Safety Program 2019
Management Commitment and Involvement
Policy Statement

This company is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

Safety Management begins with Top Management accepting the responsibility to provide visible support and involvement by:

- Assigning safety responsibilities to individuals.
- Communicating a clear goal for the safety program.
- Commit the necessary personnel with enforcement authority and resources to ensure employee safety.

_________________________  _______________________
President                        Date
SAFETY AND HEALTH RESPONSIBILITIES

Safety and Health Orientation

- Workplace safety and health orientation begins on the first date of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees’ questions to ensure knowledge and understanding of safety rules, policies, and job specific procedures described in our workplace safety program manual. All employees will be instructed by their supervisors that compliance with the safety rules described in the workplace safety manual is required.

Specific Responsibilities

- **Management**
  Safety begins with Upper Management accepting responsibility to provide support and involvement by:
  - Assigning safety responsibilities to individuals.
  - Communicating a clear goal for the safety program.
  - Commit the necessary personnel with enforcement authority and resources to ensure employee safety.
  - Authorize the budget and expenditures for safety.
  - Hold executives, department supervisors and job supervisors accountable for a high level of performance towards safety.
  - Set the proper example for safety.

- **Safety Coordinator/General Superintendent**
  The Safety Coordinator/General Superintendent is responsible for the following:
  - Implementing the program into action.
  - Assisting with program setups.
  - Coordinating periodically safety meetings both with management and employees.
  - Maintaining current knowledge of federal, state and local regulations and maintain outside professional contacts. Review all accidents and injury reports and maintain accident data.
  - Make analysis of statistical data. Identify problem areas and make recommendations for solutions.
  - Prepare and distribute regular reports on the status of safety to Top Management.
• **Superintendent/Foremen**
  The Supervisor on site is responsible for the following:
  - Initially training employees on how to perform assigned job tasks safely.
  - Carefully reviewing with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.
  - Giving employees verbal instructions and specific directions on how to do the work safely.
  - Observing employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
  - Providing all employees with safe operating instructions on seldom-used or new equipment before using the equipment.
  - Reviewing safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

• **Employees**
  Employees are responsible for the following:
  - Preventing injury to themselves, other persons, or damage to equipment or property.
  - Reporting to their supervisors any hazardous conditions or procedures that affect themselves, their fellow workers, or their work area.
  - Reading and understanding polices set forth in this manual.
  - Using the required safety devices and proper personal protective equipment.
  - Assisting in making the job as safe as possible.
  - Reporting any suggestion to your supervisor or the safety director.

**Periodic Re-training of Employees**
All employees will be re-trained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.
SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

WORK AREA

- **Housekeeping**
  1. Keep work areas, passageways, and stairs, in and around buildings or other structure free of scrap lumber with protruding nails and all other debris.
  2. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
  3. Do not store or leave items on stairways.
  4. Combustible scrap and debris shall be removed at regular intervals during construction. Containers shall be provided with covers and labeled as to the content, i.e. oily rags, trash, and metal.
  5. Keep floors clear of items such as paper clips, pencils, tacks or staples.
  6. Clean up spills/leaks immediately. Take corrective actions to eliminate the source of the spill/leak.

- **Illumination**
  1. Construction areas, aisles, stairs, ramps, runways, corridors, offices, shops, and storage areas where work is in progress shall be lighted with natural or artificial illumination to the standards set in 1926.56. (10 foot-candles for most construction areas)

- **Means of Egress**
  1. Each building must have free and unobstructed egress from all parts while it is occupied.
  2. A readily visible sign shall mark exits.
  3. Any break in elevation must have steps for proper access/egress.

- **Potable Water**
  1. Potable Water shall be provided in all places of employment.
  2. This is usually provided in water coolers with disposable cups and through water lines associated with existing local water supplies.
  3. Water shall not be dipped from containers.
  4. Container must be marked as to the nature of its contents and not used for any other purpose.
  5. The common drinking cup is not allowed.
  6. Cups must be must be kept in a sanitary container until use, and disposed of in the proper receptacle after use.

- **Toilet Facilities**
  1. Except as otherwise indicated in this section, toilet facilities, in toilet rooms separate for each sex, are provided in all places of employment. Where toilet rooms will be occupied by no more than
one person at a time and can be locked from the inside, separate toilet rooms for each sex need not be provided.

2. The following will be used for setting up toilet facilities on site:
   - 20 or less employees 1 toilet
   - 20 or more 1-toilet seat and 1 urinal per 40 workers
   - 200 or more 1-toilet seat and 1 urinal per 50 workers

3. This requirement does not apply to mobile crews or to normally unattended work locations so long as employees working at these locations have transportation immediately available to nearby toilet facilities, which meet the other requirements of this section.

- **Emergency Action Plan**
  1. Each job site should evaluate the need for an emergency action plan addressing the following. This should be done in writing and should be disseminated to the employees and subcontractors:
     a. The action employees must take to ensure their safety in case of fire, earthquake, dangerous weather conditions, or any other emergencies.
     b. Escape procedures
     c. Procedures to account for employees
     d. Reporting procedures
     e. Rescue and medical duties
Safe Work Practices

• Noise
  1. Hearing protection should be used whenever using power tools, or the noise level is to a point that you must raise your voice to be heard from a distance of three feet or less.
  2. When the noise level cannot be determined to be within the standards hearing protection should be worn until a noise level test can be performed.
  3. Plain cotton is not an acceptable protective hearing device.
  4. Ear protective devices inserted in the ear shall be fitted or determined individually by a competent person. Expandable foam ear plugs are adequate for most applications.

• Lead
  1. Any exposure to employees from lead or lead containing materials must be evaluated to ensure that employees are not over exposed.
  2. The most common exposure to lead in construction is during demolition work involving materials coated with lead paint. Test kits are available to determine if lead is present.
  3. A competent person must complete a hazard analysis of the work site to determine to what extent employee’s exposure to lead will be and to ensure all requirements of OSHA Standard 29 CFR 1926.62 are met.

• Personal Protective Equipment
  1. All employees must wear the appropriate PPE in all operations where there is an exposure to hazardous conditions or where the supervisor deems it necessary to reduce a potential hazard.
  2. Only a good quality, upper leather work boot will be allowed on the work area.
  3. Employees working in areas where there is a possible danger of head injury or electrical shock the employees must be protected with ANSI Z 89.1 Class G approved hardhat.
  4. Employees must wear eye and face protection when using saws, drill, hammering devices or any time a hazard exist from flying debris.
  5. Respirators will not be worn until a medical evaluation fit testing and training is done. It must be administered in accordance with the companies written respirator program.
  6. The use of safety harness, lifelines, and lanyards along with safety nets are addressed in the Fall Protection section of this manual.

• Fire Protection and Prevention
  1. A fire protection plan will be developed for use during all phases of construction and demolition work.
  2. All fire fighting equipment shall be periodically inspected and
maintained in an operable condition.
3. Access to fire fighting equipment shall not be blocked at any time.
4. Travel distance from any point to the nearest fire extinguisher shall not exceed 75 feet.
5. Flammable or combustible liquids shall not be stored in areas used as exits, stairways, or normally used for the safe passage of people.
6. At least one fire extinguisher with a 20B rating shall be located not more than 10 feet from the door opening of any room used to store more than 60 gallons of flammable/combustible liquids.
7. At least one fire extinguisher with a 20B rating shall be located not less than 25 feet, nor more than 75 feet, from any flammable/combustible liquids stored outside.
8. At least one 20BC rated fire extinguisher shall be located on all tank trucks transporting/dispensing flammable/combustible liquids.
9. Approved safety cans with spark arrestors shall be used for handling flammable liquids in quantities of more than one gallon.
10. No more than 25 gallons of flammable/combustible liquids shall be stored in a room outside of an approved storage cabinet.
11. Flammable/combustible storage cabinets shall have the label, “FLAMMABLE-KEEP FIRE AWAY”.
12. When using Temporary Heating Devices the following will be adhered to:
   a. Fresh air shall be supplied.
   b. Steps must be taken to ensure employees are not overcome by exhaust/fumes.
   c. Do not allow any combustible material within 36 inches of a room/space heater.
   d. Solid fuel salamanders are prohibited in buildings and on scaffolds.
   e. The requirements set forth in 1926.154 shall be followed as well.

