision.
2. Enforce all safety rules and regulations.
3. Keep all first aid kits stocked and accessible to employees at all job sites and work areas.
4. Periodically inspect work areas for appropriate M.S.D.S labeling on all containers, initiate corrections if any are necessary.
5. See that all accidents are reported promptly and first aid is given in case of an injury.
6. Investigate all accidents and prepare a Supervisor's Accident Investigation Report.
7. Safety training of all new employees and retraining of existing employees.
8. See that all required personal protective equipment is being worn by all employees.
9. Inspections should be made on a daily basis of all equipment and job sites with written reports.
10. Following up on recommendations resulting from accident investigations, inspection reports, and outside agencies.
11. Conduct regularly scheduled safety meetings with employees to include documentation of these meetings.
12. All written reports such as accident reports, accident investigation reports, and documentation of safety meetings should be forwarded to the Safety Director within two (2) working days.

SUPERVISOR'S RESPONSIBILITIES

1. Individuals who supervise others are assigned the responsibility to actively support the safety program. Monitor all work areas and conditions to eliminate hazards that may jeopardize the safety and health of an employee.
2. Actively supervise employees SAFETY, and don't jeopardize safety over production.

3. Motivate and teach employees safe practices that are used each day. Observe employees as they work and if necessary, provide instruction and directives to correct any unsafe acts or habits that are confirmed to be against policy, or may create an unsafe environment if continued or not corrected.
4. If you have knowledge in any form that any employee who is under your supervision has been involved in an accident, injury, or hazardous chemical exposure. You must advise them to seek medical attention (see reporting requirements) or assist them in receiving first aid. If the individual does not choose to seek medical attention, document that fact on the accident report form that is completed.
5. Discipline employees for violation of the safety policies with appropriate immediate action as directed by management.
6. Notify the Safety Director immediately in the event there is an on-the-job injury, accident, or illness, and complete any additional reports, if directed to do so.

SAFETY DIRECTOR'S RESPONSIBILITIES

1. Manage the safety program as directed.
2. Ensure all new hires are trained and provided with an opportunity to become familiar with the Safety Program and all safety policies, rules and procedures. Complete accurate records to verify compliance with this policy.
3. Maintain files of all documents and records used for the Safety Program. This includes managing records for all Accident Reports, Job Site Safety Inspections, Safety Meeting Records, Safety Committee Meetings, Safety Discipline Records, Training Records, and Hazardous Chemical Communication Records.
4. Maintain chemical inventory lists along with the Material Safety Data Sheets for all hazardous chemicals that are introduced into the work areas.
5. Regularly visit project and work sites for the purposes of personnel communication with personnel and being knowledgeable of operations.
6. Work with the appropriate departments to coordinate the return of the injured workers to their regular job, or a light duty position (approved by the treating physician) that accommodates any limitation imposed by the injury, as soon as practical.
7. Coordinate regular safety committee meetings of at least one (1) meeting per quarter. Notify all members of the meeting date, time and locations, providing as much notice to the members as possible. Maintain all meeting notes, and attendance records.

8. Solicit education and promotional data for the benefit of safety program(s), and assist with the implementation of such material.
9. Attend meetings and conferences of safety councils, contractors' associations, and other organizations considered advantageous to the Company's interest. Attend training schools with courses for accident prevention and safety training.
10. Personally investigate or direct investigations of all serious accidents. Work with insurance company representatives, attorneys and others in the interest of Company business with safety.

EMPLOYEE'S RESPONSIBILITIES

Employees share with the employer their responsibility for their own safety, the safety of their fellow worker(s) and the general public. Employees will:

1. Work according to good safety practices as posted, instructed, and discussed. Contact your supervisor if you have any questions, concerns or need assistance in any way.
2. Refrain from any unsafe acts that might endanger you or fellow employees.
3. Use all safety devices (PPE) provided for your protection. Never tamper with, alter or remove a safety related device or labels on any equipment or supplies.
4. Operate all equipment in the manner for which it is designed, and report all unsafe equipment or conditions to your supervisor immediately.
5. Assume a share of responsibility for thoughtless or deliberate acts that cause injury to yourself or fellow employees.
6. Be a safe worker off the job as well as on.
7. Report all injuries, no matter how slight, to your supervisor and complete an accident report as soon as possible (see reporting requirements).

CONDITIONS NOT COVERED

Although each employee is primarily responsible for your own safety, in all instances where conditions are not covered by a written program, or the job is not completely understood, obtain specific instructions from your supervisor before proceeding with the work.

CARE IN PERFORMANCE OF DUTIES

Each employee will use reasonable care in the performance of your duties and will at all times act in a manner as to assure safety to yourself, your fellow employees and the public.

JOBSITE INSPECTIONS

Through a program of constant inspection and corrections, many industries have removed unsafe working conditions from the workplace. A planned program of safety inspections is an integral part of the company's safety efforts.

The intent of the inspections and investigations will be to identify current practices or conditions that jeopardize the safety of employees. General inspections will also be conducted in order to verify that Safety Policies and Procedures are being complied with, and enforced.

TYPE OF INSPECTIONS

The company will conduct three (3) types of inspections of the work areas:

1. **Continuous** - Conducted informally by supervisors and employees as part of their daily routine and job responsibility. Checked areas include personal protective equipment, tools and equipment, hazardous chemical handling, storage and labeling, work areas, and housekeeping practices.

2. **Routine** - Deliberate inspections that are scheduled at regular intervals and conducted by Superintendents, Foremen, Supervisors, or outside agencies as deemed necessary by management. These inspections include documenting current or potential hazards and the corrective actions taken.

3. **For Cause** - Inspections initiated as a result of an accident, increase in accident frequency or when hazards are suspected due to lack of enforcement or training. Inspection findings and corrective action taken will be recorded and maintained by the Safety Director. These inspections will be conducted by the Superintendent, Foremen, Supervisors and/or Safety Director.

METHODS OF CONTROL

After review of the inspection reports by the Project Manager and Superintendent, the Safety Director will log the date of the inspection and the date the corrective action was taken if different from the inspection date.

RESPONSIBILITIES

Superintendent

1. Must review all inspection records immediately after any inspection as provided by other management members.
2. Participate with other management or project team members to implement appropriate changes.
3. Ensure the corrective action has been made on any cited recommendations or violations.

Foremen

1. Participate in any on-site inspections and provide assistance as necessary.
2. Review any documentation on the inspection and ensure that approval is received for any changes that may be necessary.
3. Advise the Superintendent of the necessary changes that must be made to correct any violations or implement recommendations.
4. Document inspections conducted after any accident or injury and note recommendations or corrective action taken. Forward the completed document to the Safety Director.
5. Immediately notify the Superintendent of any inspection being conducted by an outside agency (such as OSHA) in order to provide them with the maximum assistance possible.
6. Implement any corrections, as directed by the Superintendent, within appropriate time limits.
7. Report to and advise your supervisor immediately if you have reason to believe that any corrective action would inadvertently cause harm or jeopardize the safety of any employee, if implemented.

OSHA INSPECTIONS

GUIDELINES FOR SUPERVISORS

In maintaining the policy of conducting all operations with maximum safety awareness and the effectively eliminate the confusion and apprehension generally associated with an OSHA inspection, the Company has implemented these guidelines for field management personnel. It is imperative the supervisors follow these guidelines and take an active interest in becoming familiar with these procedures.

When an OSHA Compliance Officer (CO) arrives on jobsite you will:

1. Greet the CO and identify yourself. Ask the CO to wait while you summon the Safety Director. If he or she is not available, contact upper management for a representative to come out to the site. This should be done immediately.
2. The CO usually wait up to one (1) hour. If CO does not wait you:
 - a. Fill out the Inspection Report at the time of the inspection.
 - b. Take notes on whatever CO says or does.
 - c. If CO takes a picture, you take a picture.
 - d. If CO takes soil samples, you take a soil sample.
 - e. After the CO leaves the site, call the main office and report results of inspections to the Safety Director and/or Superintendent.
 - f. Make sure Inspection Report is completed and send it to the main office with your notes, pictures and soil samples immediately.

The CO is bound by certain requirements and procedures as well as the employer.

It is important that you know the following:

The CO can hold confidential interviews with the employees without a company representative present. However, an employee can request an employee representative.

The CO cannot:

- a. Require you or other employees to demonstrate anything for their viewing;
- b. Take any written material from the jobsite that belongs to the Company;
- c. Control your employees at the job site.

EMERGENCY ACTION PLAN

The senior supervisor on site or his designated alternate during off hours will take charge in the event of an emergency.

The following steps are to be taken if an emergency arises:

1. Sound the alarm for all on site personnel to gather in the muster area which will be immediately in front of the construction trailer or other designated location. The alarm will be the sounding of the air horn that will be mounted in a conspicuous space.
2. Call for emergency assistance from local support (ambulances, police, fire department, and emergency response contact).
3. Account for all employees.
4. Order evacuation, if applicable.
5. Determine extent of injuries, if any, and initiate First Aid/CPR.
6. Clear access roads.
7. Issue instructions to supervision.
8. Set up security control area, if applicable.
9. Set up, along with local authorities, a communication center with both radio and phone.
10. Call operators for equipment operation, if needed.
11. Document all action taken (who notified, time notified and response).
12. Fill out accident investigation report, if applicable.

EMERGENCY TREATMENT

1. The senior supervisor or designated alternate should be able to administer first aid/CPR in case of an accident or sudden illness, until services of paramedics/rescue crew arrives.

2. First aid kits will be available in each workplace and inspected monthly and expended items replaced.
3. Workers' Compensation Coverage is provided by EMCASCO Insurance Co
4. The third party administrators are as follows:

EMERGENCY SERVICES

Fire, Police and Emergency Medical Services	911
Flight for Life	702-383-1000
Sunrise Hospital	702-731-8000
Sunrise Mountain View	702-255-5000
UMC (Trauma Only)	702-383-2000
Medcor	800-496-7183

ACCIDENT INVESTIGATION

The various parts of the loss control program are implemented to prevent losses. When, in spite of these precautions, an accident or a near miss occurs, it may mean that a hazard is overlooked. By investigating the facts of each occurrence, we may be able to uncover the underlying hazard and prevent a recurrence of the loss.

It is not the sole purpose of the accident/near miss investigation to determine fault, but rather to find a hazard which can be remedied.

All causes which lead to an accident or a near miss must be known. Very few accidents/near misses are not preventable. If we are to learn the cause of a loss, we must know the who, what, when, where, and why of the occurrence.

1. All accidents/near misses (workers' compensation, bodily injury, or vehicle) should be investigated by the immediate supervisor.
2. Written reports should be completed for all accidents/near misses and the following information should always be included in the report.
 - a. Basic cause of the accident/near miss.
 - b. Action taken to prevent recurrence.

3. Copies of the Accident/Near Miss Investigation Report should be sent to the Safety Director within two (2) working days of the accident.

EMPLOYEE ACCIDENT REPORTING REQUIREMENTS

EMPLOYEE RESPONSIBILITIES

1. Advise your supervisor, foreman or superintendent of any accidents or “near misses” immediately and complete an accident report form (available from your supervisor). Complete all areas of the form, and describe the accident in detail. Give the form to your supervisor.
2. Report all thefts or loss of equipment.
3. Report to your supervisor if you are exposed to a material or chemical, and do not know if it is hazardous and/or are concerned about the physical or health hazards associated with it. The supervisor will provide you with access to Material Safety Data Sheets (M.S.D.S.).
4. Report any injuries immediately, even small cuts can become seriously infected.
5. If an injury occurs within the course and scope of your employment, you must provide WRITTEN notice to your supervisor immediately. (Form C-1, Notice of Injury of Occupational Disease Incident Report, is available from your supervisor).
6. If you require medical treatment for you on-the-job injury, you are required to select a physician from a list provided by your supervisor. Workers’ Compensation Coverage is provided by EMCASCO Insurance Co and is administered by: WCCA. If you have any questions concerning the law as it may apply to you, contact your supervisor or the Safety Director.
7. If after treatment, your treating physician recommends that you return to work with restrictions, a light duty job will be provided for you (if possible within the scope of your restrictions).

