Bob Moore Construction, Inc.

Safety Risk Management Program

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PLEASE CALL

Bob Moore Construction, Inc.

817-640-1200

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BOB MOORE CONSTRUCTION, INC.

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BOB MOORE CONSTRUCTION, INC.

SECTION 1
COMPANY SAFETY POLICY STATEMENT

A safe and healthful working environment is of the utmost importance for the successful operation of our business. To this end, we are committed to providing the best, safest and most helpful working conditions possible for our employees.

We are also committed to discovering, correcting, and preventing safety and environmental health hazards that could affect employees and the general public.

We are dedicated to a policy, which will promote and implement the best safety and health programs, and encourage employee initiative to ensure safe and healthful operations.

It is our intent to comply with all local, state and federal safety standards, codes and regulations. We expect everyone in the firm to perform their job in a safe manner and in accordance with the procedures outlined in our safety and risk management program.

Signed:

C E O

SECTION 2

COMPANY SAFETY PROGRAM

The Objectives of the Company's risk management program are to lessen human suffering and to reduce the cost of operations. With these objectives in mind, the company will make every practicable effort to:

- Incorporate appropriate methods of protection against accidents on its jobs, in the shop, and in vehicles.
- Select employees who are physically, emotionally and intellectually qualified to perform their assigned tasks with due regard for their own safety and the safety of others.
- Train its employees in safe work habits and procedures.
- Provide appropriate equipment to ensure safe working conditions for its employees and protection for the general public.
- Promote a positive attitude toward the observance of safe work practices.

SECTION 3
MANAGERS AND SUPERVISORS' RESPONSIBILITIES

Each manager and supervisor within the Company is responsible for all accident prevention activities within their area of responsibility. These responsibilities include:

- Providing and maintaining adequate tools and equipment, vehicles and accessories for proper and safe performance of assigned duties.
- Providing and maintaining all safety equipment which is reasonably necessary for safe performance of work.
- Establishing and enforcing work methods and procedures to accomplish assigned tasks without accident or loss.
- Educating, training and motivating all personnel in the applicable safe work practices and procedures.
- Inspecting tools and equipment, and observing work practices on a regular basis for conformance to safety standards. Any defective tools/equipment should be tag do not use. Violation of any safety risk management policy and guides should be discipline.
- Establishing and maintaining good relations with General Contractors and others to ensure maximum cooperation in protecting our employees and others.
- Providing first aid equipment and training for emergency treatment of employees or others.
- Conforming to established procedures in the emergency treatment of employees or others and in the investigation and reporting of injuries and accidents.

SECTION 4
GENERAL SAFETY REQUIREMENTS

- **Job Planning**

  Prior to beginning any job, the supervisor in charge shall determine what possible hazards may be encountered. Pre-job planning is one of the key factors that contributes to a job completed safely and efficiently. Consideration should be given to the tools and equipment which are necessary to do the job, what emergency equipment is needed for the workers, what emergency equipment should be available and what procedure should be followed in the event of an emergency. Pre-job planning does not always mean the job steps have to be written out. The employer shall provide barricades to identify potential hazards. Yellow tape is used to enter with caution. Red tape is used to do not enter without authorization.

  It shall be each supervisor's responsibility to communicate the hazards associated with each job assignment to the employees who will be doing the job.

- **Protecting the Customer's Property**

  Every effort shall be made to perform all duties in a manner that will protect our customers from hazards associated with the company's operating and work activities. Employee training and pre-job planning will effectively minimize hazards.

- **Taking Chances**

  No employee shall take any undue chances that could endanger the safety of the employee and others or result in damage to company property or that of others. Whenever an employee is in doubt regarding the proper procedures, his/her immediate supervisor should be consulted. Taking chances includes, but is not limited to, failure to wear prescribed personal protective equipment without authority.

- **Entering Hazardous Areas**

  All suspected hazardous areas should be considered dangerous until investigated and proven to be safe. Exposure to fumes, gases, dusts, vapors, or other materials that affect health and safety shall not be permitted without reducing the concentration to a safe level or, in the case when emergency work must be done, providing appropriate personal protective equipment. Other sections of this policy deal with specific hazardous conditions most likely to be encountered.

- ## Machine and Equipment Guarding

  Machinery and equipment shall be guarded to protect the operator and others from exposed moving parts and flying chips or sparks. Guarding shall also include protection from mechanical power-transmission apparatus such as rotating shafts, pulleys, sprockets, belts, and chains associated with tools, work equipment, compressors or building facilities. (Employees shall be authorized to remove manufactured guards.)

- ## Maintenance Equipment

  All equipment shall be inspected prior to use each day to determine that it is in safe operating condition. All equipment shall be maintained in accordance with the manufacturer's recommended maintenance schedule.

- ## Tools and Equipment

  - Tools used should be of good quality and should be made for the intended use.

  - Only persons trained in their use should use tools or equipment. This is especially important of power operated tools, such as Cordless drills/impact, Bandsaw (corded or cordless), Tape measures, Lasers, Sawzall.

  - Employees shall inspect all tools prior to use. Defective tools should be removed from the job site until repaired by a qualified repairman.

  - No tool or device made with a safety guard shall be used unless guards or safety devices are in place and in good working order.

No tool or device whose use is recommended with personal protection equipment, being worn by the operator, shall be used unless that operator uses the recommended personal protection equipment.

Hand and Portable Power Tool Policy

GENERAL REQUIREMENTS

All use, storage and handling of hand and portable power tools will be consistent with the requirements outlined in 29 CFR §1910.241-244. All employees engaged in the use of hand or portable power tools should be familiar with the requirements as outlined in that section.

All manufacturer safety practices must be employed while using tools. This means all employees must read, know and understand all safeguards prior to using equipment. If an individual does not understand the safe operation of a piece of equipment, he/she should notify the Safety Officer to obtain clarification. All required personal protective equipment must be always worn when using equipment.

All tools should be inspected prior to each use by the operator. Inspections should include, but are not limited to, the following items.

HAND TOOLS AND EQUIPMENT

1. All hand tools such as chisels, punches, etc. which develop “mushroomed” heads must be taken out of service and reconditioned.
2. Handles on hammers, axes and similar equipment that are cracked or fractured should be replaced prior to use. Care should be taken to assure the head is properly and securely attached.
3. Wrenches whose handles are bent or whose gripping surfaces are worn should be replaced.
4. Screwdrivers that are bent or whose ends are chipped should be replaced.
5. Tools should be stored in a secure, dry location where they won’t tampered with.
6. Tools should be stored in such a way that sharp edges do not present a danger when reaching into tool cribs and storage areas.
7. Tool cutting edges should be sharp so the tool will move smoothly and not bind.
8. All handles should be free of burs and splinters and should be firmly attached to the working head of the tool.

PORTABLE POWER OPERATED TOOLS AND EQUIPMENT

1. All grinders, saws and similar equipment must be fitted with appropriate machine guarding as specified by the manufacturer.
2. The adjustable tongue on the top side of the grinder must be properly guarded to prevent physical contact by the operator.
3. All corded electrically operated tools and equipment must be effectively grounded by either a grounding prong or an approved double-insulated case. Inspect all prongs to ensure they are not bent or otherwise damaged and all cases to ensure they are not cracked or damaged.
4. All electric cords must be in good condition, free of frays or other physical defects.
5. Pneumatic hoses must be free of damage or deterioration.

ABRASIVE WHEEL EQUIPMENT

1. The work rest shall be within an inch of the wheel.
2. The adjustable tongue on the top side of grinder must be within ¼ inch of the wheel.
3. The grinder is mounted in such a way that it is secure and will not shift or tip.
4. On-off control switches are clearly marked in red and readily accessible to the operator for easy deactivation of equipment in case of emergency.
5. The maximum RPM rating of the grinder is clearly posted, and the maximum rating of the wheel does not exceed the grinder rating.
6. Grinding wheels are not cracked or otherwise damaged.
7. Grinders that use a coolant must be equipped with splash guards to prevent coolant from coming into contact with the operator.