• Signs, Signals, and Barricades
  1. Accident prevention signs
     a. Shall be installed in the location of hazardous work.
     b. Danger signs shall be used where immediate hazard exists.
     c. Caution signs shall be used to warn against potential hazards.
     d. Exit signs shall have letters not less than 6 inches high.
  2. Signaling/Barricades (when work is exposing employee to traffic and/or adjacent to highway or street). Signage must be placed in accordance with The Manual on Traffic Control Devices, chapter 6.
     a. Always ask, “What is the drivers view”, when setting up to signal traffic.
     b. The following are four types of traffic control devices used:
        i. Signs
        ii. Channelizing devices
        iii. Lighting devices
        iv. Pavement markings
     c. Signs are classified as:
i. Regulatory-impose legal restrictions  
ii. Guide-show distances, destinations and directions  
iii. Warning-give notice of hazardous conditions  
d. Flagmen shall be provided with and wear a red, orange or green high visibility safety warning garment while flagging.  
e. Signaling shall be done with an 18-inch minimum stop/slow paddle sign.  
f. Flags should only be used in an emergency situation, and they should be red 24” x 24” flags mounted on a three-foot shaft.  
g. Barricades must meet Manual on Uniform Traffic Control Devices Standards. (chapter 6)

• Material Handling  
  1. Materials shall be stacked as to prevent tipping, falling or overloading an area.  
  2. Aisles and passageways shall be kept clear.  
  3. Materials shall not be stored on scaffolds except for the materials needed for immediate use.  
  4. Used lumber shall have all nails withdrawn before stacking.  
  5. Lumber stacked manually shall not be more than 16 feet in height.  
  6. When using dock boards or bridge plates they shall be of adequate strength to hold the intended load.  
  7. Rigging equipment shall not be loaded more than its recommended safe workload.  
  8. When using wire rope, nylon rope, and synthetic fiber slings the tables in 1926.251 or manufactures tabulated data shall be used as a guide.  
  9. Whenever materials are dropped more than 20 feet out side of the building, an enclosed chute of wood or equivalent material shall be used.  
  10. When trash is dropped through holes in the floor without a chute, the area below shall be completely enclosed with barricades not less than 42 inches high and 6 feet back from the projected edge.  
  11. All solvent waste, oily rags, and flammable liquids shall be kept in fire resistant covered containers until removed from the work area.

• Tools – Hand and Power- Always wear PPE during use.  
  1. All tools shall be maintained in a safe condition.  
  2. All guards shall be attached and used on tools where they are designed and equipped.  
  3. All moving parts shall be guarded if exposed to contact by employees.  
  4. Switches shall not be altered or changed without manufacture approval.  
  5. Electrical power tools must be properly grounded unless they are double insulated.  
  6. Do not raise and lower electrical tools by the cord.  
  7. Pneumatic tools shall be secured to the air supply by a positive type
means, which will ensure the connections stay together.
8. Manufacture's operating instructions shall not be exceeded at any time.
9. Hydraulic power tools shall be operated at or below the manufactures recommended pressure, using only fire-resistant fluids.
10. Powder-actuated tools shall only be operated by trained employees, who have been certified in that particular tool.
   a. Never leave a loaded tool unattended.
   b. Never use the tool in an explosive or flammable atmosphere.
11. Abrasive wheel tools shall be operated at the manufacturer's recommended speed only.
12. Guards must be in place and in working order.
13. Bench grinders must have a work rest, with a maximum opening from rest to the wheel of no greater than 1/8 inch. The tongue guard should be no more than ¼ inch from the wheel.

- **Welding and Cutting- Always have a fire extinguisher with you during Hot Work**
  1. Compressed gas cylinders shall not be hoisted unless an appropriate cradle is used.
  2. Cylinders must be used, stored and transported in the vertical position and secured to prevent tipping.
  3. Oxygen must be stored 20 feet away from fuel gas cylinders or have a five-foot high barrier having a fire resistance of 30 min.
  4. No cylinder shall be taken into a confined space.
  5. A wrench/handle must be readily available to turn off cylinders in an emergency.
  6. Hoses shall be in good working order and easily distinguishable from each other.
  7. Torches and gauges must be in good working order.
  8. Welding arc cable must be free of any splices or repairs for a minimum of 10 feet from the cable end to which the electrode holder is connected.
  9. Grounding cables must be capable of carrying a safe current capacity equal to or greater than the specific maximum output.
10. Safe operating practices must be followed in accordance with 1926.351
11. If possible all welding shall be done outside.
12. Proper ventilation must be provided.
13. A fire safety watch shall be posted to watch both sides of a weld for the possibility of fire during the hot work operation and for at least 30 minutes after the completion of work.
14. Precautions must be taken to protect employees from toxic gases created by cutting or welding preservative coatings.

- **Electrical**
  1. Only QUALIFIED persons may work on electrical equipment or live parts.
a. Hot work will only be done if:
   i. It creates a greater hazard to turn the power off, or
   ii. It is infeasible due to design (locating a fault)
2. All live parts must be protected from accidental touching by doors, guards, barricades, and/or locks.
3. All temporary electrical lights must be guarded with protective covers.
4. All temporary wiring, including extension cords must be protected with Ground Fault Circuit Interruption protection (GFCI).
5. Extension cords shall be three-wire type and designed for hard or extra hard usage.
6. Flexible cords must be protected from damage, i.e. Ductwork, sharp corners.
7. Temporary lighting must be protected from accidental contact or breakage.
8. Steps must be taken to ensure employees do not come into contact with overhead lines during crane, forklift, or manlift operations.

• **Lockout/Tagout**
  1. **IDENTIFY** the types of hazards you are dealing with (electric, hydraulic, etc.)
  2. **ISOLATE** and block all sources.
  3. **LOCK & TAG** - each employee must be represented during the lockout procedure, with the use of a distinctive type or color lock.
  4. **VERIFY** energy has been has been released before starting work.
  5. Before reactivating follow the steps listed:
     a. **Inspect** area-verify all persons, equipment, tools and materials have been accounted for and removed.
     b. **Notify** all personnel.
     c. **Remove** locks and tags-

*** **WARNING** only the person who installed the lock should remove the lock.***

• **Scaffolds**
  1. A competent person must be present during any erecting, dismantling, moving, or altering of a scaffold.
  2. Scaffolds shall be inspected by a competent person before each work shift, and after any occurrence, which could affect a scaffold’s structural integrity.
  3. Each working level of the scaffold must be fully planked.
  4. All pins, braces and locks must be in place.
  5. Never overload any point of a scaffold.
  7. Base plates must be installed on all scaffolds.
  8. 2x10 boards shall be used as mudsills under the base plates of all scaffolding, unless on solid footing.
  9. Never use concrete blocks or bricks as foundation for scaffolding.
10. Fall protection must be used (usually guardrails) when the height of the scaffold reaches 10 feet.
12. All scaffolds must be guyed, tied, and braced:
   a) When the scaffold reached a height of four times the minimum base measurement.
   b) Every 26' thereafter.
   c) Every 30' horizontally.
13. An independent lifeline with a rope grab must be used while working from a suspended scaffold.
14. An approved ladder must be available for access to the scaffold.
15. 10' clearance must be maintained from all power lines up to 50 KVA.
16. Toeboards must be used to protect against falling objects from the scaffold.
17. Aerial lift operators must be trained in the operation of the lift being used.
18. All operators must be tied off to the basket during operation.
19. No one shall tie off to a structural member outside the lift basket.

- Fall Protection - for Fall Protection during Steel Erection see that specific section
  1. An approved form of fall protection must be in place any time a fall of 6 feet or more is possible.
  2. **BODY BELTS SHALL NOT BE USED FOR FALL ARRESTING.**
  3. Areas where you must have fall protection:
     a. Unprotected sides and edges 6 feet high
     b. Leading edges
     c. Hoist areas
     d. Holes (including skylights)
     e. Formwork/Reinforcing steel
     f. Ramps, walkways
     g. Excavations
     h. Dangerous equipment
     i. Overhand bricklaying
     j. Roofing work
     k. Wall openings less than 39 inches high
  4. There are six types of fall protection systems that may be used in our operations. When possible, the type protection system used should be the least intrusive on the employee but at the same time provide adequate protection.
     a. Guardrail system
        i. Shall consist of a top rail (42” high plus or minus 3”), a midrail (midway from top to bottom), and a toeboard.
        ii. Must be able to withstand 200lbs. of force in an outward and downward motion.
        iii. Shall be inspected on a daily basis.
        iv. No steel or plastic banding shall be used as guardrail.
        v. When wire rope is used as a guardrail it must be flagged every 6 feet.
     b. Safety net system
i. Shall be installed as close to the surface as possible, but never more than 30 feet below any surface.

ii. They must extend outward from the work in accordance with 1926.502(c)(2).

iii. Safety nets must be capable of absorbing the intended load.

iv. A competent person shall inspect safety nets and defective nets replaced on a daily/as needed basis.

c. Personal fall arrest system

i. Dee-rings and snap hooks shall have a minimum tensile strength of 5,000lbs.

ii. Snap hooks must be a locking type to prevent roll out.

iii. Anchorage points must be capable of supporting at least 5,000lbs.

iv. System must be rigged so not to allow a free fall of more than 6 feet or contact with any lower surface.

v. System shall be inspected prior to each use with any defective component replaced.

vi. The harness shall be worn as per the manufacture recommendation only.

vii. The harness must fit the employee properly and be adjusted for a “snug” fit.

d. Warning Line System

i. Shall be erected around all sides of the roof work.

ii. Must be 6 feet back from the roof edge.

iii. Access points to the roof area must be formed by the use of two warning lines.

iv. Must be flagged at not more than 6 feet intervals.

v. Must resist a tipping pressure of 16 lbs. on the line and it must be at least 30 inches from the bottom of the roof.

vi. No employee shall be allowed between the warning line and the roof edge without personal fall protection.

e. Controlled access zones

i. Shall be defined by a control line or other means of restriction.

ii. Shall be erected not less than 6 feet but not more than 25 feet from the protected edge.

iii. For overhand bricklaying the control access zone shall be erected not less than 10 feet nor more than 15 feet from the working edge.

f. Covers

i. Must be installed on all openings including skylights.

ii. Must be secured.

iii. Must have the word “cover”/”hole” painted on it.

iv. Must be capable of supporting at least twice the intended load.
5. Training
   a. All employees must be trained on the hazards associated with fall protection and the available protection.
   b. Must be retrained if shown to be deficient in any area of fall hazards.
   c. Must have a written certificate of training on file.