FOREMAN/SUPERVISOR RESPONSIBILITIES

1. Assist the employee with first aid or obtain emergency medical assistance.
2. In non-emergency situations, instruct the employee to complete a C-1, Notice of Injury. Provide a form for the individual.
3. Advise the employee that they must report to an approved facility off of the provider list, if

medical treatment is required.

4. Instruct the employee that they must submit to a post accident drug and alcohol screen as required by the policy. The drug and alcohol screen test must be taken during or immediately after any physical examination or medical treatment. If it is your best judgment that the individual appears to be impaired by any controlled or illegal substance, or disoriented due to the effects of the accident or injury, offer transportation to a facility for medical treatment.
5. Complete all required reports and send to Safety Director within two (2) working days.

CODE OF SAFE PRACTICES

The following safety rules have been devised for the protection of you and your fellow employees.

These rules are designed to eliminate practices which are known to be the cause of accidents in the construction industry, so it is important that you follow them carefully.

REMEMBER: SAFETY IS NO ACCIDENT!

You can protect yourself and fellow employees from painful and costly injury by taking proper safety precautions.

STUDY THESE RULES...KNOW THEM....
PRACTICE THEM.
AVOID INJURY AND DISABILITY BY BEING A
SAFE WORKER

GENERAL RULES

1. All governmental regulations, including OSHA and all State Workers' Compensation Laws, as well as all federal state and local laws, will be enforced and their compliance assured. All employees must abide by these rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the proper authority.
2. Plan work before starting a job. Planning prevents unnecessary exposure, job shutdowns and rework. Study the job from a safety angle. Search out the hazards and take precautions to prevent accidents from happening.

THINK BEFORE STARTING WORK!!!

3. For your protection, obey all warning signs such as "Keep Out", "No Smoking", "Eye Protection Required", "Hard Hat Area", and "Authorized Personnel Only".
4. Report to work rested and physically fit to perform your job.
5. No one will knowingly be permitted or required to work while his ability or alertness is so impaired by fatigue, illness, or other causes that might expose him or other to injury.
6. Keep your mind on your job and temper under control – always!
7. Keep "horseplay" and roughhousing away from the job. Practical jokes often become painful injuries.
8. Intoxicants and unprescribed drugs are not permitted (refer to Drug & Alcohol Policy). Their use will be cause for termination of employment.
9. Use the toilets provided.
10. Give your wholehearted support to safety activities. Preventing accidents depends mostly on you.
11. Do not be a litterbug, take lunch leftovers, paper wrappers, etc. either home with you or dispose in the proper trash receptacles.

CLOTHING

1. Wear clothing suitable for weather and your work. Torn or loose clothing, cuffs, and neckwear are hazardous.
2. Shirts that cover the full trunk and shoulders and long pants (that do not drag on the ground) must be worn at all times. Tank tops, mid-drift shirts and shorts are not allowed.
3. Wear sturdy leather work shoes (high top are suggested) suitable for your trade that are in good condition. Athletic/tennis shoes are not allowed.
4. Jewelry (rings, bracelets, neck chains, etc.) should not be worn.
5. Long hair should be secured to prevent entanglement in moving equipment.

HEARING CONSERVATION PROGRAM

OSHA regulations requires the Company, hereinafter known as the Company, to control employee exposure to high noise level on their job sites. Noise is measured in combination of dose and volume. Dose is the total amount of noise received over a given period of time. Volume is how loud the noise is at any given time.

These two distinctions are important because either or both in combination may cause hearing loss.

- An employee using an abrasive saw with no hearing protection may suffer measurable permanent hearing loss after only a few days exposure. The noise created by the sound levels generated by the tool may harm the hearing mechanism with sheer force.
- A single explosion may cause permanent, total hearing loss to someone too close to it.
- A heavy equipment operator may suffer permanent hearing loss after a few months, or year or two, of exposure to engine noise unless wearing hearing protection continuously.

There are some tools and equipment that create noise at sufficient levels to cause hearing loss to anyone working with them long term. This is particularly true when performing operations that run more or less continuously.

NOISE LEVELS

OSHA's standard requires that the company measures the noise levels on the job and take action when the levels reach certain limits. As a very rough measure, begin measuring the noise levels on your jobs when it becomes impossible to hold a conversation at normal voice levels.

Noise level is measured in decibels (how loud it is) and total amount, express in dB and a scale, i.e. dB-A, dB-C, etc.

Noise dose is express as dB over a period of time, usually an 8-hour day

- If employees are exposed to 85 dB or more of continuous noise over an 8 hour day/40 hour week, you must establish a program of periodic measurement of noise level to make sure your workers do not exceed the 85 dB level.
- 85 dB is called the action level. At this level of continuous exposure, you must train your workers in the hazards of noise exposure and provide hearing protection. You must train them in the hazards of noise exposure and provide hearing protection. You must train them in the proper use and care of the hearing protection devices available.
- At 85dB or greater, you must establish a full "Hearing Conservation Program" which requires mandatory hearing protection, training and medical monitoring of each worker's hearing. This is to be provided at the employer's expense.

ESTABLISHING A HEARING CONSERVATION PROGRAM

The company will hire professionals and train in house personnel to oversee the establishment of the program. The legal requirements and paperwork are extensive and the records must be kept for 30 years.

The Company will choose hearing protection equipment for our workers and purchase those that are effective for the exposure encountered and will keep in mind that not everyone's ears are shaped alike. Some models work for some workers and not for others. Some are uncomfortable to wear for long periods of time so the company will provide the best of 2 or 3 models and allow the workers to choose which they wish to wear. In most instances, squeezable, disposable earplugs are sufficient. Earmuffs might also be considered, depending on noise levels and the required protection factors.

HEARING CONSERVATION PROGRAM

Monitoring and Analysis of Workplace Noise Levels

- Reduce and/or attenuate by employee rotation or PPE excessive noise levels to less than 85 dB

- Muffle the noise if possible
- Isolate the source of the noise from the workers
- Reduce the amount of time workers are exposed to the noise

Employee Education and Training

- Upon hiring and annually thereafter, train each employee working in those noise areas in OSHA hearing conservation regulations
- Provide information on the effects noise has on hearing
- Provide specific information about sources of job site noise
- Discuss methods for controlling exposure to noise
- Present the specific provisions of our company's noise control plan
- Describe and demonstrate the various devices for hearing protection and the advantages and disadvantages of each. Include instructions on selecting, fitting, using, and maintaining the protectors.
- Conduct audiometric testing and the audiometric testing procedure

Provide Hearing Protectors

Hearing protectors will be provided in all circumstances where necessary.

Audiometric Testing

- Annually for all workers who work in areas that exceed the 85 dB level
- Upon hire for all workers who will be assigned to those areas or upon transfer to those areas
- Notify workers of the results of each audiometric test

Maintain Records

- Audiometric testing results
- Noise level surveys
- Training sessions
- Distribution of hearing protection
- Measures taken to alter equipment or machines to reduce noise levels
- Keep their records for 30 years

ELECTRICITY

1. All electrical equipment must be listed by an approved testing laboratory for the specific application.
2. All electrical installation must conform to the National Electric Code and 29 CFR 1926 Subpart K.
3. All portable generators will be grounded in compliance with 29 CFR 1926.404(f)(3)
4. Consider all wires “live” until checked and locked out. Keep a safe distance from “live” electricity.
5. Do not use metal ladders and hats near high-powered electricity.
6. Do not lift or lower portable electric tools by means of the power cord, use a rope.
7. Do not use electrical power tools or equipment while standing in water. Keep cords out of puddles.
8. Have cords, leads, hose, etc. placed to avoid tripping hazards or getting damaged and away from oil, heat, chemicals.
9. All electrical tools and equipment will be grounded or double insulated. Use 3-wire grounded receptacles and extension cords.
10. Ground fault circuit interrupters will be used with all power tools and cords. These will be used regardless of the power source, including portable and wheel mounted generators. The ground fault circuit interrupter will be tested before each use.
11. Damaged or defective electrical tools must be tagged out of service and not used until properly repaired. Tampering with or the unauthorized repair of electrical tools or equipment is prohibited.
12. Cord splices or repairs will be electrical or mechanical equal to that cord’s quality (no substandard patching).
13. Only qualified personnel should make electrical repairs or installation.
14. Employees must not work on energized circuits of any voltage unless adequate safety measures have been taken and the work operation has been reviewed and approved by the responsible superintendent.
15. When working on high voltage (over 600V) energize lines and equipment, adequate personal protective equipment, such as eye protection, lineman’s gloves, blankets or mats, will be required. Such equipment must be tested in accordance with the manufacturer’s specifications.

16. Equipment, wiring methods, lighting and installations of equipment in damp or hazardous locations will be approved as intrinsically safe for the location.
17. Temporary lighting must have guards over the bulbs. Broken or burned-out lamps/bulbs must be replaced immediately. Bulbs will not extend beyond the protective guards. Do not attempt to remove broken bulbs until the circuit has been de-energized.
18. Energized wiring junction boxes, circuit breaker panels and similar places must be covered and labeled.
19. Circuit breaker switches will be identified as to what they control.
20. Hazardous areas will be barricaded and appropriate warning signs posted.

FALL PROTECTION

The Company, Inc. is dedicated to the protection of its employees from on-the-job injuries. The purpose of this Fall Protection Plan is to supplement our existing safety and health program and to ensure that every employee who works for the Company recognizes workplace fall hazards and takes appropriate measures to address those hazards. This plan is not designed to be an application instruction manual, but is intended to define mandatory safety practices for specific tasks.

This Fall Protection Plan addresses and identifies specific activities that require non-conventional means of fall protection. This plan is designed to enable employers and employees to recognize the fall hazards associated with this job and to establish feasible procedures to be followed in order to prevent falls to the lower levels or through holes and openings in walking/working surfaces.

During the construction of residential buildings under (4) stories, it is infeasible or it creates a greater hazard to use conventional fall protection systems at specific areas or the following specific tasks:

- A. SCAFFOLD ERECTORS
- B. LATH INSTALLERS
- C. PLASTERING APPLICATORS
- D. SYNTHETIC STUCCO (EIFS) INSTALLERS
- E. REPAIR/CUSTOMER SERVICE TECHNICIANS

Note: The term product will be used in the place of Lath, Plastering and Synthetic Stucco (EIFS) where appropriate.

The Safety Director has overall responsibility for the Safety Initiative and maintains written training records, which can be provided upon request, verifying employee fall protection and supplemental training. (CFR 1926.503 (b) (1)).

- The Company Scaffold Erectors
 - The Controlled Access Zone
 - Work done on the leading edge
 - Use of the monitor system where it has been designated to be necessary

Installers & Technicians (Lath, Plaster, Synthetic and Patch) CFR 1926.503(a)).
Guard Rail System
Controlled Access Zone
Monitor as determined by the Safety Director

*Additional training includes ladder point of access.

*Company supervisors and foremen are trained through the Scaffold Industry Association Hazard Awareness Program fortifying their existing training.

When the Company has reason to believe that any employee does not have an adequate understanding of fall hazards in the work area or this Fall Protection Plan, such employee shall be retrained (CFR 1926.502 (c)) and recertified.

JUSTIFICATION FOR NON-CONVENTIONAL APPLICATION

PERSONAL FALL ARREST SYSTEMS

Personal fall arrest systems are conventional fall protection systems designed to limit a worker's fall to six feet or less. Anchorage points for personal fall arrest systems must be capable of withstanding a force of 5,000 pounds or a safety factor of at least two as determined by a Qualified Person (CFR 1926.502 (d) (15)).

Roof and floor trusses are temporarily braced and unable to support lateral loads until sheathing has been placed and not capable of withstanding the force requirements of personal fall arrest systems (CFR 1926.502 (d) (15)). In no case will the use of fall arrest systems be feasible when anchored to temporarily braced trusses.

For all applications where sheathing has been placed and permanently installed to truss members, personal fall arrest systems shall only be used when the anchorage point is capable of withstanding 5,000 pounds or a safety factor of at least two as determined by a Qualified Person. In all other cases, the application of personal fall arrest systems in residential construction is not feasible.