POWDER ACTUATED TOOLS

1. Powder-actuated tools are stored in their own locked container when not being used.
2. All powder-actuated tools will be left unloaded until they are actually used.

3. Only trained and authorized employees will use powder-actuated tools.

MACHINE GUARDING
1. Machine guards will be clean, secure and so arranged so they do not offer a hazard in their use.
2. All moving chains, gears, pulleys, etc. will be properly guarded.
3. All emergency STOP buttons will be colored red and easily accessible to the operator in an emergency.
4. All non-current-carrying metal parts of electric equipment will be properly grounded.
5. Sufficient clearance must be maintained around equipment to ensure safe operation, maintenance, and waste removal.

In addition to the above requirement, all employees must adhere to the requirements outlined in 29 CFR §1920.241-244.

Ergonomics

BOB MOORE CONSTRUCTION, INC. will provide regular task assessments to identify repetitive motion exposures commonly known as ergonomics. Body positioning, personal lifting techniques, line of fire, fatigue, material handling, working surfaces and soft tissue injuries shall be minimized and or eliminated with these procedures.

- **Housekeeping**
  Good housekeeping must be maintained during construction, alteration, or repairs in order to provide our employees a safe and healthy place of employment. Scrap and surplus materials, equipment and debris shall be removed as needed in order to keep the work areas as safe and productive as possible. If it is not practical or feasible to maintain a clean and safe place to work due to factors or conditions beyond your immediate control (such as debris being left by other contractors), please refer to the section in this manual entitled "Multi-Employer Work Sites" for procedures to follow.

- ## Jobsite Safety Meetings
  Supervisors are responsible for preparing and conducting job site safety training meetings. The following is intended to be a guideline for conducting successful Toolbox meetings:

  1. This meeting should be short, about 15 minutes maximum.
  2. Limited to one or two topics.
  3. This meeting should be documented. Record the date, employees in attendance, topics discussed and any follow-up measures taken.
  4. Select the topic several days in advance so that you have a chance to become

familiar with the subject. You should be able to present the topic without reading it.

5. If possible schedule the meeting at the same time and hold it in the work area. These meetings are short so seating is not important. However, make sure everyone can easily see and hear you.

6. **Note: Tool Box Talks in this Manual**

▪ Basic Safety Regulations

Our insurance carrier, OSHA, and this company require the following basic regulations. They are for your protection. We cannot list every possible hazard, or safe practice, but these regulations are mandatory, and will be enforced. Flagrant disregard for them will be cause for termination of employment.
(Also pertains to Personal Protection Equipment)

- Welders will wear all required safety equipment, store bottles properly, keep equipment in good condition, and protect other workers from welding flash.

- All welders and others using torches will have a fire extinguisher in the immediate work area.

- Each supervisor is responsible for tagging defective tools or equipment as unsafe, and returning them to the tool room for repair or destruction.

- All power equipment must have the required guards in place, such as shields on cut-off saws, etc.

- All supervisors are to test all jobs to make sure the power supply is permanently grounded or has a ground-fault circuit protection system, and to periodically **(at least once a month)** test the power tools on the job.

- OSHA regulations for trenching and excavation, shoring, ladders and scaffolding, confined space and other hazards will be strictly enforced.

- People working on ladders while using power equipment are particularly vulnerable to accidents. Make sure the ladder is tall enough that you do not have to stand on the top two steps. Make sure all four legs are secure to the floor. Make sure that you are braced so that if a drill hangs, it will not throw you off the ladder. Never lean a stepladder against a wall. Secure extension ladders by tying off the top and make sure it is 1-foot away from the wall for every 4-feet of height. Make sure extension ladders extend 3-feet above a landing.

- Accidents can occur while hoisting heavy equipment. Stay out from under the load, take enough time to plan the job, and instruct everyone on what to do, and use the right equipment.

- Report all defective tools and equipment to your supervisor, put a **"DO NOT USE"** tag on them, and send them to be repaired.

- Horseplay, fighting, possession of firearms, or possession or use of alcohol or drugs will not be tolerated, and are reason for immediate discharge.

- Running on the job is prohibited, except in obvious extreme emergencies.

- Employees shall observe and obey all caution and danger signs, barricades, and safety permit tags that are placed on the job site or shop.

- Good housekeeping is always necessary in order to prevent accidents. Waste materials shall be disposed of properly and shall not be allowed to accumulate in a work area.

- Employees shall not use compressed air, especially oxygen, for dusting or cleaning off their body or clothes.

- All accidents shall be reported immediately to the injured employee's supervisor. Failure to do so could result in denials of workers' compensation.

- Unsafe conditions and unsafe acts must be reported to the supervisor immediately.

The above regulations are for your protection. If you get hurt, both you and the company lose. If you observe others violating these policies, and exposing you to injury, let your supervisor know. If the condition is not corrected, let a company officer know, and we will correct it without anyone knowing you were involved.

Disciplinary Program

The purpose of a disciplinary program is to provide a method for ensuring compliance with rules concerning operation, personnel, safety, security, and other regulations adopted by the company. All employees, including office and production, supervisory staff, personnel and management, will be subject to this program.

Persons authorized to enforce or administer the disciplinary program will be determined by ***Larry Knox*** and could include supervisors, management, and safety staff. ***Larry Knox*** will make the final determination of the degree of disciplinary action taken for the violation of a regulation.

SECTION 5
OCCUPATIONAL SAFETY AND HEALTH ACT

The Occupational Safety and Health Act (OSHA) of 1970 is applicable to all businesses with eight or more employees. It requires that the Company provide each employee with a place of employment that is free from recognized hazards that may cause death or serious physical harm. The law also requires that the company comply with any standard rule or regulation issued under the law. Each employee is required by the law to comply with the Occupational Safety and Health Standards and all rules, regulations and others issued under the law that are applicable to his/her own actions and conduct.

- **INSPECTIONS**

  The law permits Federal Compliance Officers to make inspections of all facilities, work areas and equipment. There will be no advance warning of these inspections except in special cases. Any company employee contacted by a Compliance Officer will cooperate with the Compliance Officer. The supervisor in charge shall notify ***Larry Knox*** and he will take the appropriate action. If any telephoned or written communication is received from the Occupational Safety and Health Administration, ***Larry Knox*** will be notified as soon as possible. A copy of all written matter received will be forwarded to the company Insurance Manager who will, after consultation with appropriate operating personnel (both Field and Home Office), advise the location how to proceed on any action required by the communication. A copy of all communications involved shall be sent to the Company's Home Office.

  The inspector is required to make inspections at reasonable times and has the right to enter and inspect the premises and all conditions, equipment, machines, processes and materials pertinent to the matter being investigated. He/she will normally contact the senior company representative at each work place, will present his/her credentials and will inform the company representative of the purpose of the inspection. If the inspection is the result of the occurrence of a fatality or multiple hospitalizations, the inspection will be limited to the circumstances surrounding the accident causing the injuries or death.

  If the inspection is in response to a complaint, the inspection will be limited primarily to the complaint. Routine pre-inspection briefing or interviewing will include the

inspection, or records required by OSHA. These must be complete, correct and readily available. The Compliance Officer may ask for a review or explanation of the Safety Program (found in this and HAZCOM manual). This would include such things as monthly safety meetings, tailgate meetings, training programs, Safety Data Sheets (SDS's), and recent actions taken to reduce or eliminate hazards.

The Compliance Officer will ask an employer representative to accompany him/her during the inspection and may ask an employee or employee representative as well. He/she may also confer with employees in private. Compliance Officers may ask for testimony under oath from employees and may also take pictures. The Company representative has a right to be present any time the Compliance Officer talks to or takes a statement from any employee classified as a supervisory employee.