- CRANE AND HOIST OPERATORS
  1. Lifting Equipment (Chains, Cables, Ropes, Slings)
     General:
     a. All rigging must be inspected by a competent person before using it.
     b. Rigging should be installed by a trained, qualified rigger.
     c. Do not use chain slings if links are cracked, twisted, stretched or bent.
     d. Lift the load from the center of hooks, not from the point.
     e. Do not shorten slings by using makeshift devices such as knots or bolts.
     f. Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.
     g. Do not place your hands between the sling and its load when the sling is being tightened around the load.
     h. Wear work gloves when handling rough, sharp-edged or abrasive material such as chains, cables ropes or slings.
     i. Do not alter or remove the safety latch on hooks. Do not use a hook that does not have a safety latch, or if the safety latch is bent.
     j. Fabricate all wire rope slings by using thimbles; do not form eyes by using wire clips or knots.
  2. Crane and Hoist Safety
     a. All crane operators must be certified operators.
     b. Do not use load hooks or chains that are cracked, bent, elongated or broken.
     c. Do not use cranes that do not have their rated load capacity indicated on each side of the crane or on its load block.
     d. Passengers are not permitted to ride inside the operator's cab of any crane.
     e. Keep crane windows clean. Do not use a crane if its windows are broken.
     f. Do not exceed the rated load capacity as specified by the manufacturer.
     g. Do not operate a crane on soft ground without cribbing and mats.
     h. Fully extend outriggers before attempting a lift.
     i. Stay outside the barricades of the posted swing radius.
     j. Do not perform any crane retrofits or modifications without the manufacturer's approval.
     k. Do not leave the crane unattended with a hoisted load.
l. Do not hoist loads over people.
m. Do not drive on the road shoulders.
n. Only follow the signals of the person designated to give you signals when operating a crane.
o. Replace the belts, gears or rotating shaft guards after servicing a crane; do not use the crane if guards are missing from these areas.

• MOTOR VEHICLES AND MECHANIZED EQUIPMENT
  1. All equipment left unattended at night adjacent to highways or construction areas shall have lights, reflectors, and/or barricades to identify location of the equipment.
  2. Operator personnel shall inspect all machinery and equipment prior to each use, and during use to make sure it is in safe operating condition.
  3. Rated load capacities and recommended rules of operation shall be conspicuously posted on all equipment at the operator’s station.
  4. Wire rope with broken wires or evidence of wear, kinking, crushing, hoist caging or heat damage shall be taken out of service.
  5. An accessible fire extinguisher of 5 BC rating or higher shall be available at all operator stations.
  6. When vehicles or mobile equipment are stopped or parked, parking brakes shall be set. Equipment parked on inclines shall have the wheels chocked as well as having the parking brakes set.
  7. All vehicles or combinations of vehicles shall be checked at the beginning of each shift for safe operating condition of all mechanical and safety systems.
  8. Maintain vehicles and equipment at specified intervals in accordance with the maintenance manual provided by the manufacturer. Vehicles are equipped with seat belts and are used by drivers and passengers when vehicle is in motion.
  9. Operators shall not back up motorized equipment having an obstructed rear view unless the vehicle has an audible reverse signal alarm, or when an observer signals that it is safe to do so.

• EXCAVATIONS/TRENCHING/SHORING
  1. A competent person must be on site while employees are working in an excavation. An inspection by the competent person must be done and should be documented before work starts and any time conditions change.
  2. All surface encumbrances must be removed or supported.
  3. Underground utilities must be located and supported.
  4. An adequate means of exit for excavations 4 feet or more in depth (ladders or steps) should be located within 25 feet of lateral travel.
  5. Employees exposed to highway traffic must be protected by use of warning vest and or barricades.
  6. Hard hats must be worn while in the trench.
  7. Spoil pile must be stored at least 2 feet or more from the edge of the excavation.
  8. Warning system must be used for vehicles working in the area of the excavation, to ensure they do not come to close the trench.
9. An atmospheric check must be done before entering any manholes or trench that may be hazardous.

10. All water must be controlled or prevented from accumulating by use of removal equipment or diversion ditches. A competent person must monitor all means used.

11. Soil classification must be done prior to a protective system being developed, by the use of a “visual” and “manual” type test. No soil shall be classified as Stable Rock or “A” type soil due to the vibration encountered during digging and the normal fissures found in rock and soil.

12. “B” type soils can be sloped/benched to a maximum slope of 1:1.

13. “C” type soils can only be sloped, benching is not allowed. The maximum slope is 11/2:1.

14. A trench box can be used in accordance to the tabulated data for each box with the following stipulations:
   a. Maximum allowable slope shall start 18” below the top of the trench box.
   b. The bottom of the trench box must be no more than 24” from the bottom of the trench.
   c. Tabulated data sheet, for the box must be on site when putting the trench box together.
   d. The trench box must be secured by backfilling to within 6” of the box.
   e. Access ladders must be placed inside the trench box.

15. All protective system used shall be in accordance with appendix to subpart P of the 1926 standards.

16. All excavations twenty-feet or more must have a registered professional engineers approved design in place before employees are allowed to work in the excavation.

17. All open holes, wells, and trenches should be back filled as soon as possible; any left open must be barricaded.

**CONCRETE AND CONCRETE CUTTING**

1. All trades will observe the “limited access zone” when in use by the masonry trade on site.

2. All protruding reinforcing steel, onto and into which employees could fall, shall be guarded to eliminate the hazard of impalement.

3. Signs and barricades shall be erected to limit access to post-tensioning operations.

4. Employees shall wear and/or use the proper protective equipment when dealing with masonry work or cutting concrete.

5. Equipment shall be checked before cutting begins.

6. Masonry saws shall be guarded with a semicircular enclosure over the blade.

7. Shoring equipment shall be checked prior to installation for damaged or weakened conditions. If damaged or weakened, remove from jobsite for replacement or repair.

8. All cutting and sawing equipment shall be checked for frayed or faulty wiring; loss of proper guarding, and loose or broken handles.

9. All masonry walls over eight feet in height shall be adequately braced to prevent overturning and to prevent collapse unless the wall is adequately supported so that it will not overturn or collapse.
The bracing shall remain in place until permanent supporting elements of the structure are in place.

10. When jackhammer operators are using their equipment, no one else shall be allowed in the area except those essential to the operation.
11. Cutting and grinding on concrete can produce respirable silica, which can cause numerous lung related illnesses including silicosis, COPD, bronchitis, and lung cancer. If these operations are conducted the requirements of 1926.1153 must be followed.

**Underground Construction** - All underground construction such as tunnels, chambers, shafts, and passageways not covered by the excavation standards must be performed in accordance with 1926.800 Subpart S, of the Occupational Safety Standards for Construction.

**Demolition**
1. A competent person to determine structure condition of the building being worked on along with any adjacent structures must do an engineering survey prior to starting operations dealing with demolition.
2. All utilities must be controlled and the utility company notified.
3. All electric, gas, water, steam, sewer, and other service lines that have to be set up for temporary must be relocated as necessary and protected as needed.
4. An assessment of all other possible hazards must be done and corrective action taken prior to commencement of work.
5. Access ways shall be entirely closed with the exception of those designed as a means of access/egress.
6. A competent person must periodically inspect all stairs/ladders.
7. Chutes shall be used for debris removal with the area adjacent barricaded for safety.
8. Where wheel barrels are used to dump material a bumper no less than 4” thick and 6” tall shall be installed at each chute.
9. Each chute must have a guardrail for fall protection, which is at least 42” high.
10. No material shall be allowed to land on floors in masses as to exceed the safe carrying capacities of the floors.
11. When using mechanical or explosive demolition techniques, the technique used must be in compliance with 1926.860
12. Demolition of floor arches shall not be started until they, and the surrounding floor area for a distance of 20 feet, have been cleared of debris and any other unnecessary materials.
13. When floor arches have been removed, planking in accordance
with 1926.855(b) shall be provided for the workers engaged in razing the steel framing.
14. Cranes, derricks, and other hoisting equipment used shall meet the requirements specified in Subpart N of this part.
15. Steel construction shall be dismantled column length by column length, and tier by tier (columns may be in two-story lengths).
16. Any structural member being dismembered shall not be overstressed.

• **Blasting and the Use of Explosives**- Shall only be done by qualified persons and in accordance with Federal, State and Local laws and 1926.900.