SAFETY NET SYSTEMS

Safety net systems are conventional fall protection systems designed to break falls and reduce overhead hazards from falling material, Safety nets must be hung with sufficient clearance to prevent user's contact with the surfaces or structures below (CFR 1926.501 (c) (3)). Employers must either demonstrate or certify that safety nets must be able to absorb an impact force equal to a specified 400 pound drop-test (CFR 1926.501 (c) (4)). Furthermore, each safety net section must have a border rope with a minimum breaking strength of 5,000 pounds (CFR 1926.501 (c) (8)).

Subpart M has no explicit strength requirement for safety net anchoring points. However, "OSHA believes the important consideration is the safety net systems as a whole" (emphasis added) (Federal Register Vol. 59, No. 152, pg. 40702). Therefore, when safety nets must withstand an impact force generated by a 400 pound drop-

test (CFR 1926.501 (c) (4)), the safety net anchors must also be able to withstand the strength requirements of CFR 1926.501 (c).

When constructing residential buildings under (4) stories, safety nets cannot always protect worker(s) from contact with surfaces or structures below. Furthermore, exterior walls and fascia board are unable to support the lateral loads required by CFR 1926.501 (c) (8). Due to the requirements of CFR 1926.502 (c), the application of safety net systems in residential construction is not feasible.

GUARDRAIL SYSTEMS

Guardrail systems are conventional fall protection systems designed to

prevent falls from leading edges. Guardrail systems are required to have top rails and mid-rails 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 (CFR 1926.502 (b) (3)).

Exterior and interior walls are temporarily braced and unable to support lateral loads until either the upstairs floor or roof sheathing has been placed and permanently installed. Temporarily braced exterior or interior walls are not capable of withstanding the force requirements of guardrail systems (CFR 1926.502 (b) (3)). In no case will the use of guardrail systems be feasible when anchored to temporary braced walls.

In some cases, a guardrail system may be feasible for the erection of upper-story walls. In order to be feasible, a guardrail system must not impede the erection of exterior walls at the leading edge. As a result, the guardrail posts must be installed along the outer perimeter of the unprotected edge without any projection into the building envelope.

For the entire duration of installation and dismantling of the guardrail system, worker(s) will be exposed to an immediate fall hazard. Furthermore, conventional fall protection systems (personal fall arrest systems and safety net systems) are not feasible during the installation and dismantling of guardrail systems. Application of guardrail systems during exterior wall erection will expose worker(s) to an immediate fall hazard for an extended duration without the benefit of conventional fall arrest systems.

Erection of exterior wall exposes worker(s) to leading edge fall hazards for brief periods of time. The erection and dismantling of guardrail systems would result in greater exposure of worker(s) to fall hazards than the actual erection of exterior walls. Therefore, application of guardrail systems would expose worker(s) to a greater hazard and will not be used during scaffold erection, lathing, plastering and synthetic products installation.

SCAFFOLDING

A scaffold is a temporary elevated working platform used for supporting worker(s) and materials. The poles, legs, or uprights of all scaffolds are required to be plumb, and securely and rigidly braced to prevent swaying and displacement (CFR 1926.451 (a) (15)).

Exterior and interior walls are temporarily braced until the upstairs floor or roof sheathing has been placed and permanently installed. Wall bracing is set perpendicular to the exterior and interior wall to keep walls standing and plumb until after either the upstairs floor or roof sheathing has been placed and permanently installed. Temporary wall bracing is in place throughout all aspects of residential framing activities.

Perpendicular wall bracing prohibits proper placement of scaffold poles, legs, uprights, and bracing as required by CFR 1926.451 (a) (15).

For tubular welded frame and tube and coupler scaffolding common to residential construction, the scaffold must be secured to the building or structure at intervals not to exceed thirty (30) feet horizontally and twenty-six (26) feet vertically (CFR 1926.451 (c) (12), (d) (7)). Exterior and interior walls are temporarily braced and unable to support lateral loads until either the upstairs floor or roof sheathing has been placed and permanently installed. Temporarily braced exterior or interior walls are not capable of withstanding the anchoring requirements of scaffolds (CFR 1926.451 (c) (12), (d) (7)). In no case will the use of scaffolds be feasible when anchored to temporarily braced walls.

LADDERS

Ladders are a common tool used in residential construction activities to access elevated working levels. Ladders may be used in residential construction whenever the requirements of CFR 1926.1053 are met and the Competent Person determines that such use is feasible and does not create a greater fall hazard.

DUTIES & RESPONSIBILITIES

QUALIFIED PERSON

This individual will be responsible for the accomplishment of the plan in the field. The Competent Person shall train all worker(s) in hazard recognition and the requirements of this plan (CFR 1926.503 (a) (2)). The Competent Person is required to notify the Qualified Person whenever changes to this Fall Protection Plan are necessary or have been made.

Duties of the Competent Person may include the responsibilities of the Safety Monitor. The Competent Person will insure that all requirements for this Fall Protection Plan are in place prior to the plan being activated. These requirements include removing all potentially hazardous ground material from the perimeter of the working area, establishing and enforcing the Controlled Access Zone (CAZ), Leading Edge Zone (LEZ) and LEZ Warning Line, and ensuring that only authorized worker(s) enter the CAZ.

Once this Fall Protection Plan is implemented, the Competent Person must monitor the working area and worker(s) throughout the entire time this Plan is operational. The Competent Person shall stop all work activity when he determines that weather conditions create unsafe work environment. Any problems noted by the Competent Person or and worker(s) will require the Competent Person to stop all work activity until such time the problem has been resolved and the competent Person determines it is safe to continue.

SAFETY MONITOR

The Safety Monitor is responsible for observing worker(s) and working procedures within the LEZ (Leading Edge Zone). The Safety Monitor shall warn worker(s) who appear to be unaware of a fall hazard or are acting in an unsafe manner. The Safety Monitor may have additional responsibilities as long as they do not interfere with the monitoring function (CFR 1926.502 (h) (1) (v)).

Subpart M requires the Safety Monitor to be on the same walking/working surface as the worker(s) being monitored (CFR 1926.502 (h) (1) (iii)). However, positioning the Safety Monitor on the same plane as the worker(s) may place an additional individual unnecessarily in a hazardous area. Whenever it does not create

an additional hazard, the Safety Monitor shall be on the same working level as the worker(s) being monitored. At no time shall the Safety Monitor be located within the LEZ or outside of direct voice contact with worker(s) operating within the LEZ (Leading Edge Zone) (CFR 1926.502 (h) (1) (iv)).

WORKERS

The worker(s) shall have complete knowledge of this Fall Protection and its implementation. Worker(s) must be able to identify the Competent Person and Safety Monitor (when designated). Each worker(s) who might be exposed to fall hazards shall have proper training as required by this plan (CFR 1926.503 (a)) and will strictly adhere to these procedures except when doing so would expose worker(s) to greater hazard. If, in the worker(s) opinion, this is the case, worker(s) are to notify the Competent Person of their concern and have the concern addressed before proceeding. Worker(s) shall not expose themselves to any unnecessary hazards. Worker(s) shall be physically and mentally capable of accomplishing their specified tasks.

FALL PROTECTION PLAN

The Company during the erection of scaffold or installation of lath, plastering and synthetic products as an exterior finish for exterior walls, shall take the following numbered steps below to protect workers:

1. A designated line six feet from the perimeter (WHEN APPLICABLE) will be clearly marked prior to any scaffold erection and maintained during product installation activities to warn of the approaching unprotected edge;
2. Materials for product installation shall be conveniently staged to minimize fall hazards; and
3. Workers whether erecting scaffold or installing product shall control their materials and when possible prepare materials and use tools away from the edge of the deck;
4. The Competent Person shall ensure that the CAZ (Controlled Access Zone) has been established (WHEN APPLICABLE); and
5. Will be on site whenever his crew is working on this job.
6. Only authorized worker(s) certified by the Company will be allowed to work as a scaffold erector, or installer of product;
7. The Competent Person shall make sure that worker(s) not involved in scaffold erection and installation of product do not stand or walk adjacent to any area where they might be struck by falling objects;
8. Authorized worker(s) will conduct work activities utilizing ladder support;

9. Authorized worker(s) will leave the area only when materials and tools are secure;
10. Fall Protection Plan does not pertain to product installed on surfaces under OSHA regulation height of 6’;
11. Any surface such as a block wall (usually out of the normal scope of work for the Company) that has product applied to it exceeding 14’ will be scaffold to OSHA regulations.

ENFORCEMENT

Constant awareness of and respect for fall hazards and compliance with all safety rules are considered conditions of employment. The Competent Person as well as individuals in the Safety and personnel Department reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

ACCIDENT INVESTIGATIONS

All accidents that result in injury to worker(s) or near miss accidents, regardless of their nature, shall be reported and investigated. It is an integral part of any safety program that documentation and investigation take place as soon as possible so that the cause and means of prevention can be identified to prevent reoccurrence.

In the event that an employee falls, or nearly falls, or some other related serious incident occurs, this plan shall be reviewed to determine if additional practices, procedures, or training are necessary to prevent similar types of falls or incidents from occurring.

CHANGES TO PLAN

This plan shall be reviewed by Competent Person as progresses to determine if additional practices, procedures or training needs to be implemented. The Competent Person is required to notify the Qualified Person whenever changes to this Fall Protection are necessary or have been made. Worker(s) shall be notified and trained in any new procedures. A copy of this plan and all approved changes shall be maintained at the jobsite.

DEFINITIONS

QUALIFIED PERSON:

An individual with a degree, certificate, or extensive training in a field which authorizes her to make qualified decisions regarding information on that field CFR 1926.32(m).

COMPETENT PERSON:

An individual capable of identifying existing and/or predictable hazards in the working area which are unsanitary, hazardous or dangerous to employees. The Competent Person has the authority to take prompt corrective measures to eliminate such conditions.

SAFETY MONITOR:

An individual designated to observe worker(s) and working procedures within the Leading Edge Zone (LEZ) to insure strict compliance with the Fall Protection Plan and the safety of worker(s).

WORKER(S):

One who is employed by the Company to perform all typical tasks associated with this Fall Protection Plan and has received safety training in the hazards of the job.

CONTROLLED ACCESS ZONE (CAZ):

A designated area in which certain work will take place without use of conventional fall protection systems and where access is controlled by the Competent Person. The boundaries of a CAZ are defined through the use of signs, painted lines, tape, cones or other recognizable manner. Worker(s) entering the CAZ must be authorized by the Competent Person. The CAZ is limited to the minimum size and duration necessary to protect worker(s) from potential overhead hazards and fall hazards.

LEADING EDGE ZONE (LEZ):

The area between the edge of a floor, roof, or form work for floor or walking/working surface (such as the deck) and the Leading Edge Zone Warning Line which changes location as additional floor, roof, decking, or form work sections are placed, formed or constructed. A Leading edge is considered to be an “unprotected side or edge” during periods when it is not actively and continuously under construction.

LEADING EDGE ZONE WARNING LINE (LEZ WARNING LINE):

A high visible painted line approximately 6 feet from the leading edge. In instances where the configuration of the walking/working surface is too narrow to allow for a 6 foot LEZ, the LEZ Warning Line may be painted closer to the leading edge. In no case will the LEZ warning line be closer than 3 feet to the leading edge.

FALL PROTECTION EQUIPMENT

1. Fall Protection Equipment will be in accordance with OSHA 1926.502(d).
2. The use of body belts is prohibited under any and all circumstances or applications with no exceptions with regards to fall protection.
3. The approved personal fall arrest equipment that may be used is a full body harness, decelerating or shock absorbing lanyards, self-retracting lifelines and lanyards, and positioning devices such as rebar chain assemblies.
4. Self-retracting lifelines and lanyards will be capable of limiting a free fall distance of 2 ft. or less and sustain a minimum tensile load of 3,000 lbs.
5. Lanyards, except for self-retracting, will be decelerating in design and capable of sustaining twice the potential impact energy of an employee falling a distance of 6 ft. while limiting the maximum arresting force on an employee of 1,80 lbs. of force.
6. Positioning devices, such as rebar chain assemblies, will be capable of sustaining 3,000 lbs. of force, limit a free fall to no more than 2 ft. and connecting assemblies will have a minimum tensile strength of 5,000 lbs.