Upon completion of the inspection, the Compliance Officer will discuss all violations, recommendations for citations and the time to be allowed for correction. If a citation is issued for any violation or a notice of a proposed penalty is received, copies of the instrument must be posted as directed by the Compliance Officer or inspector. Such citations and notices must remain posted until the violation is resolved either by correction or appeal approval.

Any actions to be taken by managers and supervisors for compliance with the Occupational Safety and Health Act will be discussed prior to implementation with the Company Insurance Manager and ***Larry Knox*** to determine if the actions are appropriate.

▪ STATE PLANS

The Federal Occupational Safety and Health Law provides that a state may assume responsibility for administering the Occupational Safety and Health laws upon approval of a state plan by the Occupational Safety and Health Administration.

OSHA has approved such plans for many states. State standards, rules and regulations for these states substantially follow the federal law.

▪ RECORD KEEPING REQUIREMENTS

Each company is required by federal law to maintain certain records at each establishment. An establishment is interpreted to mean any location where employees report to work, and includes offices, service centers, warehouses, plants etc. Each establishment must maintain the following:

- A log of recordable occupational injuries and illnesses (OSHA Form 300). Retain for 5 calendar years.
- A supplementary record of occupational injuries and illnesses

  (OSHA Form 301). The State Employee First Report of Injury meets this

requirement.

- A copy of any OSHA citations must be posted for three working days or until the violation is corrected, whichever is longer.

All records must be kept current and must be available to Occupational Safety and Health Administration personnel when requested.

▪ REPORTING

Any accident causing a fatality shall be reported to OSHA within 8 hours or any accident, which results in the hospitalization of one employee, or amputation must be reported to the nearest office or the Area Director of OSHA by telephone or electronically submitted within 24 hours.

▪ POSTERS

Posters prescribed by OSHA are listed in Section 7 of this manual and must be prominently displayed at each location where employees normally report for work.

SAFETY RISK MANAGEMENT

BOB MOORE CONSTRUCTION, INC.

SECTION 6
ACCIDENT INVESTIGATION

- **GENERAL POLICY**

A thorough investigation must be conducted whenever an accident occurs in which the Company:

A) Will sustain a loss through:
   1. Injury to an employee while performing his/her company duties, or
   2. Damage to its property, or

B) Is possibly responsible for:
   1. Injury to others, or
   2. Damage to the property of others.

- **PRIMARY PURPOSE**

The purpose of an accident investigation is to determine the primary and contributing causes of accidents so that corrective measures may be taken to prevent similar occurrences. Such measures may result in:

- Improvement of working conditions;
- Redesign of, or change in equipment;
- Improvements in safety rules and procedures or their enforcement; and
- Improvements in safety training.

- **SUPPLEMENTAL PURPOSES**

Accident investigations also provide information for:

- Establishing responsibility for the accident and for the resulting cost of treatment or repair.
- Preparing and submitting reports in accordance with local, state and federal requirements.

- **RESPONSIBILITIES FOR ACCIDENT INVESTIGATION**

EMPLOYEE INJURIES AND VEHICLE ACCIDENTS

The Supervisor of the employee involved will make a thorough investigation of each employee injury and vehicle accident. The investigation report must be turned in along with the first report of injury on Workman's Compensation injuries and with the auto/other liability accident notice ***(See copies of each form in this manual)***. The investigation must be made immediately after the accident or as soon as possible and at the place where the accident occurred. Statements will be taken from the persons involved in the accident and from any witnesses. The following basic information should be obtained:

- Who was involved in the accident?
- When did it occur?
- Where did it occur?
- What were the persons involved doing?
- How did the accident happen (detailed description)?
- What caused the accident?
- How can similar accidents be prevented?

This information should be included in the accident reports submitted to the Company's Insurance Manager.

Every effort should be made to obtain all the pertinent facts regarding the accident so that the true cause of the accident may be determined. Once the cause has been established, proper preventive measures can be adopted to prevent recurrence.

- **PROPERTY DAMAGE**

Property damage shall be investigated by the supervisor or manager of the department principally involved in the accident.

All public accidents shall be investigated promptly, obtaining the same information as outlined above for employee injuries and vehicle accidents. Photographs should be obtained, showing all damages sustained, all equipment involve and any other pertinent subjects.

The Company's insurer shall be notified immediately by the Insurance Manager to assist with the investigation if an injury is involved or property damage has been sustained, or if a possible future claim may be filed against the Company.

Thorough and accurate investigation, prompt reporting, and documentation are essential in protecting the rights of the Company.

- **DAMAGE TO COMPANY PROPERTY**

Accidents, which result in damage to company property, shall be investigated by the supervisor or manager of the department primarily involved. These investigations will be conducted to determine, if possible, the liability on the part of the person or persons who caused the damage, and any possible actions the company may take to prevent recurring damage to its property. The same basic information required in employee injury and vehicle accident investigations should be obtained.

Incidents of damage to company property should be reported to the Company's Insurance Manager.

ACTIVE SHOOTER

This policy is intended to provide guidance in the event an individual is actively shooting persons at the workplace and to comply with applicable regulations of the Occupational Safety and Health Administration (OSHA).

POLICY:
It is the policy of BOB MOORE CONSTRUCTION, INC. to provide an active shooter emergency response plan to alert employees that an active shooter appears to be actively engaged in killing or attempting to kill people at the workplace.

DEFINITIONS:
For purposes of this Policy: An active shooter is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people at BOB MOORE CONSTRUCTION, INC. 's premises. In most cases active shooters use a firearm(s) and display no pattern or method for selection of their victims. In some cases active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to police and emergency responders. These improvised explosive devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

PROCEDURES:

1. The first employee to identify an active shooter situation:

   As soon as possible, should call the emergency number (911) and state to the operator that there is an "Active Shooter" (at their location) and a physical description of the person(s) with the weapon, and type of weapon, if known.

2. The phone call to 911 (from the area where the caller is safely concealed) should provide the following information to the police:

   a. Description of suspect and possible location.
   b. Number and types of weapons.
   c. Suspect's direction of travel.
   d. Location and condition of any victims

POTENTIAL RESPONSES:
In response to an active shooter event, there will be three potential courses of action

1) Evacuate,
2) Hide out,
3) Self-defense.

The following guidelines identify these courses of action:

EVACUATE:
If there is an accessible escape path, attempt to evacuate the premises, following these recommendations:
• Have an escape route and plan in mind
• Evacuate regardless of whether others agree to follow
• Leave your belongings behind
• Help others escape, if possible
• Prevent individuals from entering an area where the active shooter may be
• Keep your hands visible
• Follow the instructions of any police officers
• Do not attempt to move wounded people
• Call 911 when you are safe

HIDE OUT
If evacuation is not possible, find a place to hide where the active shooter is less likely to find you, with these recommendations:
The hiding place should:
• Be inconspicuous
• Be out of the active shooter's view
• Provide physical protection if shots are fired in your direction (e.g., locating into a bathroom and locking the door, staying as low to the floor as possible and remaining quiet and motionless)
• Not trap you or restrict your options for movement. Too prevent an active shooter from entering the hiding place.
• Lock the door
• Blockade the door with heavy furniture if the active shooter is nearby:
• Lock the door
• Silence cell phones and/or pagers
• Turn off any source of noise (i.e., radios, televisions)
• Hide behind large items (i.e., cabinets, desks)
• Remain quiet and motionless

SELF-DEFENSE:
If it is not possible to evacuate or hide, then consider self-defense, with these recommendations:
• Remain calm
• Dial 911, if possible, to alert police to the active shooter's location
• If you cannot speak, leave the line open and allow the 911 dispatcher to listen Take action against the active shooter and only when you believe your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter as follows:
• Acting as aggressively as possible against him/her
• Throwing items and improvising weapons
• Yelling

• Commit yourself to defensive physical actions

LAW ENFORCEMENT RESPONSE:
The police will arrive to respond to the emergency, follow these recommendations:

1. Comply with the police instructions. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.

2. When the police arrive at your location:

a) Remain calm, and follow officers' instructions
b) Put down any items in your hands (i.e., bags, jackets)
c) Immediately raise your hands and spread your fingers
d) Keep your hands visible at all times
e) Avoid making quick movements toward officers such as attempting to hold on to them for safety
f) Avoid pointing, screaming and/or yelling
g) Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the area or to an area to which they direct you
h) Notify BOB MOORE CONSTRUCTION, INC. representatives that you have evacuated the premises.