• **Rollover Protective Structures and Overhead Protection (ROPS)**
  1. All heavy equipment must have ROPS in place before use.
  2. Any modification to the ROPS must be up to or higher standards than the original design.
  3. All ROPS must meet the requirements as set in 1926.1001.
  4. **SEATBELTS ARE REQUIRED USE ON ANY EQUIPMENT THAT HAS ROPS.**

• **Stairways and Ladders**
  1. A stairway or ladder must be provided at access points that have a 19" break in elevation.
  2. A double cleat ladder must be used when more than 25 employees are using ladders for access/egress from the working area.
  3. A clear passage for employees access/egress must be provided at all time.
  4. All stairs four risers or 30" high must have the following:
     a. At least one handrail
     b. One stair rail system along each unprotected side or edge
     c. Unprotected sides and edges of stairway landings must be protected by use of guardrails.
  5. Ladders shall be used only for the purpose for which they were designed.
  6. Stepladders shall not be used as extension ladders; they must be unfolded and locked in place before use.
  7. Never stand on or above the top rung of a stepladder.
  8. Never attempt to move a ladder while you are on it.
  9. Never use a ladder as a walk board.
 10. Ladders must be inspected prior to each use.
 11. Tag and discard damaged ladders, Do not attempt to repair a ladder.
 12. Do not use a metal ladder when there is a chance of coming in contact with electricity.
 13. Non-self supporting ladders must meet the following guidelines:
     a. Be placed one foot away from the building for every four foot of height.
b. Extend three feet above the landing to which the employee is trying to reach.
c. Must be tied off.
d. Must be used on a level foundation, with a brace board to prevent kick out if necessary.
14. All job built ladders shall meet the following standards:
   a. Be placed one foot away from the structure for every eight feet of height if they have spliced rails. If rails are not spliced, erect the ladder one foot away for every four feet of height.
   b. Be built no longer than 30 feet.
   c. Shall not be painted.
   d. Must be constructed according to structural design practices.
   e. Must consist of Side rails, Rungs, and Filler Blocks between the rungs.
   f. Shall not have any protruding nail heads.
   g. Must be secured at top and bottom before use.
MEDICAL SERVICES AND FIRST AID PROCEDURES

• Medical Services
  1. Locate the nearest medical services to the site for use during emergencies.
  2. Ensure an adequate number of 1st aid/CPR certified personnel assigned to the site.
  3. Ensure an adequately stocked 1st aid kit is on site and available to all employees.

• Emergency Phone Numbers
  1. Must be posted at or near all phones available to the employees.

• Minor First Aid Treatment
  1. Inform your supervisor. All accidents, no matter how minor, must be reported.
  2. Administer first aid treatment to the injury or wound.
  3. If a first aid kit is used, indicate usage on the accident investigation report.
  4. Access to a first aid kit is not intended to be a substitute for medical attention.
  5. Provide details for the completion of the accident investigation report.

• Non-Emergency Medical Treatment
  For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:
  1. Inform your supervisor.
  2. Proceed to the designated medical facility. Your supervisor will assist with transportation.
  3. Provide details for the completion of the accident investigation report.

• Emergency Medical Treatment
  If you sustain a severe injury requiring emergency treatment:
  1. Call for help and seek assistance from a co-worker.
  2. Contact 911 and inform them of the need for EMS.
  3. If necessary, send a guide to the entrance of the site or facility to
guide the ambulance to the victim.

4. Provide details for the completion of the accident investigation report.

- **First Aid Training**- Each crew must have at least one certified first aid/CPR provider, certified by a nationally recognized program such as the Red Cross, American Heart Association, or Medic First Aid. All responders are responsible for activating the Emergency Medical System, and performing the level of care they have been trained and feel comfortable with.

- **Medical Treatment**- Subsequent medical treatment shall be provided by medical facilities of the victim’s choosing (dependent of the governing state worker’s compensation laws).
BLOODBORNE PATHOGENS
EXPOSURE CONTROL PLAN/TRAINING

Purpose

The purpose of this exposure control plan is to eliminate or minimize employee occupational exposure to blood or other potentially infectious materials as detailed in the Blood Borne Pathogens standard.

Scope

This program applies to all employees who have an occupational exposure to blood borne pathogens. This includes first aid providers and employees who may be exposed to bodily fluid in the course of their work. This includes, but is not necessarily limited to employees that work around sewage facilities, Medical facilities, or laboratories. When work is performed on a non-owned or operated site, the operator’s program shall take precedence, however, this document covers employees and shall be used on owned premises, or when an operator’s program doesn’t exist or is less stringent.

Procedure

1. Exposure Determination
OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment.) This exposure determination is required to list all job classifications (e.g. maintenance crew, janitorial services, first aid responders, etc.) are in this category:

In this company no employees have been given job descriptions that include occupational exposure to blood or other body fluids. However, due to the nature of the work performed by this company, all employees have a potential exposure to blood borne pathogens that may result from accidents on the job. Employees with an occupational exposure to blood (first aid providers, workers exposed to medical facilities or sewage) will be offered the hepatitis B vaccination.

2. Implementation Schedule and Methodology
OSHA also requires that this plan also include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:
Compliance Methods

All employees will have access to a copy of this Exposure Control Plan.

Universal precautions will be observed in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Protective gloves and spill clean up materials are available in all company first aid kits.

Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. Hand washing facilities are located at the office restrooms.

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

If employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

Work Practices
All procedures will be conducted in a manner that will minimize splashing, spraying, splattering and generation of droplets of blood or other potentially infectious materials.

3. Methods that will be employed in this company to accomplish this goal are:
   • All first aid kits will be equipped with Bloodborne Pathogens kits that will include gloves and protective eyewear.
   • Periodic training will be conducted to train workers on the principles of universal precautions.

Personal Protective Equipment
All personal protective equipment used will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials.
All garments that are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area.

Gloves will be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Gloves will be available from first aid kits.

4. Evaluation of Circumstances Surrounding Exposure Incidents

When the employee incurs an exposure incident, it should be reported to their supervisor who will then notify the Company Safety Director.

Any surfaces or equipment that has contacted blood or other body fluids will be cleaned by competent persons using anti-viral cleaning materials.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard.

This follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident.

- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.

- The results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.

- The employee will be offered the option of having their blood collected for testing of the employee’s HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will be conducted then the appropriate action can be taken and the blood sample discarded.

- The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.
• The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.

5. Interaction with Health Care Professionals

Certain information is required to be provided to the health care professional responsible for providing an employee with the Hepatitis B vaccine and also certain information is required to be provided to the health care professional who conducts an evaluation of an employee following an exposure incident. This informational requirement is listed in paragraph (f) (4) of the standard.

A written opinion shall be obtained from the health care professional that evaluate employees of this facility. Written opinions will be obtained in the following instances:

1) When the employee is sent to obtain the Hepatitis B vaccine.

2) Whenever the employee is sent to a health care professional following an exposure incident.

Health care professionals shall be instructed to limit their opinions to:
1) Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident

2) That the employee has been informed of the results of the evaluation, and

3) That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note that the written opinion to the employer is not to reference any personal medical information)

6. Training

Training for all employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. Training will be conducted in the following manner:

Training for employees will include an explanation of the following:
1) The OSHA standard for blood borne pathogens
2) Epidemiology and symptomology of blood borne diseases
3) Modes of transmission of blood borne pathogens
4) This Exposure Control Plan, i.e. points of this plan, lines of responsibility, how the plan will be implemented, etc.)
5) Procedures which might cause exposure to blood or other potentially infectious materials on this project
6) Control methods that will be used at the facility to control exposure to blood or
other potentially infectious materials.
7) Personal protective equipment available on this project and who should be contacted concerning
8) Post exposure evaluation and follow-up
9) Signs and labels used at the facility
10) Hepatitis B vaccine program at the facility

All employees will receive training when they are hired and annual refresher training. (Note that this training is to be conducted within one year of the employee’s previous training.)

Recordkeeping

All records required by the OSHA standard will be maintained by the Main Office.
• Training records will be maintained for at least three years.
• Medical records will be maintained for the duration of employment plus 30 years.
MOTOR VEHICLE FLEET SAFETY PROGRAM

It is the desire of this company to develop and implement a motor vehicle safety program that will educate the drivers and reduce the accidents sustained by these drivers. Certain standards shall be enforced in this program to reflect the safety of employees and the security of the company.

This policy will apply to all departments and personnel assigned or engaged in driving a company vehicle. Employees are required to follow the procedures set forth in this policy.

This policy will be implemented through the combined efforts of Top Management, the Safety Director, the Operations Manager, Office Personnel, and the Employees. Each department will have a specific role in the smooth implementation of this program. Listed below are the areas of responsibilities.

TOP MANAGEMENT

1. Provide visible involvement in implementing and enforcing the Fleet Management Policy.
2. Establish and support responsibilities to individuals at all levels ensuring that these responsibilities are understood and performed.
3. Establish a program that will protect the employees while ensuring the security of the company.
4. Communicate a clear goal for the implementation of this policy.
5. Commit the necessary personnel with enforcement authority and resources to ensure the success of this program.
6. Discipline any employee disregarding the rules of this policy.
7. Encourage employee involvement in the review and updating of the Fleet Management Policy.
8. Maintain company vehicles and keep them roadworthy.