7. Positioning devices will be in compliance with OSHA 1926.502(e).

FALL PROTECTION LOCK OUT TAG OUT PROCEDURES

Purpose:

The procedures apply to the control of the operation of the vehicle during the use of vehicle as a dead weight tie off point for an installer using Fall Protection Equipment during the erection of scaffold and during the installation of product.

When an employee of the Company disconnects the power or in any way stops the operation of the installation vehicle prior to attaching fall protection equipment and beginning installation of product, he or she must have the expectation that the vehicle will remain de-energized or disabled.

This positive control is accomplished through turning the vehicle off, removing the keys from the ignition, rolling up the windows, locking the doors, and placing keys in an orange lock-box that has been attached to the bed of the truck for just this purpose.

Compliance with this program:

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. Failure to comply with lockout procedures or failing to heed a tag may result in immediate termination of an employee.

Employees must never attempt to disable a lockout device or remove a tag from a vehicle and must not attempt to start or energize that vehicle.

Sequence of lockout:

1. Notify all affected employees that the use of the vehicle as a dead weight tie-off point is required and that the vehicle must be shut down and locked out in order for the vehicle to be used for dead weight tie-off.
2. Lockout of installation vehicle shall only be performed by authorized, properly trained employees.
3. Position the side of the installation vehicle with 15' of the installation point. Shut the vehicle down using the normal method.
4. Remove keys from the ignition, roll up windows, lock doors, and place keys in orange lock-out box on bed of truck, to insure that no one can start or move the vehicle.
5. The vehicle may be considered to be locked out at this point. The responsible employee may now attach lanyard and safety equipment to the 6' high eyelet on the front of the vehicle bed and don the safety harness.

Restoring the vehicle to service after installation of product:

1. Check the vehicle and surrounding area to insure that all non-essential items have been removed and that the vehicle is ready for restart.

2. Check the vehicle and work area to insure that all employees are removed from the area and danger points.
3. Remove the lockout and re-start vehicle.

FIRE SAFETY

1. Know location and use of fire extinguishing equipment.
2. Employees will be trained in the use of fire extinguishers at new employee orientation and updated periodically during safety meetings.
3. Fire extinguishers will be inspected monthly by the foreman or designated alternate. All fire extinguishers will receive an annual maintenance check by a certified technician.
4. All discharged or out of date fire extinguishers will be replaced immediately.
5. “NO SMOKING” signs stand guard near fire dangers. Obey them – ALWAYS!!!
6. Store oily rags in covered metal containers or dispose of them safely.
7. Do not refuel a hot or running engine. Clean up spills before starting. Never use gasoline as a cleaner.
8. Flammable liquid containers will be **clearly** labeled and stored in a protected, separate area.
9. Flammable liquid will be used only in small amounts and in approved, self-closing containers.
10. Never use an air hose for pressure to empty gasoline drums.
11. Keep salamanders and other portable heating equipment away from combustible materials.
12. Make sure engines in buildings are away from combustibles and exhaust is properly ventilated.
13. Welding, cutting work should be closely supervised. Remove or shield nearby combustibles.
14. Keep a fire watch with adequate fire extinguishers during and after “hot work” as job location requires.
15. Check hose, fittings, and valves for leaks (use soapy water). Cylinders will be kept upright and secured.

16. Keep oily clothes away from oxygen – EXPLOSION DANGER!!!!
17. Always light torch with a “torch lighter” (never use a match or cigarette – and never in a keg or drum).
18. Open cylinder valves slowly to prevent damage to regulator. CLOSE VALVES when work is finished, when moving cylinders, when in storage or empty.
19. Do not wear oil soaked clothing.

FLAMMABLE & COMBUSTIBLE LIQUIDS

Applicable sections of 29 CFR, Parts 1926.152 & 1926.153, of the Occupational Safety and Health Standards for Construction and NFPA Flammable & Combustible Liquids Codes (NFPA #30-1969) will be strictly adhered.

1. Indoor Storage
 - a. No more than 25 gallons of flammable or combustible liquid will be stores in a room outside of an approval storage cabinet. Storage in excess of 25 gallons will be stored in accordance with 1926.152(a)(2).
2. Storage outside buildings:
 - a. Storage of containers (not more than 60 gallons each) will not exceed 1,100 gallons in any one pile or area. Piles or groups of containers will be separated by a 5’ clearance. Piles or groups of containers will not be nearer than 20 feet to a building.
 - b. Each container will be plainly marked with the contractor’s name and the contents of the tank.
3. Dispensing liquids:
 - a. Gasoline will not be handled, drawn or dispensed where flammable vapors may reach a source of ignition. Smoking will be prohibited.
 - b. The motors of all equipment being fueled will be shut off during the fueling operation.
 - c. Gasoline will not be dispensed in containers unless the nozzle and container are electrically interconnected.

HOUSEKEEPING

Excess materials such as lumber, nails, spend welding rods, cans and personal trash must be properly disposed. This waste material should never be left in trenches and excavations. Waste material should be properly stored or contained until it is removed from the job site. The following guidelines should be followed to help ensure a safe job site.

1. Keep materials orderly. Prevent piles from falling or shifting (tie down or support, if necessary).

2. Shavings, dust, scraps, oil or grease must not accumulate. Remove trash piles as soon as they build up.
3. Remove or clinch nails in old lumber.
4. Oil, grease and water spills must be cleaned up right away. Delay can cause an accident.
5. Do not allow materials or debris to pile up along the edge of the trench and maintain a minimum 2' clearance.
6. Keep loose materials off stairs, walkways, ramps, etc.
7. Do not block aisles, traffic lanes, fire exits.
8. Have safe access to work areas. The safe way is the right way. Have enough light on stairs, aisles, and work area to prevent falls.

JOBSITE

1. Always, locate gas, power, telephone, cable TV, storm drain, water and sewer sources before starting work. All utility companies are contacted through UNDERGROUND SERVICE ALERT (USA) 1-800-227-2600.
2. Work will be well planned and supervised to forestall injuries in the handling of heavy materials and in working together with equipment.
3. Avoid shortcuts – use ramps, stairs, walkways, ladders, etc. (DO NOT RIDE PIP LAMP OUT OF DITCH)
4. Do not ride on vehicles or mobile equipment unless specifically authorized. Do not ride on hook, ball, rigging or load.
5. Always be seated and have seat belts fastened when riding authorized vehicles (unless designed for standing).
6. Be aware of work going on around you. Keep clear of suspended loads, traffic areas, etc.
7. When entering different work areas find out what safety precautions are required.
8. All excavations will be visually inspected before backfilling, to ensure that it is safe to backfill.

9. Be alert to see that all guards and other protective devices are in proper places and adjusted, and report deficiencies promptly to the foreman or superintendent.
10. Place barricades and signs to ward off overhead danger, traffic, excavation, etc. Have warning lights, flagman or watchman if necessary. (See also, Traffic Control).
11. Don't leave floor openings unprotected. Use a strong cover, or 42" high guardrail (with midrails and toeboards).
12. Be sure of your footing. Watch out for overhanging or broken planks, slippery spots, loose objects, etc.
13. Use full body harness and tie off if other fall protection is not available (See Fall Protection).
14. Bend knees, maintain natural "s" curve of your spine when lifting. Leg muscles, not your back, should do the work.
15. Get help with heavy or bulky materials to avoid dropping load or getting thrown off balance.
16. Have just one person give commands when team lifting big loads. Before lift, check for a clear path.
17. Have a clear view while carrying loads.

LADDERS & PLATFORMS

1. All stairways and ladders used will be in compliance with 29 CFR Part 1926 Subpart X and ANSI A14.2 1990.
2. The use of ladders with broken or missing rungs or steps, broken or split side rails, or other faulty or defective construction is PROHIBITED.
3. All ladders will be periodically inspected for defects. Broken or bent ladders will be marked "DO NOT USE" and taken out of service until they are repaired by a competent mechanic or destroyed in such a manner as to render them useless. Do not attempt to repair a defective side rail.
4. Self-supporting and oneself-supporting portable ladders will be rated to support 4 times the maximum intended load, except that each extra-heavy-duty type 1A metal or plastic ladder will sustain at least 3.3 times the maximum intended load.
5. Two or more ladders or a double-cleated ladder will be provided for access to or egress from a structure on which more than 25 people are working.
6. When in trenches 4" deep or more, an adequate means of exit, such as a ladder, steps or a negotiable slope will be provided and located so as to require no more than 25 feet lateral movement.

7. Ladder rungs and cleats will be parallel, level, and uniformly spaced when the ladder is in position for use.
8. Use only sturdy ladders on a firm base and angle out the base $\frac{1}{4}$ of the ladder's working length.
9. Keep the area at the top and bottom of the ladder free of materials, debris, etc.
10. Have the ladder reach at least 3 feet above landing for easy access (except when hand rails are provided at the top of the ladder to help with ascending and descending).
11. Tie off the ladder at the top and secure the bottom of extra long ladders to prevent slipping.
12. Hook or other type ladders used in structures will be positively secured to prevent the ladder from being accidentally displaced.
13. Portable metal or conductive ladders will not be used near energized lines or equipment.
14. Conductive or metal ladders will be prominently marked as conductive.
15. Ladders will not be used in a horizontal position as platforms, runways, or scaffolds.
16. Workers will face the ladder when climbing. Do not ascend or descend the ladder with your back to the ladder.
17. Three points of contact must be maintained when climbing ladders, i.e., 2 hands and a foot or 2 feet and a hand. Do not carry materials up or down the ladders, use other means of raising or lowering materials, tools, etc.
18. Ladders will be free of oil, grease, and other hazards that may cause a worker to slip.
19. Ladders will be used only for the purpose for which they are designed. Ladder bases will have slip-resistant feet (unless secured) and be used on a surface that is stable and level.
20. Ladders will not be moved, shifted, or extended when workers are on them.
21. Stepladders should only be used fully unfolded and in the locked position and workers will not stand above the second from the top step.
22. Wooden ladders will not be painted so as to obscure a defect in the wood and only clear, nonconductive finish will be used.
23. Ladders will not be placed in front of a door that opens toward the ladder, unless the door is open, locked or guarded.
24. Only one employee will work from a ladder at one time. If two employees are required, a second ladder will be used.

25. If a ladder is being used in a high activity area, the ladder will be secured to prevent its accidental displacement.
26. Ladders will not be used as scaffold platforms.
27. Boxes, buckets, barrels, etc. will not be used as ladders.

MACHINERY & EQUIPMENT

1. Do not attempt to operate machinery or equipment without special permission, unless that is one of your regular duties.
2. Inspect all machinery and equipment prior to each use, and during use, to make sure it is in safe operating condition.
3. Deficiencies will be repaired, or defective parts replace, before continued use.
4. Rated load capacities, and recommended operating speeds, special hazard warnings or instructions, will be conspicuously posted on all equipment.
5. Operate machinery and vehicles with rated capacities and limits.
6. Machinery will not be repaired or adjusted while in operation, nor shall oiling of moving parts be attempted.
7. Do not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if the jacks or hoists should fail.
8. Do not refuel a hot or running engine. Clean up spills before starting. Never use gasoline as a cleaner.
9. Loose or frayed clothing, dangling ties, finger rings, etc., will not be worn around moving machinery or other sources of entanglement. (See also, clothing and safety gear.)
10. Maintain daily, weekly and monthly logs on all hoisting machines. Thorough annual inspections will be conducted by a qualified personnel.
11. Wire rope will be taken out of service when broke, worn, heat damaged or reduced in diameter.
12. Seat belts will be provided and used on scappers, loaders, crawlers, wheel tractors, and bulldozers, off highway trucks, graders and similar equipment when equipped with roll over protection
13. Be sure that no one is below, before operating excavating equipment near tops of cuts, banks, and steep slopes.
14. All equipment with an obstructed rearview will have in operation a reverse signal alarm distinguishable from the surrounding noise lever. (BACKUP ALARMS!!)