3. When the police arrive the following information should be available:

a) Number of shooters
b) Number of individual victims and any hostages
c) The type of problem causing the situation
d) Type and number of weapons possibly in the possession of the shooter
e) All necessary BOB MOORE CONSTRUCTION, INC. representatives still in the area as part of the BOB MOORE CONSTRUCTION, INC. 's emergency management response
f) Identity and description of participants, if possible
g) Keys to all involved areas as well as floor plans
h) Locations and phone numbers in the affected area

POST-INCIDENT ACTION:
When the police have determined that the active shooter emergency is under control, the emergency operator will provide a public announcement that the emergency is over.

POLICE INVESTIGATION:
After the police have secured the premises, BOB MOORE CONSTRUCTION, INC. will arrange to have designated Management representatives participate in the law

enforcement investigation of the incident, including identifying witnesses and providing requested documents.

MEDICAL ASSISTANCE:
BOB MOORE CONSTRUCTION, INC. will designate Management representatives who will engage with emergency responders who provide medical assistance to injured employees, including ensuring that all required medical benefit and insurance documentation is provided.

NOTIFICATION OF RELATIVES:
BOB MOORE CONSTRUCTION, INC. will designate Management representatives to notify relatives of any injured employees in a timely fashion.

OSHA:
In the event that there is a fatality or one employee is hospitalized for treatment, OSHA must be notified. If there is a fatality, OSHA must be notified within eight (8) hours. In the event of a hospitalization of one employee for treatment, OSHA must be notified within twenty-four (24) hours. In addition, if the fatality or injury is work-related, BOB MOORE CONSTRUCTION, INC. may have to record the incident on its OSHA 300 Log within seven (7) calendar days.

MEDIA
BOB MOORE CONSTRUCTION, INC. will designate Management representatives who will respond to any media requests for information. Such representatives will carefully consider the nature of any such requests in order to avoid disclosing information about any person that is confidential and protected by Federal and state privacy and medical information laws and regulations and interfering with any ongoing police or internal BOB MOORE CONSTRUCTION, INC. investigation.

ALCOHOL AND DRUG ABUSE POLICY

BOB MOORE CONSTRUCTION, INC. will strive to respect the rights of each of its employees. However, since the abuse of alcohol and the utilization of drugs can result in creating an unsafe working environment and inevitably accidents in the work place. Individuals' rights must be subordinated in part to the broader welfare of fellow employees.

- **PURPOSE:**
  The purpose of this policy is to establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by driver/employee of Company-owned vehicles and all other employees.

- **DEFINITIONS:**
  1. ***Alcohol:*** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl, and isopropyl alcohol.
  2. ***Alcohol Concentration (or Content):*** means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.
  3. ***Alcohol* Use** means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.
  4. ***Confirmation Test for Substance Abuse Testing***: means a second test, following a screening test with a result of 0.04 or greater that provides quantitative data of alcohol concentration. For controlled substances testing means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy.

     (Gas chromatography / mass spectrometry (GC/MS) is the authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.)
  5. ***Consortium:*** means an entity, including a group or association of employers or contractors that provides alcohol or controlled substances testing.
  6. ***Controlled* Substances:** including but not limited to marijuana, cocaine, opiates, amphetamines, barbiturates, phencyclidine, etc.
  7. ***Driver:*** means any person who operates a (Company-owned vehicle). This includes, but is not limited to: Full-time, regularly employed drivers; casual,

intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to ***BOB MOORE CONSTRUCTION, INC. .***

8. ***Performing (a safety-sensitive function):*** means a driver/employee is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.
9. ***Refuse to Submit (to an alcohol or controlled substances test)*** means that a driver/employee:
   a) Fails to provide adequate breath for alcohol testing, without a valid medical explanation, after he or she has received notice of the requirement for breath testing.
   b) Fails to provide adequate urine sample for controlled substances testing, without a genuine inability to provide a specimen (as determined by a medical evaluation), after he or she has received notice of the requirement for urine testing.
   c) Engage in conduct that clearly obstructs the testing process.
   d) Failure to submit will result in immediate termination.

10. ***Safety-Sensitive Function***: means all time from the time a driver/employee begins to work or is required to be in readiness to work or is required to be in readiness to work until he/she is relieved from work and all responsibility for performing work.
    a) All time at ***BOB MOORE CONSTRUCTION, INC.*** or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver/employee has been relieved from duty by ***BOB MOORE CONSTRUCTION, INC.***

    b) All time inspecting equipment, servicing, or conditioning any Company-owned motor vehicle at any time.
    All time spent at the driving controls of a Company-owned vehicle and equipment in operation.

    c) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the, or in giving or receiving receipts for shipments loaded or unloaded.

    d) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

- **ALCOHOL CONCENTRATION**

No driver/employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. ***BOB MOORE CONSTRUCTION, INC.*** having actual knowledge that a driver/employee has an alcohol concentration of 0.04 or greater shall not permit him/her to perform or continue to perform safety-sensitive functions.

- **ON DUTY USE**
  No driver/employee shall use alcohol while performing safety-sensitive functions. ***BOB MOORE CONSTRUCTION, INC.*** having actual knowledge that a driver/employee is using alcohol while performing safety-sensitive functions shall not permit him/her to perform or continue to perform safety-sensitive functions.

- **PRE-DUTY USE**
  No driver/employee shall perform safety-sensitive functions within four hours after using alcohol. ***BOB MOORE CONSTRUCTION, INC.*** having actual knowledge that a driver/employee is using alcohol while performing safety-sensitive functions shall not permit him/her to perform or continue to perform safety-sensitive functions.

- **USE FOLLOWING ACCIDENT**
  No driver/employee required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

- **CONTROLLED SUBSTANCES USE**
  No driver/employee shall report for duty or remain on duty requiring the performance of a safety sensitive function when the driver/employee uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner, who has advised the driver/employee that the substance will not adversely affect the driver/employee's ability to safely perform job duties.

  BOB MOORE CONSTRUCTION, INC. shall require all drivers/employees to inform the home office of any therapeutic drug use which may affect the employee's ability to safely perform his/her job.

- **CONTROLLED SUBSTANCES TESTING**
  No drivers/employees shall report for duty, remain on duty or perform a safety-sensitive function, if the driver/employee tests positive for controlled substances. ***BOB MOORE CONSTRUCTION, INC.*** having actual knowledge that a driver/employee has tested positive for controlled substances shall not permit the driver/employee to perform or continue to perform safety-sensitive functions.

- **PRE-EMPLOYMENT TESTING**
  Prior to the first time an employee performs safety-sensitive functions for ***BOB MOORE CONSTRUCTION, INC.*** , he/she shall undergo testing for controlled substances as a condition prior to employment.

- **POST ACCIDENT TESTING**
  As soon as practicable following an occurrence involving a lost time accident/incident incurring $500.00 or more, ***BOB MOORE CONSTRUCTION, INC.*** shall test for alcohol and controlled substances.

- **Alcohol Tests.** If a test required by this section is not administered within two hours following the accident, ***BOB MOORE CONSTRUCTION, INC.*** shall prepare and maintain on file a record stating the reasons the test was not promptly administered. Attempts for testing shall cease after 8 hours.

- **Controlled substance tests.** If a test required by this section is not administered within 32 hours following the accident, ***BOB MOORE CONSTRUCTION, INC.*** shall cease attempts to administer a controlled substance test, and prepare and maintain on file a record stating the reasons test was not promptly administered.