SAFETY DIRECTOR

1. Provide the services and technical advice needed to implement this program.
2. Establish procedures and guidelines for the Motor Vehicle Safety Program and update as necessary.
3. Maintain current knowledge and outside professional contacts.
4. Identify problems areas and make recommendations for solutions.
5. Recommend programs and activities that will develop and maintain incentives for, and motivation of employee’s participation in the Fleet Management Policy.
6. Develop technical guidelines and safety recommendations for special exposure situations.
7. Coordinate implementations of updated material with the Operations Manager to ensure that employees are kept up to date on the rules and regulations of this program.
EMPLOYEES

1. Understand and uphold the Motor Vehicle Safety Fleet Policy.
2. Notify the Safety Director or Office Personnel assigned of any problems with company vehicle immediately.
3. Maintain proper driver's license.
5. Report all accidents and injuries immediately.
6. Use the required safety devices furnished by the company.
7. Report unsafe acts to the Operations Manager immediately.

RULES OF THE FLEET POLICY

Employees driving company vehicles may be subject to the following:
1. Questionnaire concerning driving knowledge and history of make, model, type of vehicle or equipment that an employee will be using.
2. Driver’s License check.
3. MVR check before going to work.
4. Pre-employment physical (if applicable).
5. Must meet DOT requirements (if applicable).
6. Employees driving company vehicles must agree to training (if applicable) on vehicles or equipment. Failure to do so would result in not being allowed to operate said vehicle or equipment.
7. **All drivers must have a valid driver's license for state of residence and type of vehicle being driven.**
8. Employees driving company vehicles are responsible for conducting themselves in a safe and proper manner during the time they are operating or driving a company vehicle or piece of equipment.
10. Reckless driving, horse playing with a vehicle or equipment, purposely abusing vehicle or equipment, and drinking or drug use (other than approved prescription) while driving or operating equipment could be grounds for immediate dismissal.
11. Company vehicle cannot be loaned to unauthorized persons.
12. It is company policy to wear a seat belt at all times while driving a company vehicle. It is also the law.
13. Supervisors will be held responsible for enforcing all safety regulations set forth by the Company Safety Policy and the Motor Vehicle Fleet Policy. It is their responsibility to report to the office any problems when they are made aware of them.
14. It is the responsibility of the employee who has been assigned a company vehicle or equipment to inform the office at once when there are problems with the vehicle or equipment. You should make a thorough check periodically on the vehicle or equipment that has been assigned to you. Do not modify company vehicle without authorized permission.

FLEET SAFETY GUIDELINES

A master file of all accidents and related data will be kept at the home office by the person designated to handle accident reports and to coordinate investigations. Information should be turned in to home office as soon as possible. Mechanical failures, while accounting for a small percentage of vehicle accidents, can be very serious and costly in nature. Employees should know and understand how to use the vehicle for which they are assigned. Familiarize yourself with the vehicle you have been assigned. Check out blind spots, test brakes, know where the wipers are located, etc. KNOW YOUR VEHICLE SO YOU CAN ANTICIPATE A PROBLEM BEFORE IT HAPPENS!

The following are safe driving rules that must be followed to comply with the Company Fleet Program:
1. Do not take chances. To arrive safely is more important that to arrive on time.
2. Driver should be mentally and physically rested and alert prior to each trip.
3. Driving under the influence of alcohol or drugs is prohibited.
4. Drivers must have a valid driver’s license to drive a company vehicle.
5. Traffic laws must be obeyed.
6. Never follow another vehicle so closely that you will not be able to make a safe stop under any conditions.
7. Use turn signals.
8. Do not give rides to hitchhikers or strangers in company vehicles.
9. Wear your seat belt.
10. Check your vehicle’s lights, tires, brakes, and steering before driving.
11. Drivers MUST report all accidents as required by law and company policy.
12. Drivers must obey all laws set forth by the DOT.
13. Drivers must report all arrests and traffic convictions to their company.

Many accidents can be prevented. A preventable accident is any occurrence involving a company-owned or operated vehicle which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent or where it occurred, in which the driver in question failed to do everything he/she reasonably could have done.

Management expects employees to drive defensively. That includes the ability to avoid accidents in spite of the wrongdoing of the other driver, and in spite of
adverse driving conditions. By staying alert most accidents will be avoided. The following paragraphs are offered as a guide in determining the preventability of accidents.

A GUIDE TO DETERMINING THE PREVENTABILITY OF ACCIDENTS

1. **Intersections** - It is the responsibility of all drivers to approach, enter and cross intersections prepared to avoid accidents that might occur through the action of other drivers. Complex traffic movement, blind intersections, or failure of the other driver to conform to law or traffic control devices will not automatically discharge and accident as "non-preventable." Intersection accidents are preventable even though the driver has not violated traffic regulations. His/Her failure to take precautionary measures prior to entering the intersection are factors to be studied in making a decision. When a driver crosses an intersection and the obvious actions of the other driver indicate possible involvement either by reason of excess speed, crossing a lane in turning, or coming from behind a blind spot, the decision based on such entrapment should be preventable.

2. **Backing** - Practically all backing accidents are preventable. A driver is not relieved of the responsibility to back safely when a guide is involved in the maneuver. A guide cannot control the movement of the vehicle; therefore, a driver must check all clearances personally.

3. **Front End Collisions** - Regardless of the abruptness of an unexpected stop of the vehicle ahead, a driver can prevent accidents by maintaining a safe distance at all times. This includes being prepared for possible obstructions on the highway, either in plain view or hidden by the crest of a hill or the curve of a roadway. Overdriving headlights at night is a common cause of front-end collisions. Night speed should not be greater than that which will permit the vehicle to come to a stop within the forward distance illuminated by the vehicle's headlights.

4. **Rear End Collisions** - Investigation will often disclose that a driver risked being struck from behind by failing to maintain a margin of safety in his/her own following distances. Rear end collisions preceded by a roll back, an abrupt stop at a grade crossing, when a traffic signal changes, or when a driver fails to signal a turn at an intersection. Failure to signal intentions or to slow down gradually should be considered preventable.

5. **Passing** - Failure to pass safely indicates faulty judgment and the possible failure to consider one or more of the important factors a driver must observe before attempting the maneuver. Unusual actions of the driver being passed or of oncoming traffic might appear to exonerate a driver involved in a passing accident; however, the entire passing maneuver is voluntary and the driver’s responsibility.

6. **Lane Encroachment** - A safe driver is rarely a victim of entrapment by another driver when changing lanes. Similarly, entrapment in merging traffic is an indication of unwillingness to yield to other vehicles or to wait for a break in traffic. Blind spots are not valid excuses for lane encroachment accidents.

7. Drivers must make extra allowances to protect themselves in areas of limited
sight distances. Squeeze plays causing involvement with parked cars, pillars, and other road structures can be prevented by dropping back when it is apparent that the other driver is forcing the issue or contesting a common portion of the road.

8. **Grade Crossings** - Collisions with fixed rail vehicles, such as trains, rail maintenance vehicles, etc. occurring at grade crossings, in traffic, in a rail yard, switch area or on private property are the responsibility of the driver to prevent. When a vehicle is parked across a rail siding, the driver must first determine if it is safe and permissible and, furthermore, must stand by in case conditions change by the movement of rail cars during the parking interval.

9. **Opposing Vehicles** - It is extremely important to check the action of the company driver when involved in a head-on or sideswipe accident with a vehicle approaching from the opposite direction. Exact location of vehicles, prior to and at the point of impact, must be carefully verified. Even though an opposing vehicle enters the driver’s traffic lane, it may be possible for the driver to avoid the collision. For example, if the opposing vehicle was in a passing maneuver, and the driver failed to slow down, stop or move to the right to allow the vehicle to re-enter its own lane, the driver has failed to take action to prevent the occurrence. Failing to signal the opposing driver by flicking the headlights or sounding the horn should also be taken into account.

10. **Turning** - Turning movements, like passing maneuvers, require the most exacting care by a professional driver. Squeeze plays at left or right turns involving other vehicles, scooters, bicycles or pedestrians are the responsibility of the driver making the turn. Failure to signal, to properly position the vehicle for the turn, to check the rearview mirrors, to check pedestrian lanes or to take any other defensive action should be carefully examined. You may find that the driver failed to take precautionary action from tip-offs from other vehicles immediately preceding the incident. U-turns by the driver that result in a collision are preventable.

11. **Passenger Accidents** - Passenger accidents in any type of vehicle are preventable when they are caused by faulty operation of a vehicle. Even though the incident did not involve a collision of the vehicle, it must be considered preventable when the driver stops, turns or accelerates abruptly. Emergency action by the company driver should be checked to determine if proper driving prior to the emergency would have eliminated the need for the evasive maneuver.

12. **Pedestrians** - Traffic regulations and court decisions generally favor the pedestrian hit by a moving vehicle. An unusual route of a pedestrian at mid-block or from between parked vehicles does not necessarily relieve a driver from taking precautions to prevent such accidents. Whether speed limits are posted or the area is placarded with warning signs, speed too fast for conditions and other areas with special pedestrian traffic must be traveled at reduced speeds equal to the particular situation. Bicycles, motor scooters and similar equipment are generally operated by young and inexperienced operators.