15. Air hoses will not be disconnected at compressors until hose line has been bled.

MAN LIFTS

AERIAL WORK PLATFORMS/ARTICULATING BOOMS

1. Only trained and authorized operators will be permitted to operate the aerial lift.
2. A malfunctioning lift will be shut down until repaired.
3. The controls will be plainly marked as to their function.
4. The controls will be tested each day prior to use to determine that they are in safe operating condition.
5. All personnel in the platform will wear an approved safety harness with the lanyard attached to the platform attachment point.
6. Load limits specified by the manufacturer will not be exceeded.
7. Instruction and warning placards must be legible.
8. Aerial lifts may be “field modified” for uses other than those intended by the manufacturer only if certified in writing by the manufacturer or an equivalent entity, such as a nationally recognized testing lab, to be in conformity to applicable OSHA safety regulations and to be at least as safe as it was prior to modification.
9. Aerial lifts will not be used near electric power lines unless the lines have been de-energized or adequate clearance is maintained (see OSHA CFR 1910.67 and 1926.400).
10. Employees using aerial lifts will be instructed how to recognize and avoid unsafe conditions and hazards.
11. Ground controls will not be operated unless permission has been obtained from personnel in the platform, except in case of an emergency.
12. Regular inspection of the job site and aerial lift will be performed by competent persons.
13. Personnel will always stand on the floor of the platform, not on boxes, planks, ladders, railing or other devices for a work position.

SCISSOR LIFTS

1. Only trained and authorized operators will be permitted to operate the scissor lift.
2. A malfunctioning machine will be shut down until repaired.

3. The controls will be plainly marked as to their function.
4. The controls will be tested each day prior to use to determine that they are in safe operating condition.
5. Load limits specified by the manufacturer will not be exceeded.
6. Instruction and warning placards must be legible.
7. Scissor lifts may be “field modified” for uses other than those intended by the manufacturer only if certified in writing by the manufacturer or an equivalent entity, such as a nationally recognized testing lab, to be in conformity to applicable OSHA safety regulations and to be at least as safe as it was prior to modification.
8. Scissor lifts will not be used near electric power lines unless the lines have been de-energized or adequate clearance is maintained. (See OSHA 29.190.67 and 1926.400).
9. Employees using the machine will be instructed how to recognize and avoid unsafe conditions and hazards.
10. Ground controls will not be operated unless permission has been obtained from personnel in the platform, except in care of an emergency.
11. Regular inspection of the job site and machine will be performed by competent persons.
12. Personnel will always stand on the floor of the platform, not on boxes, planks, railing or other devices for a work position.

FORKLIFT SAFETY

INTRODUCTION

The company has several forklifts used for lifting, loading, unloading and moving things around the yard or job site. Everyone who has ever seen a forklift thinks he/she can operate one. The fact is that forklifts are very complicated industrial machines that require specific training and experience before an employee can operate them safely and efficiently.

They are designed to lift heavy loads and move them. As a result they are not stable. The driving surface is often uneven, which increases the instability. Mishandling the load can make them unstable very quickly. The loads they lift are often bulky and ungainly. The operator often cannot see over the load or what is immediately in front of the machine. This requires the operator to move backward much of the time. Most people have enough difficulty moving forward with a load.

The two safest things we can do with our forklifts:

- Train our forklift operators carefully and thoroughly, and

- Do not allow anyone to operate a forklift that has not been trained.

FORKLIFT OPERATING RULES

- Only trained and authorized personnel are permitted to operate any forklifts.
- Always inspect the machine prior to use.
- Forklift certificates are good for three (3) years and the operator will be reevaluated.
- Never carry a load heavier than the listed capacity of the machine.
- Always ensure that the load is stable and secure before lifting and moving.
- When operating do not allow any part of your body to extend beyond the physical confines of the forklift's body.
- Never place hands, fingers, or any other body part in the mechanism of the mast or between the mast and the body of the lift.
- Maintenance will be done only with the engine (motor) off and the mast lowered completely to the ground or properly supported.
- Survey the intended path of travel. Remove debris, fill in holes, or choose another route, a top-heavy load can topple a lift with even the slightest shift in balance caused by an uneven surface
- Only operators are permitted to ride on the lifts, no passengers.
- Do not allow anyone to pass beneath the raised forks whether loaded or unloaded, unless the forks have been blocked to prevent sudden lowering.
- Never allow anyone to stand between the forklift and a solid object if you are to move in the direction.
- Drive at slow speed at all times. Higher speed exaggerate all movements which creates instability.
- Observe job-site traffic patterns and rules. Remember, forklifts are the slowest vehicle on the site.
- Keep the forks as low as possible at all times when moving. This improves vision and make the forklift more stable.
- Cross perpendicular obstruction (ruts, rail tracks, logs) by driving diagonally, if possible.
- Ascend or descend a grade or ramp with the load up-grade.
- Do not tip the load forward if the mast has been tilted forward past the center of gravity or centerline.
- Never enter an elevator until you know that its capacity is greater than the combined weight of the forklift, the load, and the operator. When inside, shut off the engine or motor, and set the brakes before moving the elevator.
- Never drive onto a platform, floor, railway car, trailer, or truck until you know that the floor will support the combined weight of operator, forklift and load.
- Never leave the operators controls unattended while the forks are raised. If you must leave the operators seat, lower the forks.
- Always leave the forklift with the mast vertical, the forks on the ground, the brakes set, and the power off.

INSPECT BEFORE USE

- Inspect the fork thoroughly before operating it the first time each day.
- Any needed repairs must be completed before the forklift can be used.
- When inspecting check each of the following:

- ✓ Tires
- ✓ Lights
- ✓ Fuel System
- ✓ Battery
- ✓ Steering
- ✓ Controller
- ✓ Horn
- ✓ Lifting System
- ✓ Brakes
- ✓ Back-up Alarm

MISCELLANEOUS

1. Read danger warnings on container labels. Follow any health-safety precautions, know them before using the product. (Refer to the Company's Hazcom Program).
2. Employees will cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.

OFFICE SAFETY

1. DESKS, CHAIRS, TABLES AND CABINETS
 - a. Desk drawers and doors will not be left open: someone may fall over or bump into them.
 - b. Objects will be placed on desks and tables in such a manner that they will not fall or easily be knocked off.
 - c. Open desk and cabinet drawers with care so that they will not fall out.
 - d. File cabinets, storage cabinets, and other such equipment that may become over balanced will be secured in place.
 - e. Care will be exercised in opening and closing all cabinet and desk drawers, having only one drawer open at a time, to avoid pinching the fingers.
 - f. Exercise caution when you sit down and arise from a chair.
 - g. When sitting down, look to make sure the chair is there, then move the chair or body till the front edge of chair touches the back edge of the legs.

- h. To arise safely, move one foot slightly ahead of the other; bend forward at the hips, keep back straight and arise by lifting all body weight with the legs.
- i. When sitting in a chair, make certain that legs rest firmly on the floor.
- j. Never sit on chair arms.
- k. If a chair is found to be insecure, broken or have a defective surface that could cause a skin abrasion or tear clothes, it will not be used and should be reported immediately.

2. EMERGENCY LIGHTING

Electric battery-operated emergency lights will use only reliable types of storage batteries provided with suitable facilities for maintenance in properly charged conditions.

3. EXIT MARKING

Exits will be marked by a readily visible sign. Access to exits will be marked by a readily visible sign where the exit or way to reach the exit is not immediately visible.

4. FLOORS, DOORS AND PASSAGE WAYS

- a. Scan walking surfaces ahead for hazards and glance at immediate area to insure no hazards were missed during distant scanning.
- b. Walk, don't run or slide when crossing floors.
- c. Watch closely for small hazards such as: Toothpicks, pencils, paper clips, rubber bands, water and other hazards.
- d. Chair, foot stools, wastebaskets and other articles should not be left in aisles.
- e. Approach the corner of a hall or passageway with caution. Keep to the right and go slowly in order to avoid bumping into someone coming around the corner.
- f. Approach doors with caution and open slowly.

5. HOUSEKEEPING

All work areas, aisles and storerooms will be kept clean and free from slip or trip hazards. Waste paper should be disposed of as it is produced. Supplies necessary to the work should be stored in such a manner as to avoid creating any hazards.

6. MISCELLANEOUS PRECAUTIONS

- a. Each employee will be familiar with the location of the fire exits.
- b. Never sit on the edge of a chair equipped with casters, or sit in a chair balanced on two legs.
- c. Sharp or pointed objects, such as knives, pins, pencils, scissors and envelope openers will not be left on an the edge of desks or in any other place where they may cause injury.
- d. Never walk with a pen, pencils, etc., in the mouth.
- e. Exercise caution when handling paper to avoid cutting hands or fingers on the edges.
- f. To avoid possible eye injury, never throw articles such as pencils, cards, paper clips, etc. from place to place.
- g. Exercise caution when loading or using staples, to avoid pinching or puncturing fingers or being hit by a staple flying out as stapler is being closed.
- h. Furniture will be free of splinters, rough edges, and loose and defective parts.
- i. Employees whose duties involve handling money should wash their hands frequently while engaged in such work to reduce possibilities of infection.
- j. Exercise caution when using paper cutters, trimmers or power punches. Always keep fingers away from cutting edges.
- k. All motor operated equipment will be stopped before making any adjustments.
- l. Electric fans will never be handled while they are in operation. Electric fans should not be placed on the floor where they are likely to injure employees, except when special safeguarding equipment is provided.
- m. Use caution when carrying a cup containing liquid, especially hot liquid. Wipe up any spills immediately.
- n. When using a space heater, it must have a tip switch which automatically turns off if it is tipped over.

7. OFFICE MACHINES

Power operated equipment is in wide use throughout our Company. This equipment may or may not be hazardous depending upon how it is used. This section outlines the more important precautions to be followed.

- a. All protective guards and covers provided by the manufacturer will be left in place. Only those persons trained to observe all safety procedures common to the particular machine involved will be permitted to operate the machine.
- b. All machines should be equipped with a 3-prong plug proper for grounding. Power cords should be located so as not to obstruct aisles and passageways. During normal use, the outer cord covering can be damaged or torn. Repairs to all power cords and plugs will be made by a qualified repair person. When moving a machine, coil and secure the cord to avoid tripping and falling.
- c. Loose wearing apparel, dangling jewelry and long hair will be properly contained and kept away from all moving parts of machines. Large rings should be removed when operating machines where there is a possibility of contact with any moving part.
- d. When cleaning a machine, follow the directions on the label of chemicals used.
- e. Operators of electrically-powered machines should never operate the machine while their hands are wet.
- f. Objects stored on top of machines may fall off due to vibrations of the machines when running. Remove all objects from the top of machines.

8. RESTROOMS

- a. Keep floors free of water, soap and other objects that could cause someone to fall.
- b. Keep clear of swinging doors.
- c. Waste towel containers will not be used for disposing of glass, metal, cigarette butts, or any other article which may cause fire or injury to someone handling contents.
- d. Avoid placing items on top of towel dispensers.

9. STAIRWAYS

- a. When going up or down stairs devote full attention to your steps.
- b. Pause before going up or down, never hurry, walk and use handrail for stability.
- c. Keep to the right, take one step at a time, place full length of feet on a step, and don't read or carry objects that obstruct view or distract attention.
- d. Keep stairways free of debris.

PERSONAL PROTECTION EQUIPMENT

1. All employees, visitors, and vendors are required to wear approved hard hats at all times while on the jobsite. Class A or B hard hats will be worn at the jobsite by all employees and visitors at all times unless they are in the cab of a vehicle or on a piece of equipment with roll over protection. Metal hard hats are not to be worn.
2. Use gloves, aprons or other suitable protection when handling rough materials, chemicals, and hot or cold objects. Replace if worn.
3. Special safety equipment is provided for your protection.
 - a. Use when required.
 - b. Inspect before each use and keep in good condition
 - c. Report loss or damage immediately.
4. Eye and face protection is required where there is an inherent probability of eye injury from flying particles or light rays.
5. Face and eye protection equipment will be kept clean and in good repair.
6. Do not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that the air contains no flammable or toxic gases or vapors. (Refer to the Company's Confined Space Entry Program).
7. Hearing protection will be worn when the noise level exceeds the permissible noise exposure levels specified by OSHA Rules and Regulations Subsection 1926.52 and 1910.95.
8. When exposed to vehicular traffic or mobile equipment reflective safety vests will be worn.