- **Random Testing**
  1. ***BOB MOORE CONSTRUCTION, INC.*** will drug/alcohol test a percentage of the current employee population, per year of their employees that are both hourly and salary.
  2. Random testing will be spread out regularly throughout the year.
  3. A 3rd party administrator will select employees for drug/alcohol tests, using a random generating program of all employees assigned to the covered projects. This will be performed off-site - ***BOB MOORE CONSTRUCTION, INC.*** will not participate in the random selection process.

- **Reasonable Suspicion Testing**
  BOB MOORE CONSTRUCTION, INC. shall require a driver/employee to submit to an alcohol or a controlled substance test when there is reasonable suspicion to believe that the driver/employee has violated any portion of the alcohol or controlled substances policy.

- **REPORTING TO WORK UNDER THE INFLUENCE OF INTOXICATING BEVERAGES, LEGAL OR ILLEGAL DRUGS:**

Reporting to work under the influence of intoxicating beverages, legal or illegal drugs, other than the properly reported and authorized use of prescribed medication is prohibited. For the purpose of this policy, being "under the influence" of an intoxicating beverage or legal/illegal drugs will be defined according to positive testing results. In the case of alcohol, the breath alcohol concentration level (BAC) used in the Department of Transportation as a measure of “a positive test result” (.04). This is the level of breath alcohol concentration adopted by the Company as defining the threshold of being "under the influence" of alcohol.

For drug tests, any amount of a drug in the employee's system that is above the cut-off levels listed below will provide positive testing results and will justify an inference that the individual is "under the influence" of the drug in question.

DRUG	CUT-OFF VALUE
Amphetamines	1000 ng/ml
Cocaine	300 ng/ml
Opiate	2000 ng/ml
THC (Marijuana)	50 ng/ml
Phencyclidine / PCP	25 ng/ml

The Company will not attempt to make judgments concerning whether an alcoholic beverage or drug was consumed on "personal time", as distinguished from working time. The drug-testing program relates directly to whether or not an employee is "under the influence" of an alcoholic beverage or drugs while on duty, or on the Company's premises, or utilizing Company owned vehicles or property.

There are four (4) categories of occurrences or facts under which an employee will be tested. These categories are Reasonable Suspicion, Accidents and Injuries, Damage to property and Random testing. If an employee is found to be in violation of this Alcohol and Drug Policy, the employee will be terminated.

If the employee is tested and the results are positive, he/she will be considered in violation of the Company's policy.

All employment decisions are left totally to the discretion of ***Larry Knox.***

I HAVE READ AND UNDERSTAND THE CONDITIONS OF THE ALCOHOL AND DRUG POLICY AND I HAD THE OPPORTUNITY TO ASK QUESTIONS.

I AGREE TO COMPLY WITH THIS PROGRAM AS A CONDITION OF MY EMPLOYMENT WITH ***BOB MOORE CONSTRUCTION, INC. .***

SIGNED:

_____ _____

EMPLOYEE DATE

BOB MOORE CONSTRUCTION, INC.

CONSENT TO DRUG TESTING AND RELEASE

This is to certify that I, _____, the under-signed, declare that I have been requested by BOB MOORE CONSTRUCTION, INC. , as a condition to initial and/or continued employment, to voluntarily submit to a urinalysis examination for purposes relating solely to determine whether I am presently under the influence of alcohol, or illegal or controlled drugs or intoxicants; that I understand that I have the right to refuse to submit to such testing; that I understand and acknowledge that BOB MOORE CONSTRUCTION, INC. , business reasons for requesting me to submit to such testing are not based upon considerations of my race, color, sex, national origin, religion, or age, either in whole or in part.

I voluntarily consent to submit to a urinalysis test in response to BOB MOORE CONSTRUCTION, INC. 's request.

I release BOB MOORE CONSTRUCTION, INC. , its predecessors, successors, subsidiaries, past and present officers, directors, agents, servants, employees, and assigns from any and all claims, responsibilities, and matters relating to my submission to drug testing.

Specifically, I agree and understand that BOB MOORE CONSTRUCTION, INC. shall not be responsible in any way for any consequences resulting from said drug testing and fully release BOB MOORE CONSTRUCTION, INC. from any and all claims and demands whatsoever which might arise, grow out of, or be incident to such drug testing.

I have read the above consent to Drug Testing and Release and certify that I have signed this document of my own free will and accord, and fully understand the contents of this document.

Date: _____

_____
Signature of Employee/Applicant **(Circle One)**

_____Please Print Name

ASBESTOS

If asbestos is encountered or suspected, in any form, either as insulation on existing piping or equipment, or as building materials in existing structures; the person who encounters the asbestos is to report it at once to their supervisor.

The established safety policy of this company is that we do not work around asbestos or attempt its removal. All personnel are to stop work at once, an outside asbestos specialist is to be called in (either by ***Larry Knox*** or the owner, depending on our contractual responsibility) to have the asbestos removed according to OSHA's standards.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

- **Purpose**
  The purpose of this document is to comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030, by developing a written exposure control plan, which will assist personnel in minimizing the risk of transferring microorganisms present in human blood that can cause disease in humans.

- **Scope**
  The written exposure control plan includes the following:
  - The exposure determination
  - The procedures for response to an accident
  - Housekeeping/Clean-up Activities
  - Post Exposure Evaluation and Follow-up
    - Procedure following the report of an Exposure Incident
  - The schedule and method for implementing compliance with:
    - The hepatitis B vaccination, Evaluations and Record keeping
  - Training and Communication
  - Auditing the Program

- **Definitions**
  Exposure Determination - an exposure determination is based on the definition of occupational exposure without regard to personal protective equipment or clothing.

  Universal Precautions - an infection control approach whereby all human blood and certain body fluids are treated as if they were known to be infectious for HIV, HBV, or other blood borne pathogens. Potentially infectious materials include the following:

  - Semen and vaginal secretions
  - Amniotic fluid (bag of waters)
  - Breast milk

- Saliva
- Any bodily fluid that visibly contains blood
- Any bodily fluid you can't identify

- **WRITTEN EXPOSURE CONTROL PLAN**

  Exposure Determination

  - The only incident where employees could be exposed to blood would be due to an injury, which resulted in bleeding from a cut, abrasion, nosebleed or other similar injury.

  - An injury can occur anywhere at the facility. In order to ensure that we have employees in each area that have the necessary training, which may respond or clean up the accident, individuals in each area for each shift will be trained under the requirements of this plan. Therefore, almost every job classification at BOB MOORE CONSTRUCTION, INC. will have the following potential for occupational exposure because the determination is based on "where they are" rather than "what they do."

    - The potential **<u>exposure determination</u>** would be limited to those employees who administer first aid and those employees who perform cleanup as port of their collateral duties. An exposure incident would occur if personal protective equipment failed, was not used improperly, or if infectious materials "bypassed" the prescribed PPE and got on or in the employee's skin, eye, mouth, other mucous membrane or parenteral contact.

  - Employees can provide care to an injured employee but are not expected to do so by BOB MOORE CONSTRUCTION, INC. Employees who want to help as "good Samaritans," may do so out of their own personal inclination.

    - All "good Samaritans" will follow post exposure evaluation, follow-up and hepatitis B vaccination requirements of this plan. This should be a "last resort" and all attempts should be made to allow those trained under the plan to respond to emergencies. There should never be a situation where a non-designated employee performs any type of clean-up activities covered by this plan.

  - If this situation occurs, the plan will be immediately reviewed by ***BOB MOORE CONSTRUCTION, INC.*** to determine if additional employees need to be covered by the plan and trained as required by the standard.

- **Procedure for Response to an Accident for a Responder**

  - Response and clean up should be performed by designated personnel. When arriving on the scene, assess whether the employee is bleeding or if any other infectious materials are observed. If so, universal precautions will be observed to prevent contact with blood or other potentially infectious materials. If differentiation between body fluids types is difficult, all body fluids shall be considered potentially infectious.