13. **Weather** - Adverse weather conditions are not a valid excuse for being involved in an accident. Rain, snow, fog, sleet or icy pavement has never been the cause of an accident. These conditions merely increase the hazards of
driving. Failure to adjust driving to the prevailing weather conditions, or to “call it a day” when necessary, should be cause for deciding an accident was preventable. Failure to use safety devices such as skid chains, sanders, etc., provided by the company should be cause for a preventable decision when it is reasonable to expect the driver to use such devices.

14. Alley, Driveway, and Plant Entrances - Accidents involving traffic origination from alleys, driveways, plant entrances and other special intersecting locations should be carefully analyzed to determine what measures the professional driver might have taken to avoid the occurrence. Failure to slow down, sound a warning or to yield to the other driver can be considered cause to judge such an accident preventable.

15. Fixed Objects - Collisions with fixed objects are preventable. They usually involve failure to check or properly judge clearances. New routes, strange delivery points, resurfaced pavements under viaducts, inclined entrances to docks, marquees projecting over a traveled section of road and similar situations are not, in themselves, valid reasons for excusing a driver being involved. The driver must be constantly on the lookout for such conditions to avoid accidents in which He/She may be involved.

16. Private Property - When a driver is expected to make deliveries at an unusual location, construction sites, etc., or on driveways not built to support heavy commercial vehicles, it is the driver’s responsibility to discuss the operation with the proper authorities and obtain permission prior to entering the area.

17. Parking - Unconventional parking locations, including double parking, failure to put out warning devices, etc., generally constitute evidence for judging an accident preventable. Rollaway accidents from a parked position normally should be classified preventable. This includes unauthorized entry into an unlocked and unattended vehicle, failure to properly block wheels or to turn wheels toward the curb to prevent vehicle movement.

18. Mechanical Failure - Any accident caused by mechanical failure that reasonably could have been detected by the driver, but went unheeded, should be judged preventable. It is the driver’s responsibility to report unsafe vehicle conditions for repairs and to obtain immediate repairs where continued operation might result in an accident. When mechanical difficulties occur unexpectedly during a trip, and a driver, upon discovery, fails to check with his company for emergency instructions prior to an accident, the accident is preventable. An accident caused by mechanical failure that results from abusive driving should be considered preventable.

19. Non-Collision - Many accidents, such as overturning, jackknifing, or running off the road, may result from emergency action by the driver to prevent being involved in a collision. Examination of driving practice prior to the incident may reveal speed too fast for conditions. The company driver’s actions prior to involvement should be examined for possible errors or lack of defensive driving practice.
**IF THERE IS AN ACCIDENT . . . . . . . . .**

1. Remain calm.
2. Stop, protect, and assess.
3. Give aid and/or call for help. (Do not lift an injured person. If possible, stay at the scene and let someone else go for help.)
4. Identify.
5. Report.

Remaining calm will help you keep rational thoughts and be able to help others, if necessary. It will also help you maintain the facts of the situation. The Law states you must stop when involved in an accident. If you can, get your vehicle out of the traffic lane and park safely. Next, protect yourself and the scene by turning on your vehicle’s four-way flashers. Position your emergency warning devices on the road, if available, and necessary. Give first aid attention if the situation warrants it. Remember to use proper personal protective equipment if administering first aid in an open wound situation. Remember that the purpose of basic first aid is to buy a few minutes of time for the injured parties. Therefore, the act of calling for an ambulance is part of first aid. If anyone is injured or claims to be injured, insist that they see a doctor, even if the injury seems small.

Every company vehicle should have a driver’s copy of the Motor Vehicle Accident Report. You need to follow the information on this report. Be sure to get the names and addresses of any driver involved in the accident. If other company vehicles, get the company name and address. If possible, get the name of the insurance carriers. Give the same information to anyone else who demands it. Cooperate fully with the investigating officer. Write down the names of witnesses, or their vehicle license numbers. If possible, get their addresses and home phone numbers. If an unattended vehicle is involved, try to locate the owner. If that does not work, leave a note in an obvious place being sure that the note is secure. Give only your name and your motor carrier’s name and address. Call the office as soon as possible and report the accident.

**PREVENTATIVE MAINTENANCE MANAGEMENT GUIDELINES**

To manage a fleet properly, a program for maintaining the mechanical condition of the equipment is necessary. The primary purpose of such a system is to ensure safe, efficient vehicle performance and lengthened lifespan. The benefits of a vehicle maintenance program include:

1. Reduced maintenance costs.
2. Decrease in downtime.
3. Accident reduction.
4. Improved driver morale.
5. Customer relations.

A maintenance program has been implemented to ensure the safety of the
vehicle for the employee and the general welfare of the public as well as lengthening the life of the vehicle. Each employee is expected to cooperate with the office personnel in charge of setting up the maintenance and inspection of company vehicles. Failure to do so could result in disciplinary action or loss of vehicle.

It is the driver's responsibility to report to office personnel or the Operations Manager any problem with the vehicle entrusted to his care. It is also the driver's responsibility to ensure that the vehicle is not abused or neglected while in his care.

Up to date records shall be kept on the maintenance of all company vehicles and available for review by authorized personnel.
LETTERS TO EMPLOYEES

TO: ALL EMPLOYEES

FROM:

SUBJECT: HAZARD COMMUNICATION STANDARD (HCS)

It is the intent of this company to comply with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS). The purpose of this standard is to ensure that all company employees are fully informed about the chemical hazards encountered at the work place. As your employer, we have certain obligations under the law and we will need your help and cooperation in fulfilling these obligations.

A Safety Coordinator has been assigned the responsibility of coordinating training to ensure that our company and our employees are in compliance with the standard and other regulations effecting your health and well-being. Please give the Safety Coordinator your full cooperation.

Thank you for your attention. If you have any questions, please let me know.

In signing my name below, I verify that I did receive training on the company Hazard Communication Program and understand and agree to abide by its contents.

________________________________________  ________________________________
DATE                                                                 EMPLOYEE SIGNATURE
Hazard Communication Program

Purpose
This program is designed to ensure that all employees are provided with the information and training that they need to work safely with the chemicals and materials that will be used on our projects.

Scope
Applies to all ___________________ employees who may be exposed to hazardous chemicals. When work is performed on a non-owned or operated site, the operator’s program shall take precedence, however, this document covers ___________________ employees and shall be used on owned premises, or when an operator’s program doesn’t exist or is less stringent. Every workplace will develop and implement this hazard communication program.

Assignment of Responsibilities

Program Administrator
Our Safety Director, the Project Manager and the Site Managers shall manage the Hazard Communication Program for ___________________ and maintain all records pertaining to the plan, including reviewing and updating this plan as necessary and facilitate training.

Management
______________________ will ensure that each employee understands and follows the Hazard Communication Program through employee orientation, training, job performance reviews and disciplinary action.
______________________ will endeavor to provide all necessary information, equipment and personnel to comply with this program.

Project Managers and Site Managers
Site Managers should themselves follow and ensure that their employees are trained in and use proper work practices, chemical labels, SDSs, personal protective equipment, and proper cleanup and procedures regarding leaks and spills.

Employees
Employees are responsible for employing proper work practices, using personal protective equipment, understanding chemical labels & SDSs and cleanup/disposal procedures as described in this plan. Employees are also responsible for reporting all exposure, leak and spill incidents to your Site Manager immediately or as soon as possible.

Subcontractors
Subcontract employees will be responsible for complying with this plan, and will be responsible for providing the training described herein. Subcontractors will
provide their chemical list and SDS to the site manager for the project before any chemicals are brought to the project.

**Procedure**

This program is designed to meet the requirements of the "Federal Hazard Communication" Standard. Outlined in the program are the steps that this company will follow in meeting the training and informational requirements of the law. This program will provide employees with all the information they need to safely perform their jobs. If any additional information is needed, employees are encouraged to request the information through their supervisors.

Our Safety Director has been assigned the responsibility of insuring that the provisions of the Hazardous Chemical Right to Know Law have been complied with, and any questions concerning this program should be directed to him.

**A. Administrator and Designated Trainers**

The administrator of this program will be our Safety Director. The Superintendent will oversee both the initial training and our ongoing training program. A roster of the employees trained under this program will be kept in our main office. Training of new employees will be conducted by their supervisor.

**B. Annual Refresher Training**

Our company will annually dedicate a safety meeting to the subject of hazardous materials. During this meeting, the SDS on all hazardous materials regularly used by our employees will be discussed. In addition, proper handling procedures, container labeling, and first aid procedures will be reviewed. Prior to this meeting, the Hazardous Chemical List will be reviewed and updated as needed.

**C. Hazard Determination Program**

The administrator of the program will develop and maintain a list of the hazardous chemicals used by this company. The list will be edited for each project to ensure that an accurate list is available for each project. The administrator will use the list to acquire necessary information about each chemical (SDS) and determine if it is hazardous.

Person responsible for program: Safety Director  
Person assigned to hazardous chemical evaluation: Safety Director

Chemicals used or produced in this company will be evaluated by the following program to determine if they are hazardous or not:

**For Chemicals Used:**

Safety Data Sheets (SDS) are used to evaluate whether or not supplied chemicals are hazardous. Chemicals which are health hazards will be designated as such by having ingredients that are listed in the hazardous ingredients section.
For Chemicals Produced: (such as intermediate products, welding fumes, carbon monoxide and wood dust)
SDS's or equivalents are produced internally or obtained from the Department of Labor. Chemicals for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water reactive are considered hazardous, and defined as physical hazards.