SMALL TOOLS/POWER TOOLS

1. Inspect your tools daily to ensure that they are in proper working order. Damaged or defective tools must be removed from service immediately and will be tagged **“DEFECTIVE – DO NOT USE”**.
2. Only properly trained, qualified personnel will be authorized to operate or service tools and machinery.
3. Do not use tools with split, broken or loose handles.
4. Have tools with burred or mushroomed heads dressed. Keep cutting tools sharp and carry in a container (not in your pocket).
5. Pipe or stillson wrenches will not be used as a substitute for other wrenches.
6. Wrenches will not be altered by the addition of handle extensions or “cheaters”.
7. Files will be equipped with handles and not used to punch or pry.
8. A screwdriver will not be used as a punch or chisel.
9. Use the right tool for the right job.
10. BEFORE starting machinery, opening valves, switches, etc., check safety of workers. Have safety guards in place at all times when operating equipment.
11. Power saws, grinders and other power tools will have proper guards in place at all times.
12. Power tools must never be hoisted or lowered by the cord or hose.
13. All grinding tools, wire brushes, flapper wheels, saw blades, etc. must be rated for the tool on which they are being used.
14. To prevent employees from tripping and falling, cords, leads and hoses must be kept out of walkways and off stairs or ladders. They should be secured with care to prevent their being damaged by other equipment or materials.

15. Do not allow power cords of any size to be run over by equipment.
16. Never point an air hose at anyone or use it to clean clothing – EXTREMELY DANGEROUS!!!
17. Be sure you have clear area behind you before swinging sledgehammers, other tools or materials.
18. Employees must use the appropriate PPE as necessary for the type of tool being used.

SCAFFOLDING

1. Scaffolds must be designed and erected on compliance with 29 CFR Part 1926, Subpart L and under the direction of a competent person.
2. Scaffolding must have solid footing or anchoring capable of holding the intended load without settling or shifting. No unstable objects such as related to the product will be used to support scaffolds or planks. All scaffolds must be plumb at all times.
3. Guardrails must be used on all open sides and ends of platforms which are more than 10 feet above the ground or floor (except needle beam scaffolds and floats). Scaffolds 4 feet high or more, which are less than 45 inches wide must have guardrails.
4. Guardrails must be 2"x4" or equivalent, about 42" high, with a mid-rail when required.
5. When persons are required to work or pass under the scaffold, the area will be barricaded off or toe boards will be installed along the edge of the platforms.
6. Scaffolds and their components must be capable of supporting at least 4 times the maximum intended load applied or transmitted to it.
7. Any damaged part of a scaffold must be replaced before further use.
8. All planking must be scaffold grade with no space more than ½ wide between the planks.
9. On scaffolds where platforms are overlapped to create a long platform, the overlap will occur only over supports, and will not be less than 12 inches unless the platforms are nailed together or otherwise restrained to prevent movement.
10. Planks must extend over the end supports not less than 6 inches nor more than 12 inches.
11. Overhead protection must be provided when an overhead hazard exists.
12. Where wire or fiber rope is used, it must be able to support 6 times the maximum intended load.

13. The use of shore and lean-to scaffolds is prohibited.
14. All nails will be full driven and not subjected to a straight pull.
15. An access ladder or equivalent safe access must be provided.

TUBE AND COUPLER SCAFFOLD

1. For light duty, all posts, bearers, runners and bracing will be on nominal 2" OD tubing. The posts must not be over 6' apart by 10' along the length. Medium duty allows 8' lengthwise between posts and heavy duty allows 6'6".
2. Bearers must be at least 4" but no more than 12" longer than post or runner spacing.
3. Cross-bracing must be across the width every third post horizontally and every fourth runner vertically.
4. The scaffold must be tied to the structure at intervals of less than 30' horizontally and 26' vertically.

TUBULAR WELDED FRAME SCAFFOLD

1. All tubular metal frame scaffolds must be able to support more than 4 times the maximum intended weight.
2. The frames will be aligned with coupling or stack pins.
3. Scaffolds and associated equipment must not be modified in any manner that reduces the manufacturer's designed performance.

MANUALLY PROPELLED MOBILE SCAFFOLD

1. The height will not exceed 4 times the minimum base dimensions on freestanding towers.
2. All parts must be able to withstand 4 times the maximum intended load.
3. Casters must have positive locking devices.
4. No one may ride a moving scaffold.

MAKESHIFT PLATFORMS

1. Makeshift platforms such as stacked material, chairs, boxes, pallets or drums will not be used.

WELDING & CUTTING

1. All welding and cutting operations will be conducted in compliance with 29 CFR 1926.350.
2. Welding and cutting operations will be performed only by experienced and properly trained persons.
3. Before welding and cutting is started, the surrounding area will be inspected for potential fire hazards.
4. A “fire watch” will be required wherever welding or cutting is performed in locations where combustible materials present a fire hazard. The fire watch will be maintained for a minimum 1 ½ hour after the completion of the welding and cutting operations.
5. Where combustible materials such as saw dust, paper clippings, etc. are present, the floor will be swept clean for a radius of 35 feet before welding or cutting. Combustible floors will be kept wet or protected by fire-resistant shields. Where floors have been wetted down, personnel operating arc-welding or cutting equipment will be protected from possible shock.
6. When welding or cutting in elevated positions, precautions will be taken to prevent sparks or hot metal from falling onto people or flammable material below.
7. To protect the welder’s eyes, face and body during welding and cutting, the welder will wear an approved helmet or goggles, proper protective gloves and clothing. Helpers or attendants will wear proper eye protection. Other employees will not observe welding operation unless they use approved eye protection.
8. Proper eye protection will be worn to guard against flying particles when the helmet or goggles are raised.
9. Machinery, tanks, equipment, shafts, or pipes that could contain explosive or highly flammable materials will be thoroughly cleaned and decontaminated prior to the application of heat.
10. In dusty or gaseous spaces where there is a possibility of an explosion, welding or cutting equipment will not be used until the space is adequately ventilated.

11. Workers or other persons adjacent to the welding areas will be protected from rays by shields or will be required to wear appropriate eye and face protection.
12. After welding or cutting operations are completed, the welder will mark the hot metal or provide other means of warning other workers.
13. While welding or cutting, adequate ventilation or approved respiratory protection equipment will be used.
14. Before performing welding, cutting, grinding, or any other "hot work" in a hazardous area on any site, employees will obtain a "hot work permit" for the superintendent. Hazardous areas are those areas where there is the presence or the potential of the presence of flammable or combustible materials, liquids, gases, vapors, or dusts.

GAS WELDING AND CUTTING

1. Only approved gas welding or cutting equipment will be used.
2. Approved back flow check valves will be used on gas welding rigs in both gas and oxygen lines.
3. Welding hose will not be repaired with tape.
4. Matches or cigarettes will not be used to light a torch. A friction lighter or other approved device will be used.
5. Hoses, cables, and other equipment will be kept clear of passageways, ladders and stairs.
6. Valve protection caps will be in place and secured when transporting, moving, and storing compressed air cylinders.
7. When cylinders are transported by powered vehicles, they will be secured in a vertical position.
8. A suitable cylinder truck, chain, or other steadying device will be used to keep cylinders from being knocked over while in use.
9. Cylinders will be kept far enough away from the actual welding or cutting operation so that sparks, hot slag, or flame will not reach them. When this is impractical, fire resistant shields will be provided.
10. Oxygen cylinders and fitting will be kept and/or stored away from oil or grease and other fuel gases by no less than 20 feet.
11. Clogged torch tip openings will be cleaned with suitable cleaning wires, drills or other devices designed for such purposes.
12. Defective torches will not be used.

13. Oxygen and fuel gas pressure regulators, including their related gauges, will be in proper working order while in use.

ELECTRIC WELDING

1. Only approved electric welding equipment will be used.
2. The electric welding machines will be properly grounded prior to use.
3. Rules and instructions supplied by the manufacturer or affixed to the machine will be followed.
4. Welders will not strike an arc with an electrode and/or wire feed, whenever there are persons nearby who might be affected by the arc.
5. When electrode holders are to be left unattended, the electrodes will be removed and the holders will be so placed or protected that they cannot make electrical contact with employees or conducting objects

Working under the influence of Drugs and/or Alcohol

The Company is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any the Company employee illegally uses drugs or alcohol on the job, comes to work with these substances present in his/her body, or possesses, distributes, or sells drugs in the workplace. The Company has established the following policy with regard to alcohol and other drugs to ensure that we can meet our obligations to our employees, customers, and the public.

Violation Statement I:

It is a violation of company policy to use or be under the influence of illegal drugs or alcohol at any time while on or using company property, conducting company business or otherwise representing the company. Alcohol may be permitted at certain company-sponsored social events. These events will be specifically authorized by a member of the Company Board of Directors.

Violations Statement II:

It is a violation of the company policy for anyone to use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of legally prescribed medications.

Violation Statement III:

Violation of this policy are subject to disciplinary action up to and including termination of employment.

Supervisory/Management Responsibility Training:

It is the responsibility of the company's supervisors/Managers to counsel employees whenever they see changes in performance or behavior that suggests an employee has an alcohol or other drug problem. Although it is not the supervisor's job to diagnose an employee's problems, the supervisor should encourage such an employee to seek help and tell him/her about available resources for getting help.

Employee Education:

The Company will provide drug and alcohol awareness information to all employees. This will include the company's policy on drug and alcohol abuse, information on the magnitude and dangers of drug and alcohol abuse, and the availability of local community resources through the employee assistance program.

Responsibilities of Co-workers:

All employees are expected to be concerned about working in a safe environment; they are responsible for reporting any knowledge of any violations of the intent of this policy to their immediate supervisors. False accusations will result in disciplinary action up to and including termination of employment.

Drug Testing Statement:

The Company is committed to safeguarding the health and welfare of our employees and provide a safe working environment. Drug and alcohol testing assists us in ensuring our commitment to our employees, customers, and the public.

Post-Accident Drug Testing:

Employees will be tested if an accident occurs on company premises or time and results in an injury to anyone that requires outside medical attention, or when the employee is determined to have caused or contributed to the accident.

Reasonable Suspicion Drug Testing:

Testing will be conducted when there is information about an employee's appearance, conduct or behavior that would cause a reasonable person to believe that the employee has used or may be impaired by drugs or alcohol.

Employee Assistance Program (EAP):

The Company recognizes that drug and alcohol abuse can be successfully treated and is committed to helping employees who suffer from these problems, while holding them responsible for their own recovery, offers an employee assistance program (EAP) benefit for employees and their dependents. The scope of this benefit is providing information and referral numbers to the employee. It is the employee's responsibility to ensure the treatment facility provides the Company with the necessary documentation to establish compliance with the employee's rehabilitation obligations. If the EAP determines a referral to a treatment provider is necessary, the employee is responsible for the full cost of these services.

Follow-up Drug Testing:

Employees who have violated this policy, but were given the opportunity to keep their jobs on the basis of successful rehabilitation will be subjected to unannounced tests to ensure no further positive tests. The cost of the tests will be the responsibility of the employee.

Drug Testing Assurances:

Only certified drug testing laboratories will be used.

A strict chain-of-custody procedure will be used to ensure the integrity of each specimen.

The process will ensure individual privacy during the collection process and the confidentiality of test results.

All information, interviews, reports, statements and drug test results, written or otherwise are confidential communications, unless authorized by state or federal laws, rules, or regulations.

Closing Statement:

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment.

HAZARD COMMUNICATION WRITTEN PROGRAM

This program has been prepared to comply with the requirements of the Federal OSHA Standard and to insure that information necessary for the safe use, handling and storage of hazardous chemicals is provided to and made available to employees.

This program includes guidelines on identification of chemical hazards and the preparations and proper use of container labels, placards and other types of warning devices.

A. Chemical Inventory

1. The Company INC. maintains an inventory of all known chemicals in use on the worksite. A chemical inventory list is available from the Safety Director.
2. Hazardous chemicals brought onto the worksite will be included on the hazardous chemical inventory list.