- The blood borne pathogens kits, which contain all necessary personal protective equipment and clean-up materials, will be used during first aid and clean up.
- The gloves contained in the kits are the most commonly used items of personal protection in these situations. They are the barrier between your hands and possible exposure to blood borne pathogens. The potential for spraying and splashing of blood or body fluids usually exists at an accident scene and during clean up. For this reason, gowns, booties, and face shields are contained in the kits. Use all of the necessary protective equipment to shield yourself against exposure.
- The only time this equipment may not be used is in an extraordinary circumstance of emergency where its use would have prevented the necessary care to the injured employee or would have presented an additional hazard to the employee. During clean up, all personal protective equipment in the kits must be worn.

▪ **Housekeeping Activities for Clean-up Personnel**

- All equipment and work areas must be cleaned and decontaminated as soon as possible after contact with blood or potentially infectious fluids.
- Isolate the area to be cleaned and disinfected by placing a tape barrier around the site.
- Protect yourself by wearing the appropriate protective equipment; gloves, a facemask, eye protection and a gown or apron.
- Scatter absorbent on any blood or body fluid on the floor, collect the debris and deposit it into the bag.
- Wash floor and any contaminated surfaces with soap and water followed by a disinfectant.
- Machinery splashed with blood or body fluids must be washed down with soap and water, and then disinfected.
- The kits contain clean-up instructions which can be used to assist you during clean up.
- Employees will wash their hands and any other exposed skin with soap and water as soon as possible following clean up. All protective equipment is disposed of in the biohazard bag contained in the bloodborne pathogens kits.
- If an exposure incident occurs to you, report the incident immediately to your supervisor.

- **Post Exposure Evaluation and Follow-up**

  Procedure following the report of an exposure incident

  1. Following the report of an exposure incident by an employee or supervisor, ***BOB MOORE CONSTRUCTION, INC.*** will make immediately available to the exposed employee a confidential medical evaluation and follow-up consisting of the following elements.
  2. A report will be prepared for the exposed employee, by ***BOB MOORE CONSTRUCTION, INC.*** , consisting of the following:
     - Documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred.
     - Identification and documentation of the source individual.
     - The source individual's blood will be tested as soon as possible and after consent is obtained in order to determine HBV and HIV infectivity.
     - Results of the source individual's blood testing will be made to the exposed employee.
     - The exposed individual's blood will be tested as soon as possible and after consent is obtained in order to determine HBV and HIV infectivity.
     - Results of the exposed individual's blood testing will be made available to the exposed employee. They shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

  3. ***BOB MOORE CONSTRUCTION, INC.*** will ensure the post exposure preventive treatment is provided to the exposed employee, when medically indicated as recommended by the US Public Health Service, along with counseling and evaluation of the reported illness.

- **Hepatitis B Vaccination, Evaluations and Record Keeping**
  - Employees who have had an exposure incident will be offered the hepatitis B vaccine within 24 hours of the exposure. Employees, who have been exposed, have the right to sign a declination for the vaccination.
  - If the employee initially declines the hepatitis B vaccination, but at a later date wants the vaccination, then ***BOB MOORE CONSTRUCTION, INC.*** will ensure that the employee receives that vaccination at that time.
  - ***BOB MOORE CONSTRUCTION, INC.*** will provide the hepatitis B vaccination, post exposure evaluation and follow-up to all employees who have had an occupational exposure to blood or bodily fluids. The vaccination and evaluation will be provided at no cost to the employee through our local healthcare facility.
  - All medical records regarding the exposure incident will be maintained as required by 29 CFR 1910.1030(h) by the Personnel Director and kept

confidential. Only the exposed employee will have access to his/her medical records regarding the exposure incident.

- **Training and Communications**
  - ***BOB MOORE CONSTRUCTION, INC. 's*** Bloodborne Training program will be conducted at the time of initial assignment and annually thereafter.
  - A copy of the Bloodborne pathogens standard and an explanation of its contents will be made available.
  - A general explanation of the epidemiology and symptoms of bloodborne disease.
  - An explanation of the modes of transmission of bloodborne pathogens.
  - An explanation of the ***BOB MOORE CONSTRUCTION, INC. 's*** exposure control plan and the means by which the employee can obtain a copy of the plan from the ***BOB MOORE CONSTRUCTION, INC. .***
  - An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and PPE.
  - Information on the types, proper use, location, removal, handling, decontamination and disposal of PPE.
  - Information of the hepatitis B vaccine, efficacy, safety, method of administration, the benefits of being vaccinated and that the vaccine and vaccination will be offered free of charge.
  - Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
  - An explanation of the procedure to follow if an exposure incident occurs, including methods of reporting the incident ant the medical follow-up that will be made available.
  - Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
  - An explanation of the signs and labels and/or color-coding required.
  - An opportunity for interactive questions and answers with the person conducting the training session.
- **Auditing the Program**
  - The exposure plan will be reviewed and updated at least annually and whenever necessary by ***BOB MOORE CONSTRUCTION, INC.*** to reflect new or modified tasks and procedures, which affect occupational exposure, and to reflect the new or revised positions with occupational exposure.
- **Designated Employee List**
  - All supervisors are required to know who has gone through the training for their areas of responsibility. It is the supervisor's responsibility to make certain that designated personnel are used in emergencies and clean up. These employees

must follow universal precautions and use the protective equipment in the bloodborne pathogens kits when responding to an accident. The only time this equipment may not be used is in an extraordinary circumstance or emergency where its use would have prevented the necessary care to the injured employee or would have presented and additional hazard to the employee. During clean up, all personal protective equipment in the kits must be worn.

HEPATITIS B VACCINE – DECLINATION STATEMENT

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk or acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

_____
Signature

_____
Date

BLOODBORNE PATHOGENS IN INDUSTRY

The bloodborne pathogen standard is designed to provide guidance to protect you from infections.

- ***Bloodborne Pathogens:***
  Microorganisms present in human blood that can cause disease in humans.
  - Hepatitis B virus HBV
  - Human Immunodeficiency virus, HIV (Aids virus)

- ***Exposure Incident:***
  A specific eye, mouth, nasal membrane, non-intact skin, or parenteral (through the skin) contact with blood or other potentially infectious material that occurs as a result of doing one's job.

- ***Occupational Exposure:***
  A reasonably anticipated skin, eye, nasal membrane or parenteral (through the skin) contact with blood or other potentially infectious materials that may result from doing one's job.

- ***Universal Precautions:***
  An infection control approach whereby all human blood and certain body fluids are treated as if they were known to be infectious for HIV, HBV, or other bloodborne pathogens. Potentially infectious materials include the following:
  - Semen and vaginal secretions
  - Amniotic fluid (bag of waters)
  - Breast milk
  - Saliva
  - Any bodily fluid that visibly contains blood
  - Any bodily fluid you can't identify
- ***Housekeeping:***
  - All equipment and work areas must be cleaned and decontaminated as soon as possible after contact with blood or potentially infectious fluids.

- Isolate the area to be cleaned and disinfected by placing a tape barrier around the site.
- Protect yourself by wearing the appropriate protective equipment; gloves, a facemask, eye protection and a gown or apron.
- Scatter absorbent on any blood or body fluid on the floor, then collect the debris and deposit it into a plastic bag.
- Wash floor and any contaminated surface with soap and water followed by a disinfectant.
- Machinery splashed with blood or body fluids must be washed down with soap and water, and then disinfected.

- ***Record Keeping***

  Medical Records
  - Must be maintained on all employees with occupational exposure for a period of their employment plus thirty years.