Additional Information:
Chemicals found in the following publications will automatically be considered as health hazards:
1. 29 CFR 1910, Subpart Z, "Toxic and Hazardous Substances", (OSHA);
2. "Threshold Limit Values and Biological Exposure Indices", latest edition), American Conference of Governmental Industrial Hygienists (ACGIH); and, for chemicals that are carcinogens or potential carcinogens;
3. a. National Toxicology Program (NTP), "Annual Report on Carcinogens", (latest edition);
   b. International Agency for Research on Cancer (IARC), "Monographs", (latest edition);
   c. 29 CFR 1910, Subpart Z, "Toxic and Hazardous Substances", Occupational Safety and Health Administration.

D. LIST OF HAZARDOUS CHEMICALS

The hazardous chemical inventory list is compiled and maintained by the Site Manager.
The list of known hazardous chemicals used by our employees is located in the section Workplace Chemical List of this manual and kept in the ________________ main and job site offices. Further information on each chemical may be obtained from the SDSs, located in ________________ Hazard Communication Manual.

When new chemicals are received, this list is updated (including date the chemicals were introduced). To ensure any new chemical is added in a timely manner, the following procedures should be followed:
1. When chemical shipment arrives, the Site Manager will immediately gather the new SDSs and any additional information on the chemical provided with shipment.
2. The Site Manager must then add new chemical to list with all required information. An updated copy must then be attached to this plan and the old list destroyed.
3. Site specific chemicals require a site specific list be maintained at the site by the site supervisor.

E. Location of Safety Data Sheets
SDSs will be kept in an open file located in the main office and/or jobsite office. SDSs will be acquired for all chemicals brought on to our job sites. Employees are encouraged to review these sheets as often as they feel necessary. Anyone wishing to copy a SDS for
their own use is encouraged to do so, but the original must not be removed from the file.

F. Warning Labels
Containers that have hazardous chemicals inside will be marked with warning labels. Since we do not produce or re-package any hazardous chemicals, our responsibilities are limited to insuring that hazardous chemicals are properly labeled when they arrive and that any secondary container be labeled with the name of the chemical and appropriate pictograms. Improperly marked containers will not be accepted. Employees will not remove or deface warning labels. During training, employees will be familiarized with the Hazardous Material Identification System and the Global Harmonization Pictograph system.

Labels will require the following elements:

- **Pictogram**: a symbol plus other graphic elements, such as a border, background pattern, or color that is intended to convey specific information about the hazards of a chemical. Each pictogram consists of a different symbol on a white background within a red square frame set on a point (i.e. a red diamond). There are nine pictograms under the GHS. However, only eight pictograms are required under the HCS.

- **Signal words**: a single word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for less severe hazards.

- **Hazard Statement**: a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

- **Precautionary Statement**: a phrase that describes recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling of a hazardous chemical.
SAMPLE LABEL

PRODUCT IDENTIFIER

CODE __________________________
Product Name __________________

SUPPLIER IDENTIFICATION

Company Name ____________________
Street Address ____________________
Cty __________________ State ______
Postal Code _______ Country _______
Emergency Phone Number __________

PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked.
Keep away from heat/sparks/open flame. No smoking.
Only use non-sparking tools.
Use explosion-proof electrical equipment.
Take precautionary measure against static discharge.
Ground and bond container and receiving equipment.
Do not breathe vapors.
Wear Protective gloves.
Do not eat, drink or smoke when using this product.
Wash hands thoroughly after handling.
Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO₂) fire extinguisher to extinguish.

First Aid
If exposed call Poison Center.
If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

HAZARD PICTOGRAMS

SIGNAL WORD
Danger

HAZARD STATEMENT
Highly flammable liquid and vapor. May cause liver and kidney damage.

SUPPLEMENTAL INFORMATION

Directions for use
________________________
________________________
________________________
Fill weight: ____________ Lot Number

Gross weight: _______ Fill Date: ______
Expiration Date: ________
G. Location of Employee Rights Poster
A poster that outlines employee rights under this law will be posted on the employee bulletin board. Employees who have any questions that cannot be answered by the supervisor will be directed to our office.

H. Training of Employees
The Site Manager is responsible for the Hazard Communication Program on their assigned sites and will ensure that all program elements and training are carried out. Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and this plan before starting work. Each new employee will attend a health and safety orientation on the hazard communication standard and this plan. All training will be interactive and will include the following:

1. An overview of the OSHA hazard communication standard
2. The hazardous chemicals present at his/her work area
3. The physical and health risks of the hazardous chemicals
4. Symptoms of overexposure
5. How to determine the presence or release of hazardous chemicals in the work area
6. How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
7. Steps has taken to reduce or prevent exposure to hazardous chemicals
8. Procedures to follow if employees are overexposed to hazardous chemicals
9. How to read labels and SDSs to obtain hazard information
10. Location of the SDS file and written Hazard Communication program

Prior to introducing a new chemical hazard into any section of our operations, each employee in that section will be given information and training as outlined above for the new chemical hazard.

All training conducted shall be documented on the company training attendance sign in sheet. This documentation shall be retained on site for the duration of the project and then in the main office.

I. Methods Used to Inform Employees of the Hazards of Non-Routine Tasks
Employees involved in non-routine tasks (such as tank cleaning and maintenance) will be informed of the hazards involved, and trained at specific training sessions so as to insure awareness of required information.

J. Methods Used to Inform Contractor/Subcontractor Employers
Subcontractors who may be exposed to hazardous chemicals will be informed both verbally and by means of an information sheet, as to hazards involved at a meeting before any work is accomplished. will maintain a master list of chemicals on the site in the project office. We will also maintain a master file of SDS for those chemicals.

J. Hazards of Unlabeled Piping
If work must be done on unlabeled piping the contents of that piping must be identified and communicated to the workers that will be performing the work. Under no circumstances will unlabeled piping be opened by non-qualified or non-trained workers.

K. List of Hazardous Chemicals
Each worksite will develop and maintain a list of chemicals that will be used on that site. Safety Data Sheets will be acquired for each of these chemicals and be maintained in the office in such a place where all workers on the site will have access.
Appendix A

WORKPLACE CHEMICAL LIST

EMPLOYER NAME: ________________________________

FEDERAL I.D.# ______ - ________ ___ ___ ___ ___

ADDRESS: ______________________________________

WORKPLACE LOCATION: __________  ________
(Not P.O. Box),

PRIMARY SIC CODE _________ ___

NUMBER EMPLOYEES __________
(optional)

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Chemicals</th>
<th>Manufacturer</th>
<th>Work area where used</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SECTION 1 Fuel and Lubricants</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WD 40</td>
<td>Petroleum distillates</td>
<td>WD 40 Company</td>
<td>Shop and job sites</td>
</tr>
<tr>
<td>Hydraulic Fluid</td>
<td>Hydrocracked paraffinic oil</td>
<td>Chevron</td>
<td>Shop, jobsites, and vehicles</td>
</tr>
<tr>
<td>Grease / Armorplate</td>
<td>Petroleum Distillates</td>
<td>Primo Distributors</td>
<td>Shop, jobsites, and vehicles</td>
</tr>
<tr>
<td>Grease</td>
<td>Mineral Oil</td>
<td>Chevron</td>
<td>Shop, jobsites, and vehicles</td>
</tr>
<tr>
<td>#2 Diesel Fuel</td>
<td>Diesel fuel</td>
<td>Chevron</td>
<td>Shop, jobsites, and vehicles</td>
</tr>
<tr>
<td>2 Cycle Engine Oil</td>
<td>Petroleum Distillates</td>
<td>Stihl</td>
<td>Shop, jobsites, and vehicles</td>
</tr>
<tr>
<td>Unleaded Gasoline</td>
<td>Gasoline</td>
<td>Chevron</td>
<td>Shop, jobsites, and vehicles</td>
</tr>
<tr>
<td>Premalube</td>
<td>Petroleum Distillates</td>
<td>Certified Labs</td>
<td>Shop, jobsites, and vehicles</td>
</tr>
<tr>
<td>Transmission Fluid</td>
<td>Mineral Oil</td>
<td>Chevron</td>
<td>Shop, jobsites, and vehicles</td>
</tr>
<tr>
<td>Engine Oil</td>
<td>Mineral Oil</td>
<td>Chevron</td>
<td>Shop, jobsites, and vehicles</td>
</tr>
<tr>
<td>Antifreeze</td>
<td>Ethylene Glycol</td>
<td>Shell</td>
<td>Shop, jobsites, and vehicles</td>
</tr>
<tr>
<td>Gear Oil</td>
<td>Parrafin Distillates</td>
<td>Cross Packaging</td>
<td>Shop, jobsites, and vehicles</td>
</tr>
<tr>
<td><strong>SECTION 2 Welding and Cutting</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oxygen</td>
<td>Oxygen</td>
<td>Airgas</td>
<td>Shop and job sites</td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
<td>--------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Acetylene</td>
<td>Acetylene</td>
<td>Airgas</td>
<td>Shop and job sites</td>
</tr>
<tr>
<td>Nitrogen</td>
<td>Nitrogen</td>
<td>Airgas</td>
<td>Shop and job sites</td>
</tr>
</tbody>
</table>