B. Container Labeling

1. All chemicals onsite will be stored in their original containers with a proper label attached, except small quantities for immediate use. Any container not properly labeled should be given to the foreman for labeling or proper disposal.
2. Workers may dispense chemicals from original containers only in small quantities intended for immediate use. Any chemical left after work is completed must be returned to the original container or foreman for proper handling.
3. No unmarked containers of any size are to be left in the work area unattended.
4. The Company INC. will rely on the manufacturer applied labels whenever possible, and will ensure that these labels are maintained. Containers that are not labeled or on which the manufacturer's label has been removed will be relabeled. All labels must be English.
5. The Company INC. will ensure that each container is labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings (target organs).

C. Material Safety Data Sheets (MSDS)

1. Employees working with a hazardous chemical may request a copy of the material safety data sheet (MSDS). Requests for MSDS's should be made to the safety director.
2. A standard chemical inventory list with the MSDS will be available on the jobsite to provide immediate reference to chemical safety information in the event of an emergency.
3. The foreman or designated employee at the jobsite will be trained in emergency procedures.

D. Employee Training

1. Employees exposed to hazardous chemicals will be trained prior to use of any hazardous chemical. Training will be provided by the Safety Department. If he or she is not available, a qualified employee will be appointed by the management.
2. When a new hazardous chemical is introduced into the workplace, all affected employees will receive training on the hazards associated with chemical. All training will be conducted in the corporate offices, if possible. In case of an emergency, the training will be at the jobsite.
3. Elements of Employee Training will consist of the following:
 - a. Methods that may be used to detect a release of hazardous chemicals in the workplace.

- b. Physical and health hazards associated with chemicals.
- c. Protective measures to be taken.
- d. Safe work practices, emergency responses and use of personal protective equipment, if necessary.
- e. Information on the Hazard Communication Standard including labeling and warning systems, and an explanation of Material Safety Data Sheets.

The above will consist of a verbal presentation accompanied by the showing of the video entitled "Hazard Communication: The System That Works".

E. Personal Protective Equipment (PPE)

Required PPE is available from the job foreman. Any employee found in violation of PPE requirements may be subject to disciplinary actions up to and including discharge.

F. Emergency Response

- 1. Any incident of over exposure or spill of a hazardous chemical or substance must be reported to the foreman at once.
- 2. The foreman or immediate supervisor will be responsible for insuring that proper emergency response actions are taken in leak/spill situations.

G. Hazards of Non-routine Tasks

- 1. Supervisors will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals.
- 2. Review of safe work procedures and use of required PPE will be conducted prior to the start of such tasks. Where necessary, areas will be posted to indicate the nature of the hazard involved.

H. Multi-employer Worksites

- 1. Other onsite employers are required to adhere to the provisions of the Hazard Communications Standard.
- 2. Other onsite employers will be informed by a notice posted in the construction trailer, if available, otherwise by mail as to the location of MSDS on the jobsite and it will be their responsibility for providing necessary information to their employees.

I. Posting

The Company will post information for employees at every jobsite on the Hazard Communication standard. This information can be found at the construction trailer, foreman's pickup and or 7210 Placid, Las Vegas, Nevada 89119, office bulletin board.

J. Designation of Responsibilities

The Project Manager and Superintendent on each job site are responsible for the administration of the Hazard Communication on their project.

LOCKOUT/TAGOUT

A. Purpose

The purpose of this program is to ensure that employees are protected from unintended machine motion or release of energy which could cause injury when they set up, adjust, repair, service, install or perform maintenance work on equipment, machinery or processes. This program applies to all personnel performing any of the above mentioned tasks.

All equipment will be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to Personnel. Do not attempt to operate any switch, valve or other energy isolating device when it bears a lockout/tagout device.

B. Responsibility

1. The responsibility for seeing that this procedure is followed is binding upon all employees.
2. Each site superintendent or designated supervisor will effectively enforce compliance of the lockout/tagout procedures, including the use of corrective disciplinary action where necessary.
3. Each site superintendent or designated supervisor will ensure that the locks and devices required for compliance with the lockout procedure are provided to their employees.
4. Prior to setting up, adjusting, repairing, servicing, installing or performing maintenance work on equipment, machinery or processes the site superintendent or designated supervisor will determine and instruct the employees on the steps to be taken to ensure they are not exposed to injury due to the unintended machine motion or release of energy.
5. Employees will consult with their supervisor whenever there are questions regarding their protection.
6. Employees will obtain and care for the locks and the other devices required to comply with the lockout procedures.

C. GENERAL

1. This program is in effect during normal operations, during maintenance "down" time, when outside contractors are working on jobsite/facility equipment, and when multiple lockout is needed for a crew servicing equipment, and when shifts or personnel change.

2. The power source of any equipment, machine or process to be set up, adjusted, repaired, serviced, installed or where maintenance work is to be performed and unintended motion or release of energy would cause personal injury, such power sources WILL BE LOCKED OUT BY EACH EMPLOYEE DOING THE WORK. Sources of energy, such as springs, air, hydraulic and steam will be evaluated in advance to determine whether to retain or relieve the pressure prior to starting the work.
3. Safety locks are for the personal protection of the employees and are only to be used for locking out equipment.
4. Safety locks, adapters and “Danger Tags” can be obtained from the site superintendent or designed supervisor.
5. Equipment locks and adapters can be obtained from the site superintendent or designated supervisor. The sole purpose of the “equipment” lock and adapter is to protect the equipment during periods of time when work has been suspended or interrupted. The “equipment” locks are not to be used as a substitute for the employee’s personal safety lock.
6. Personal locks will contain a tag of suitable material with the employee’s name.
7. One key of every lock issued will be retained by the employee to whom it was issued and the only other key to the lock will be retained by the site superintendent or designated supervisor.
8. Employees will receive training in general and specific energy control procedures. Training will be provided by the site superintendent or other designated personnel.
9. This lockout/tagout program will be evaluated periodically to ensure it remains in compliance with state/federal regulations and training reminders on procedures will be provided to employees.

D. PREPARATION FOR LOCKOUT/TAGOUT

Employee authorized to perform lockout/tagout will be certain as to which switch, valve or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, or others) may be involved. Any questionable identification of sources will be cleared by the employees with their supervisors. Before lockout commences, job authorization will be obtained.

E. SEQUENCE OF LOCKOUT/TAGOUT PROCEDURE

1. Notify all affected employees that a lockout/tagout is required and the reason therefore.
2. If the equipment is operating, shut it down by the normal stopping procedure (depress stop buttons, open toggle switches, etc.).
3. Equipment machines or processes main disconnect switches will be turned off and locked in the off position only after the electrical power is shut off at the point of operation control.
4. A machine connected to over a 110-volt source by a plug-in cord will have a locking device applied to the plug to be considered locked out.

5. A machine connected to a 110-volt source of power by a plug-in cord will be considered locked out if the plug is disconnected and tagged with a "Do Not Start" tag.
6. Stored energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc. must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
7. Lockout the energy isolating devices with an assigned individual lock.
8. After ensuring that no personnel are exposed and, as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.

CAUTION: Return operating controls to off position after the test.

9. When die or safety blocks are required they will be used in conjunction with the lockout steps, not as a substitute.
10. The equipment is now locked out.

F. RESTORING EQUIPMENT TO SERVICE

1. When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed. All of the rules pertaining to removing locks and restoring power will be followed. The equipment, or process will again be locked out if it is necessary to continue work after completing the test or adjustments.
2. The employee responsible for removing the last lock, before doing so, will ensure that all guards have been replaced, the equipment, machine or process is cleared for operation, and appropriate personnel notified that power is being restored.
3. When equipment is all clear and all tags have been removed, the energy isolating devices may be operated to restore energy to equipment.

G. PROCEDURE INVOLVING MORE THAN ONE PERSON

In the preceding steps, if more than one individual is required to lockout/tagout equipment, each will place his own personal lockout or tagout device on the energy isolating device(s). When an energy isolating cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure. Each employee will then use

his or her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove their locks.

RESPIRATORY PROTECTION PROGRAM

OUR COMMITMENT

Dear Employee:

The Company recognizes the importance of safety and health in making life a little more rewarding, and is committed to providing a workplace for our employees in which recognizing hazards are controlled.

The philosophy and objectives behind this commitment are:

The safety of all employees is our first priority.

The only acceptable level of safety performance is one that prevents injury.

Safety is an integral part of our business functions that cannot be separated or by-passed.

Safety is a responsibility that must be shared equally and without exception by everyone.

Safety is Everyone's Responsibility.

All employees will be required to make safety and the safety of their fellow employees, a priority. As a condition of employment, every employee will be expected to conduct their daily work activities in a manner that is consistent with the philosophy and objectives of this policy.

Employees may provide safety and health input without fear of reprisal. Anyone having comments, suggestions or concerns regarding this manual or any other printed material, may call their Safety Representative.

Good Luck On Your Job!

PURPOSE

In the control of those occupational diseases caused by breathing air contaminated with harmful dusts, fumes, mists, gases, smokes, sprays, or vapors, the primary objective shall be to prevent atmospheric contamination. This shall be accomplished as far as feasible by accepted engineering control measures (for example, enclosure or confinement of the operation, general and local ventilation, and substitution of less toxic materials). When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used pursuant to this section.

Respirators shall be provided by the **Company** when such equipment is necessary to protect the health of the employee. The **Company** shall provide the respirators which are applicable and suitable for the purpose intended. The **Company** shall be responsible for the establishment and maintenance of a respiratory protection program.

Definitions The following definitions are important terms used in the respiratory protection standard in this section.

Air-purifying respirator: a respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

Atmosphere-supplying respirator: a respirator that supplies the respirator user with breathing air from a source independent of the ambient atmosphere, and includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCBA) units.

Canister or cartridge: means a container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.

Demand respirator: an atmosphere-supplying respirator that admits breathing air to the face piece only when a negative pressure is created inside the face piece by inhalation.

Emergency situation: any occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment that may or does result in an uncontrolled significant release of an airborne contaminant.

Employee exposure: exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.

End-of-service-life indicator (ESLI): a system that warns the respirator user of the approach of the end of adequate respiratory protection, for example, that the sorbent is approaching saturation or is no longer effective.

Escape-only respirator: a respirator intended to be used only for emergency exit.

Filter or air purifying element: a component used in respirators to remove solid or liquid aerosols from the inspired air.

Filtering face piece (dust mask): a negative pressure particulate respirator with a filter as an integral part of the face piece or with the entire face piece composed of the filtering medium.

Fit factor: a quantitative estimate of the fit of a particular respirator to a specific individual, and typically estimates the ratio of the concentration of a substance in ambient air to its concentration inside the respirator when worn.

Fit test: the use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual. (See also Qualitative fit test QLFT and Quantitative fit test QNFT.)

Helmet: a rigid respiratory inlet covering that also provides head protection against impact and penetration.

Hood: a respiratory inlet covering that completely covers the head and neck and may also cover portions of the shoulder and torso.

Immediately dangerous to life or health (IDLH): an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Interior structural firefighting: the physical activity of fire suppression, rescue or both, inside of buildings or enclosed structures which are involved in a fire situation beyond the incipient stage.

Loose-fitting face piece: a respiratory inlet covering that is designed to form a partial seal with the face.

Negative pressure respirator (tight fitting): a respirator in which the air pressure inside the face piece is negative during inhalation with respect to the ambient air pressure outside the respirator.

Oxygen deficient atmosphere: an atmosphere with an oxygen content below 19.5% by volume.

Physician or other licensed health care professional (PLHCP): an individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him or her to independently provide, or be delegated the responsibility to provide, some or all of the health care services required by this program.

Positive pressure respirator: a respirator in which the pressure inside the respiratory inlet covering exceeds the ambient air pressure outside the respirator.

Powered air-purifying respirator (PAPR): an air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.

Pressure demand respirator: a positive pressure atmosphere-supplying respirator that admits breathing air to the face piece when the positive pressure is reduced inside the face piece by inhalation.

Qualitative fit test (QLFT): a pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.

Quantitative fit test (QNFT): an assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.