  Safety/Environmental Training Log
  - Must be kept for three years
  - Must include
    - Summary of program contents
    - Dates training occurred
    - Trainer's name and qualifications
    - Name of all participants

- ***Hepatitis B Virus:***

  The risk of becoming infected by the Hepatitis B virus far outweighs the chances of contracting HIV.
  - The vaccine must be available at a reasonable time and place within ten days of job assignment. Where exposure levels are high.
  - Employers are not required to offer the vaccine to workers who provide first aid as a secondary job duty.
    - You would be offered the vaccine if you became exposed to a situation
    - If you do not wish to be vaccinated, you must sign a declination form. The vaccination would be available if you change your mind at a later time.

COMPRESSED GASES

B TANKS AND MC TANKS:

A bottle of acid-neutralizing eyewash and a proper shut-off key must be attached to all B tanks. A suitable fire extinguisher shall be located in the immediate work area. Any tank found to be leaking shall be immediately shut off and the gland nut tightened. If this action does not stop the leak, the tank shall be tagged "DO NOT USE" and removed from the work area. All B tanks and MC tanks must be treated as compressed gas cylinders and must follow the same rules and regulations as outlined below for oxygen/acetylene cylinders.

OXYGEN AND ACETYLENE:

Cylinders shall be kept upright and secured with valve protection caps in place, shall be separated a minimum of 20' or by an approved (1) hour firewall, during storage. Oxygen and acetylene cylinders, when in use, must be secured to a stable object or secured on a special carrier designed for their use. When cylinders are hoisted, they shall be secured on a cradle, sling-board, or pallet. Cylinders shall not be hoisted or transported by means of magnets, choker slings, or by using the valve protection caps as a lifting device. All cutting rigs must be equipped with check valves and have a fire extinguisher either attached to the cylinder carrier or in the immediate area.

When acetylene cylinders require a special wrench, it shall be left in position on the stem of the valve while the cylinder is in use. Oxygen cylinders shall be kept away from oil and grease and shall not be handled with oily hands or gloves.

OTHER COMPRESSED GAS CYLINDERS:

All compressed cylinders must follow the same rules and regulations as outlined above for oxygen/acetylene cylinders.

BOB MOORE CONSTRUCTION, INC.

CONFINED SPACE PROGRAM
1910.146 & 1926.1204 - PERMIT REQUIRED
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FORMS

BOB MOORE CONSTRUCTION, INC.

CONFINED SPACES PERMIT REQUIRED 1910.146 & 1926.1204

- **Introduction**

  Confined spaces present a significant health and safety risk to those who are designated to enter them. Several of the approaches employed in entering these spaces have produced disastrous consequences such as dismemberment and even death. Ironically, approximately 60% of the deaths have resulted from attempted rescues. Changes have resulted due to confined space injuries. One significant governmental reaction to these injuries and deaths was the notice of Proposed Rulemaking for Permit Required Confined Spaces under 29 CFR 1926. This was one of the first positive steps in the right direction to protect employees who enter confined spaces. This proposed ruling was approved to become law January 14, 1993, and went into effect in April of 1993. It is now the employer's responsibility to comply with the Permit-Required Confined Space Standard 29 CFR 1926.1204.

  Areas that are of key concern are respiratory protection, personal protective clothing, air monitoring, rescue and retrieval devices, permit systems, permit programs, duties of the attendants, entrants, entry supervisor, and rescuers. Finally, this text will cover the areas that are considered to be confined spaces and the steps that must be followed prior to, during, and after entering them.

- **(a) SCOPE AND APPLICATION**
  This text contains requirements for practices and procedures to protect employees in general industry/construction from hazards of entry into permit-required confined spaces.

- **(b) DEFINITIONS**
  Acceptable entry conditions mean the conditions that must exist in a permit space, to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

  Attendant means an individual stationed outside one or more permit spaces; who monitors the authorized entrants and who performs all attendants' duties assigned in

the employer's permit space program.

Authorized entrant means an employee who is authorized by the employer to enter a permit space.

Blanking or blinding means the absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a special blind or a skillet blind) that completely covers the bore, and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

- **Confined space means a space that:**
  - Is large enough and so configured that an employee can bodily enter and perform assigned work. Entry occurs as soon as the employees entire body brakes the plane of an opening into the space including work preparation activity in the space; and
  - Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and
  - Is not designed for continuous employee occupancy.
    - **Double block** and bleed means the closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.
    - **Emergency** means any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.
    - **Engulfment** means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.
    - **Entry** means the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.
    - **Entry permit** (permit) means the written or printed document that is provided by the employer to allow and control entry into a permit.
    - **Entry supervisor** means the person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned; for authorizing entry; for overseeing entry operations, and for terminating entry as required by this

section.

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

- Hazardous atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:
  (1) Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);
  (2) Airborne combustible dust at a concentration that meets or exceeds its LFL;

NOTE: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52 m) or less.

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

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

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

NOTE: For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Safety Data Sheets that comply with the Hazard Communication Standard, 1910.146 of this part, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

- **Hot work** permit means the employer's written authorized to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.
- **Immediately** dangerous to life or health (IDLH) means any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects, or that would interfere with an individual's ability to escape unaided from a permit space.

- **Inerting** means the displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.

NOTE: This procedure produces an IDLH oxygen-deficient atmosphere.

- **Isolation** means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or duct; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkage.
- **Line breaking** means the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, in inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.
- **Non-permit** confined space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.
- **Oxygen deficient** atmosphere means an atmosphere containing less than 19.5 percent oxygen by volume.
- **Oxygen enriched** atmosphere means an atmosphere containing more that 23.5 percent oxygen by volume.
- **Permit-required** confined space (permit space) means a confined space has one or more of the following characteristics:
  (6) Contains or has a potential to contain a hazardous atmosphere;
  (7) Contains a material that has the potential for engulfing an entrant;
  (8) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or by a floor which slopes downward and tapers to a smaller cross-section; or
  (9) Contains any other recognized serious safety or health hazard.
- **Permit-required** confined space program (permit space program) means the employer's overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.
- **Permit system** means the employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.
- **Prohibited condition** means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.
- **Rescue service** means the personnel designated to rescue employees from permit spaces.
- **Retrieval system** means the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.
- **Testing** means the process by which the hazards that may confront

entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

NOTE: Testing enables employers both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during, entry.

- **(c) GENERAL REQUIREMENTS**
  - ***BOB MOORE CONSTRUCTION, INC. 's*** entry supervisor shall evaluate the work place to determine if any spaces are permit-required confined spaces.

NOTE: Proper application of the decision flow chart, titled appendix A, under FORMS, would facilitate compliance with this requirement.

- If the work place contains permit spaces, ***BOB MOORE CONSTRUCTION, INC. 's*** entry supervisor shall inform exposed employees, by posting danger signs or by any other equally effective means, of the existence and location of, and the danger posed by the permit spaces.

NOTE: A sign reading "DANGER--PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER" or using other similar language would satisfy the requirement for a sign.

- If ***BOB MOORE CONSTRUCTION, INC.*** supervisor decides that our employees will not enter permit spaces, the supervisor shall take effective measures to prevent our employees from entering the permit.
- ***BOB MOORE CONSTRUCTION, INC.*** has a written permit space entry program that complies with this section. This written program is available for inspection by our employees at any time.
- The following requirements apply to entry permit.
  a) ***BOB MOORE CONSTRUCTION, INC.*** entry supervisor can demonstrate that the only hazard posed by the permit space is an actual or potential hazardous atmosphere.
  b) ***BOB MOORE CONSTRUCTION, INC.*** entry supervisor can demonstrate that continuous forced air ventilation alone is sufficient to maintain that permit space for entry.