**Section 3 Concrete Products**

<table>
<thead>
<tr>
<th>Quikrete</th>
<th>Portland Cement</th>
<th>Quikrete</th>
<th>Jobsites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grout</td>
<td>Perlitel</td>
<td>Dicapril</td>
<td>Jobsites</td>
</tr>
<tr>
<td>Grout</td>
<td>Portland Cement, Quartz</td>
<td>Unitex multi purpose grout</td>
<td>Jobsites</td>
</tr>
<tr>
<td>Cure &amp; Seal</td>
<td>Stoddard Solvent, naptha</td>
<td>Dayton Superior</td>
<td>Jobsites</td>
</tr>
<tr>
<td>Form Release</td>
<td>Petroleum Distillates</td>
<td>Dayton Superior</td>
<td>Jobsites</td>
</tr>
<tr>
<td>Limestone</td>
<td>Limestone, silica</td>
<td>Vulcan Materials</td>
<td>Jobsites</td>
</tr>
</tbody>
</table>
SUBSTANCE ABUSE POLICY

Note: This program was prepared for compliance with the Drug Free Workplace program in Tennessee. It should be reviewed by an attorney before use in another state, since state programs vary.

Purpose

The use of illegal drugs and alcohol is not consistent with our goal of providing a safe and healthful workplace for our employees and our subcontractor. It also impeded our ability to provide the highest quality product to our customers. This policy, therefore, is intended to eliminate the negative effects of substance abuse on our projects.

Scope

This program applies to all ______________________ employees. Subcontractors are expected to operate their own program that is equal to or more stringent than this program.

Procedure

____________________ 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 employee illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, ______________________ has established the following policy.

1. It is a violation of company policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job,

2. It is a violation of company policy for any employee to report to work under the influence of or while possessing in his or her body, blood or urine, illegal drugs in any detectable amount.

3. It is a violation of company policy for any employee to report to work under the influence of or impaired by alcohol.

4. It is a violation of our policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. However, nothing in this policy precludes the appropriate use of legally prescribed medications.

5. Violations of this policy are subject to disciplinary action up to and including termination.
It is the responsibility of the company’s supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. Although it is not the supervisor’s job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment. Co-workers should encourage anyone who has a drug problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at _____________.

As a condition of employment, employees must abide by the terms of this policy and must notify the company in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

__________ offers resource information on various means of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file. In addition, we will distribute this information to employees for their confidential use.

General Procedures

Any employee reporting to work visibly impaired will be deemed unable to perform required duties and will not be allowed to work. If possible the employee’s supervisor will first seek another supervisor’s opinion to confirm the employee’s status. Next, the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative - depending on the determination of the observed impairment - and accompanied by the supervisor or another employee if necessary. A drug or alcohol test may be in order. An impaired employee will not be allowed to drive.

Opportunity to Contest or Explain Test Results

Employees and job applicants who have a positive confirmed drug or alcohol test result may explain or contest the result to the medical review officer within five (5) working days after receiving written notification of the test result from the medical review officer; if an employee’s or job applicant’s explanation or challenge is unsatisfactory to the medical review officer, the medical review officer shall report
a positive test result back to the company; a person may contest the drug test result.

Confidentiality

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

Job Applicant Drug Testing

All job applicants at _____________ will undergo testing for substance abuse as a condition of employment. Any applicant with a confirmed positive test result will be denied employment.

Applicants will be required to submit voluntarily to a urinalysis test at a laboratory chosen by the company and by signing a consent agreement will release _________________ from liability.

If the physician, official or lab personnel have reasonable suspicion to believe that the job-applicant has tampered with the specimen, the applicant will not be considered for employment.

____________________ will not discriminate against applicants for employment because of a past history of drug or alcohol abuse. It is the current illegal use of drugs and/or abuse of alcohol, preventing employees from performing their jobs properly, that we will not tolerate.

Employee Drug Testing

____________________ has adopted testing practices to identify employees who use illegal drugs on or off the job or who abuse alcohol on the job. It shall be a condition of employment for all employees to submit to substance abuse testing under the following circumstances:

1. When there is reasonable suspicion to believe that an employee is illegally using drugs or abusing alcohol. ‘Reasonable suspicion’ is based on a belief that an employee is using or has used drugs or alcohol in violation of the employer’s policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:

   (A) Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
(B) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
(C) A report of substance abuse provided by a reliable and credible source;
(D) Evidence that an individual has tampered with any substance abuse test during his or her employment with the current employer;
(E) Information that an employee has caused or contributed to an accident while at work; or
(F) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer’s premises or while operating the employer’s vehicle, machinery, or equipment.

2. When employees have caused or contributed to an on-the-job injury that resulted in a loss of work-time, which means any period of time during which an employee stops performing the normal duties of employment and leaves the place of employment to seek care from a licensed medical provider. An employer may send employees for a substance abuse test if they are involved in on-the-job accidents where personal injury or damage to company property occurs.

3. As part of a follow-up program to treatment for drug abuse.

4. Routine fitness-for-duty drug or alcohol testing. A covered employer must require an employee to submit to a drug or alcohol test if the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination where the examinations are required by law, regulation, are part of the covered employer’s established policy, or one that is scheduled routinely for all members of an employment classification group.

Alcohol Testing

The consumption or possession of alcoholic beverages on this Company’s premises is prohibited. (Company sponsored activities which may include the serving of alcoholic beverages are not included in this provision) An employee whose normal faculties are impaired due to alcoholic beverages, or whose blood alcohol level tests .08% by weight for non-safety sensitive positions, or .04% for safety sensitive positions, while on duty/company business shall be guilty of misconduct, and shall be subject to discipline up to and including termination.

Refusal to Submit

Failure to submit to a required substance abuse test also is misconduct and also shall be subject to discipline up to and including termination.
Important Information for Job Applicants and Employees

If the job applicant or employee has a positive confirmed test result a medical review officer will attempt to contact the individual in order to privately discuss the findings with that person. The medical review officer will take the information provided by the tested employee into account when interpreting any positive confirmed test results. The information provided shall be treated as confidential and will not be given to the employer. Employees and job applicants have the right to consult with a medical review officer for technical information regarding prescription and nonprescription medicine.

The provisions of this policy are subject to any applicable collective bargaining agreement or contract and include the right of appeal to the applicable court.

Substance abuse testing for job applicants and employees will include a urinalysis screen for the following drugs:**

**Alcohol:** (not required for job applicant testing)*

Any "Alcoholic Beverage ", all liquid medications containing ethyl alcohol (ethanol). Please read the label for content. For example; Vicks Nyquil™ is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof). Contac Severe Cold Formula Night Strength™ is 25% (50 proof) and Listerine™ is 26.9% (54 proof).

<table>
<thead>
<tr>
<th>Drug</th>
<th>Initial Test Levels</th>
<th>Confirmation Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethyl Alcohol</td>
<td>Detectable</td>
<td>Detectable</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>1000 ng/ml</td>
<td>500 ng/ml</td>
</tr>
<tr>
<td>Opioids</td>
<td>2000 ng/ml</td>
<td>2000 ng/ml</td>
</tr>
<tr>
<td>Cocaine Metabolites</td>
<td>300 ng/ml</td>
<td>150 ng/ml</td>
</tr>
<tr>
<td>Marijuana Metabolites</td>
<td>50 ng/ml</td>
<td>15 ng/ml</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>25 ng/ml</td>
<td>25 ng/ml</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>300 ng/ml</td>
<td>300 ng/ml</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>300 ng/ml</td>
<td>300 ng/ml</td>
</tr>
<tr>
<td>Methadone</td>
<td>300 ng/ml</td>
<td>300 ng/ml</td>
</tr>
<tr>
<td>Propoxyphene</td>
<td>300 ng/ml</td>
<td>300 ng/ml</td>
</tr>
</tbody>
</table>

Other drugs may be included in the testing process at the company’s discretion.
I HEARBY ACKNOWLEDGE that I have received and read the Company's Substance Abuse Policy and understand that I must abide by it as a condition of employment. I also understand that as part of my application for employment and during my employment I may be required to submit to a drug and/or alcohol test and that submission to such testing is a condition of employment and disciplinary action, including termination, may result if I refuse to submit to such testing, or if the test results in a violation of the Company's Policy concerning substance abuse.

I understand that failing or refusing to submit to a drug and/or alcohol test may result in denial of workers' compensation and/or unemployment benefits.

THE UNDERSIGNED STATES THAT HE OR SHE HAS READ THE PREVIOUS ACKNOWLEDGEMENT AND UNDERSTANDS THE CONTENTS THEREIN.

______________________________  ______________________________
EMPLOYEE SIGNATURE               DATE

______________________________  ______________________________
EMPLOYEE NAME (PLEASE PRINT)      SOCIAL SECURITY NUMBER

______________________________  ______________________________
WITNESS                         DATE

For Company Use Only

____ Applicant passed drug test on ____________ Date

____ Applicant passed alcohol test on ____________ Date