Respiratory inlet covering: that portion of a respirator that forms the protective barrier between the user's respiratory tract and an air-purifying device or breathing air source, or both. It may be a face piece, helmet, hood, suit, or a mouthpiece respirator with a nose clamp.

Self-contained breathing apparatus (SCBA): an atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

Service life: the period of time that a respirator, filter or sorbent, or other respiratory equipment provides adequate protection to the wearer.

Supplied –air respirator (SAR) or airline respirator: an atmosphere-supplying respirator for which the source of breathing air is not designed to be carried by the user.

Tight-fitting face piece: a respiratory inlet covering that forms a complete seal with the face.

User seal check: an action conducted by the respirator user to determine if the respirator is properly seated to the face.

The foremen/supervisors are responsible for:

1. Assisting the safety representative in evaluating operations that may present health hazards.
2. Assisting the safety representative in identifying those employees who may need respiratory equipment.
3. Monitor the work area to ensure that his or her subordinates comply with all applicable facets of the respiratory program.

The employees are responsible for:

1. Using the respirators issued to them in accordance with instruction and training provided.
2. Informing their supervisors of any personal health problems that could be aggravated by the use of respiratory equipment.
3. Ensuring that respirators are not disassembled, modified, or otherwise altered in any way.
4. Using only those brands and types of respiratory equipment for which they have been trained or fit.
5. Reporting any observed or suspected malfunctioning respirator to their foreman/supervisor immediately.

Selection of respirators.

Requires **the Company** to evaluate respiratory hazard(s) in the workplace, identify relevant workplace and user factors, and base respirator selection on these factors. This section also specifies appropriately protective respirators for use in IDLH atmospheres, and limits the selection and use of air-purifying respirators.

GENERAL REQUIREMENTS

The Company shall select and provide an appropriate respirator based on the respiratory hazard(s) to which the worker is exposed and workplace and user factors that affect respirator performance and reliability.

The Company shall select a NIOSH-certified respirator. The respirator shall be used in compliance with the conditions of its certification.

The Company shall identify and evaluate the respiratory hazard(s) in the workplace; this evaluation shall include a reasonable estimate of employee exposures to respiratory hazard(s) and an identification of the contaminant's chemical state and physical form. Where **the Company** cannot identify or reasonably estimate the employee exposure, **the Company** shall consider the atmosphere to be IDLH.

The Company shall select respirators from the sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits, the user.

WORKPLACE HAZARD ASSESSMENT

All respirators shall be selected on the basis of hazards to which an employee is exposed. It shall be the responsibility of the Safety Representative to ensure that appropriate surveillance of work area conditions and degree of employee exposure is maintained. The Safety Representative shall review components of each hazardous chemical/material which, based on work-site conditions and engineering controls, may require the use of respiratory protective equipment.

The Safety Representative shall verify through written certification that a workplace hazard assessment was performed, and that it identifies the hazards present or those equipment, specific training and/or engineering controls.

The workplace hazard assessment shall include, the specific hazards, the job classification of those employee(s) exposed, proper respiratory protection, the training required, when, and by whom such training is conducted.

RESPIRATOR AVAILABILITY

The safety representative will make a respirator available immediately to each new or transferred employee who is placed in any job which requires respiratory protection. The safety representative will make replacement respirators, filters, and cartridges available as needed and will replace worn respirator parts with parts designed for the respirator. Filters and cartridges of the same brand as the respirator will be used.

EMPLOYEE TRAINING AND FIT TESTING

1. Each employee, upon assignment to an area requiring a respirator, will be briefed by the safety representative relative to the respirator program. Also, the safety representative will fully instruct employees in need, use, limitations and care of their respirators.
2. When conducting fit testing the following PPE will be available:
 - a. Half face respirators, Sizes S,M,L
 - b. Full face respirators, Sizes S,M,L
 - c. SCBA

It is preferred that the employee be fit tested in his or her own respirators

3. The safety representative will, also, instruct employees in the proper fitting of their respirators. This instruction will include demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly. Each respirator wearer will have a respirator of the correct size properly fitted, test its face piece-to-face seal, and wear it in normal air and then in a test atmosphere.
4. Superintendents, foremen and supervisors will be trained to be able to perform the following:
 - a. Identify the type of PPE needed for specific hazards
 - b. How to select appropriate equipment for the job, including respirators and cartridges.
 - c. Daily Inspection
 - d. Records of all inspections.
5. Employees will not wear facial hair or anything else that would come between their face and the respirator seal. A respirator will not be worn if an adequate seal between the face and respirator cannot be made. This will be determined by covering the exhalation valve with a hand and exhaling. The employee will, also cover the inhalation valve and inhale. These two tests will determine whether or not an acceptable seal has been achieved.

RESPIRATOR INSPECTION AND MAINTENANCE AND STORAGE

1. All inspections will be done in accordance with 29 CFR 1926.103(h). This will include routine inspections of all respirators before and after each use. Respirators not routinely used but kept for emergency use will be inspected after each use and at least monthly to ensure satisfactory working condition.
2. The superintendent will periodically spot check respirators for fit, safety and condition.
3. The employees are responsible for cleaning, according to the manufacturer's instructions, respirators which are not discarded after one shift's use/ Alcohol or other solvents will not be used to clean respirators.
4. Respirators which are individually assigned and not discarded after one shift's use will be marked or stored in such a manner so as to ensure they are worn only by the individual to whom they are assigned.
5. Respirators which are individually assigned and not discarded after one shift's use, will be stored in a clean, sanitary container away from areas of contamination, sunlight, heat, extreme cold, or excessive moisture, Respirators will be stored so that the face piece and exhalation valve rest in a normal position.
6. Each area which requires the regular use of respirators will have a weekly checklist to complete. Personnel who are wearing respirators which are not discarded after one work shift must sign this checklist weekly in order to document that they are inspecting and maintaining their respirators as required.
7. All repairs or adjustments will be performed by a trained technician as required by the standard.

8. Only NIOSH/MSHA approved respirator protection will be worn.

MONITORING

In order to ensure the adequacy of the respiratory program, and to provide for a continuing healthful environment for the employees, monitoring operations will be conducted on a periodic basis.

RESPIRATOR CLEANING PROCEDURES

These procedures are provided when cleaning respirators. They are general in nature, and **the Company** as an alternative may use the cleaning recommendations provided by the manufacturer of the respirators used by their employees, provided such procedures are as effective as those listed below. Equivalent effectiveness simply means that the procedures used must accomplish the objectives set forth below, i.e., must ensure that the respirator is properly cleaned and disinfected in a manner that prevents damage to the respirator and does not cause harm to the user.

PROCEDURES FOR CLEANING RESPIRATORS

A. Remove filters, cartridges or canisters. Disassemble face pieces by removing speaking diaphragms, demand and pressure – demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.

B. Wash components in warm (43 deg. C [110 deg. F] maximum) water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.

C. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain.

D. When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in one of the following:

1. Hypochlorite solution (50 ppm of chlorine) made by adding approximately one milliliter of laundry bleach to one liter of water at 43 deg. C (110 deg. F); or,
2. Aqueous solution of iodine (50 ppm iodine) made by adding approximately 0.8 milliliter of tincture of iodine (6-8 grams ammonium and/or potassium iodide/100 cc of 45% alcohol) to one liter of water at 43 deg. C (110 deg. F); or,
3. Other commercially available cleansers of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer.

E. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), 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.

- F. Components should be hand-dried with a clean lint-free cloth or air dried.
- G. Reassemble face piece, replacing filters, cartridges, and canisters where necessary.
- H. Test the respirator to ensure that all components work properly.

USE OF RESPIRATORS

Employees shall not be assigned to tasks requiring the use of respirators unless it has been determined that they are physically able to perform the work and use the respirator equipment.

Every employee to which a supervisor assigns to tasks requiring the use of respirators, must first undergo a physical examination and pulmonary function test (PFT), to be administered by a qualified Medical Center. The respirator user's medical status shall be reviewed annually thereafter **(to include dust mist (DM), dust face mist (DFM) respirators)**.

Where respiratory protection is required, the correct respirator shall be specified for each job. The respirator type shall be specified in the work procedures by the Safety Representative supervising the Respiratory Protective Program. The department supervisor issuing the respirator shall be adequately instructed by a qualified individual to ensure that the correct respirator is being used.

Every respiratory wearer shall receive fitting instructions including demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly.

In areas where the employee could be over-come by toxic fumes due to respiratory failure, at least one more individual shall be present in an effort to communicate visually, by voice or by signal.

Frequent, random inspections shall be conducted by the Safety Representative to ensure the respirators have been properly selected, are properly used, cleaned and maintained.

For the purpose of selecting the appropriate respirator, a Respirator Selection Guide is included in this program. Chemical names listed in this guide are generally those used in the threshold limit values and biological exposure indices published by the American Conference of Governmental Industrial Hygienists (ACGIH).

Selections shall be made by the Safety Representative supervising the Respiratory Protection Program or other qualified individual.

EMPLOYEE TRAINING

For safe use of all respirators, the employee (wearer) shall be instructed in its selection, use and maintenance. Supervisors and employees shall be instructed by the Safety Representative and/or a manufacturer's representative initially, and annually thereafter.

Training will provide the employee an opportunity to handle the respirator, have it fitted properly, test its face-piece-to-face-seal, wear it in normal air and wear it in a test atmosphere. Every wearer shall receive fitting instructions including, demonstrations on how it should be worn and how to adjust it.

Periodic training shall be conducted by the manufacturer's representative and/or the Safety Representative supervising the Respiratory Protection Program. A record shall be kept and maintained for all employees receiving respiratory training.

A master copy of the Respiratory Protection Program shall be maintained in the Safety Representative's office and made available for inspection and review at any time.

Anyone having questions regarding this program may contact the Safety Representative.

EMPLOYEE INSTRUCTIONS IF YOU ARE INJURED ON THE JOB

1. If an injury occurs within the course and scope of your employment, you must provide WRITTEN notice to your supervisor immediately. It is mandatory that you complete a C-1 available from your supervisor.
2. If you require medical treatment for your on-the-job-injury, call The Safety Director for the location of the nearest clinic for initial treatment. You must have a referral form to receive the initial treatment at the clinic. Along with the referral form, an additional form must be attached for the drug and alcohol screen.
3. Authorization for your medical treatment will be subject to drug testing.
4. If after treatment, your treating physician recommends that you return to work with restrictions, a light duty job will be provided for you by your employer, if at all possible.
5. If your doctor has certified that you are unable to work for a period of 5 consecutive days or more, or a total of 5 days or more in a 20 day period, you may be entitled to Temporary Total Disability compensation. These checks will be issued and distributed by your third party administrator.

RECOGNIZED HAZARDS

The OSHA rule at 1926.28(a) requires protection against all known recognized hazards. Considering the potential for sunburn, a shirt would be considered personal protective equipment in the same manner as goggles, hard hats, or respirators.

Employers can be cited for failure to require and enforce the use of personal protective equipment including shirts as protection against sunburn injuries.

OSHA addresses worker exposure to the sun's radiation indirectly under 29 CFR 1926.95(a) pertaining to personal protective equipment (PPE). Basically, the regulation requires employers to protect employees against overexposure to the sun's radiation.

Some recommendations the Company INC. has provided for protection from the sun include:

- Wear clothing that does not transmit visible light. If an employee can see his/her hand through the fabric, the garment offers little protection against sun exposure.
- Wear a wide brim hat to protect the neck, ears, eyes, forehead, nose, and scalp. A hard hat with a 360 degree brim is effective in the hot summer sun.
- Use a sunscreen with a sun protection factor (SPF) of 15 or higher to block out at least 93 percent of the UV rays. Sunscreen should be applied at least 15 minutes before going outdoors and reapplied at least every two hours. OSHA states that sunscreen must be used in situations where it is the only effective means of protection.
- Wear sunglasses that block UV rays.
- Limit direct sun exposure and seek shade whenever possible.
- Check the UV index in the local newspaper, internet, TV, or radio. The index gives the expected noon-time UV radiation reaching the earth's surface on a scale of 1 to 10+. The higher the number, the greater the exposure risks.

The Company INC. requires our employees to wear shirts. Working without protective clothing in the hot summer sun can result in injury and unwanted time off from work.