NOTE: Reclassification of a permit space, after all hazards within the space have been eliminated.

c) Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.
d) When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that

will prevent an accidental fall through the opening, and that will protect each employee working in the space from foreign objects entering the space.

e) Before an employee enters the space, the internal atmosphere shall be tested, with a calibrated direct-reading instrument, for the following conditions in the order given:
   - Oxygen content,
   - Flammable gases and vapors, and
   - Potential toxic air contaminants.

f) There may be no hazardous atmosphere within the space whenever any employee is inside the space.

g) Continuous forced air ventilation shall be used, as follows:
   - An employee may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere.
   - The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space, and shall continue until all employees have left the space.
   - The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.

h) The atmosphere within the space shall be tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.

i) If a hazardous atmosphere is detected during entry:
   - Each employee shall leave the space immediately;
   - The space shall be evaluated to determine how the hazardous atmosphere developed; and
   - Measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.

j) ***BOB MOORE CONSTRUCTION, INC.*** entry supervisor shall verify that the space is safe for entry, through a written certification that contains the date, the location of the space, and the signature of the person providing the certification. The certification shall be made before entry, and shall be made available to each employee entering the space.

- When there are changes in the use or configuration of a non-permit confined space that might increase the hazards to entrants, ***BOB MOORE CONSTRUCTION, INC.*** entry supervisor shall re-evaluate that space and, if necessary, re-classify it as a permit-required confined spaces.

- A space classified by ***BOB MOORE CONSTRUCTION, INC. 's*** entry supervisor as a permit-required confined space may be re-classified as a non-permit confined space under the following procedures:

  i. If the permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated without entry into the

space, the permit space may be re-classified as a non-permit confined space for as long as the non-atmospheric hazards remain eliminated.

ii. If it is necessary to enter the permit space to eliminate hazards. If testing and inspection during that entry demonstrate that the hazards within the permit space have been eliminated, the permit space may be re-classified as a non-permit confined space for as long as the hazards remain eliminated.

NOTE: Control of atmospheric hazards through forced air ventilation does not constituted elimination of the hazards. ***BOB MOORE CONSTRUCTION, INC.*** entry supervisor can demonstrate that forced air ventilation alone will control all hazards in the space.

iii. ***BOB MOORE CONSTRUCTION, INC.*** entry supervisor shall document the basis for determining that all hazards in a permit space have been eliminated, through a certification that contains the date, the location of the space, and the signature of the person making the determination. The certification shall be made available to each employee entering the space.

iv. If hazards arise within a permit space that has been re-classified to a non-permit space, each employee shall exit the space. ***BOB MOORE CONSTRUCTION, INC.*** entry supervisor shall re-evaluate the space and determine whether it must be re-classified as a permit space.

- When a client arranges to have ***BOB MOORE CONSTRUCTION, INC.*** perform work that involves permit space entry, the clients will be requested to:

I. Inform ***BOB MOORE CONSTRUCTION, INC.*** if the work place contains permit spaces;

ii. Apprise ***BOB MOORE CONSTRUCTION, INC.*** of the elements, including the hazards identified and the client's experience with the space, that makes the space in question a permit space;

iii. Apprise ***BOB MOORE CONSTRUCTION, INC.*** of any procedures that the client has implemented for the protection of employees in or near permit spaces where ***BOB MOORE CONSTRUCTION, INC.*** personnel will be working;

iv. Coordinate entry operations with ***BOB MOORE CONSTRUCTION, INC.*** , when both the client's personnel and ***BOB MOORE CONSTRUCTION, INC.*** personnel will be working in or near permit spaces; and

v. Debrief ***BOB MOORE CONSTRUCTION, INC.*** at the conclusion of the entry operations regarding the permit space program followed, and hazards confronted or created in permit spaces during entry operations.

- **(d) PERMIT-REQUIRED CONFINED SPACE PROGRAM**

Under the permit-required confined space program required by 1926.1204, ***BOB MOORE CONSTRUCTION, INC.*** shall:

- Implement the measures necessary to prevent unauthorized entry;
- Identify and evaluate the hazards of permit spaces before employees enter them;
- Develop and implement the means, procedures, and practices necessary for safe permit space entry operations, including, but not limited to the following:
    I. Specifying acceptable entry conditions;
    ii. Isolating the permit space;
    iii. Purging, inserting, flushing, or ventilating the permit space as necessary to eliminate or control atmospheric hazards;
    iv. Providing pedestrian, vehicle, or other barriers as necessary to protect entrants from external hazards; and
    v. Verifying that conditions in the permit space are acceptable for entry throughout the duration of an authorized entry.
- Provide the equipment at no cost to employees; maintain that equipment properly, and ensure that employees use the equipment properly:
    I. Testing and monitoring equipment;
    ii. Ventilating equipment needed to obtain acceptable entry conditions;
    iii. Communications equipment necessary for compliance
    iv. Personal protective equipment in so far as feasible engineering and work practice controls does not adequately protect employees;
    v. Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency;
    vi. Barriers and shields
    vii. Equipment, such as ladders, needed for safe egress by authorized entrants;
    viii. Rescue and emergency equipment needed, except to the extent that the equipment is provided by rescue services; and
    ix. Any other equipment necessary for safe entry into and rescue from permit spaces.
- Evaluate permit space conditions as follows when entry operations are conducted:
    I. Test conditions in the permit space to determine if acceptable entry conditions exist before entry is authorized to begin, except that, if isolation of the space is infeasible because the space is too large or is part of a continuous system (such as a sewer), pre-entry testing shall be performed to the extent feasible before entry is authorized and, if entry is authorized, entry conditions shall be continuously monitored in the areas where authorized entrants are working;
    ii. Test or monitor the permit space as necessary to determine if acceptable entry conditions are being maintained during the course of

entry operations; and

iii. When testing for atmospheric hazards, test first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors.

- Provide at least one attendant outside the permit space into which entry is authorized for the duration of entry operations;

NOTE: Attendants may be assigned to monitor more than one permit space provided the duties can be effectively performed for each permit space that is monitored. Likewise, attendants may be stationed at any location outside the permit space to be monitored as long as the duties described are effectively performed for each permit space that is monitored.

- If multiple spaces are to be monitored by a single attendant, include in the permit program the means and procedures to enable the attendants to respond to emergency affecting one or more of the permit spaces being monitored without distraction from the attendant's responsibilities;
- Designate the persons who are to have active roles (for example, authorized entrants, attendants, entry supervisors or persons who test or monitor the atmosphere in a permit space) in entry operations, identify the duties of each such employee, and provide each such employee with the training required;
- Develop and implement procedures for summoning rescue and emergency services, for rescuing entrants from permit spaces, for providing necessary emergency services to rescued employees, and for preventing unauthorized personnel form attempting a rescue;
- Develop and implement a system for the preparation, issuance, use, and cancellation of entry permits;
- Develop and implement procedures to coordinate entry operations when employees of more than one employer are working simultaneously as authorized entrants in a permit space, so that employees of one employer do not endanger the employees of any other employer;
- Develop and implement procedures (such as closing off a permit space and canceling the permit) necessary for concluding the entry after operations have been completed;
- Review entry operations when ***BOB MOORE CONSTRUCTION, INC.*** has reason to
  believe that the measures taken under the permit space program may not protect employees and revise the program to correct deficiencies found to exist before subsequent entries are authorized; and

NOTE: Examples of circumstances requiring the review of the permit-required confined space program are: any authorized entry of a permit space, the detection of a permit space hazard not covered by the permit, the detection of a condition prohibited by the permit, the

occurrence of an injury or near-miss during entry, a change in the use or configuration of a permit space, and employee complaints about the effectiveness of the program.

- Review the permit-required confined space program, using the canceled permits retained within one year after each entry, and revise the program as necessary, to ensure that employees participating in entry operations are protected from permit space hazards.

NOTE: ***BOB MOORE CONSTRUCTION, INC.*** will perform a single annual review covering all entries preformed during a 12-month period. If no entry was performed, no review will be necessary.

(e) PERMIT SYSTEM REQUIREMENTS

- Before entry is authorized, ***BOB MOORE CONSTRUCTION, INC.*** entry supervisor shall document the completion of measures required by preparing an entry permit.
- Before entry begins, the entry supervisor identified on the permit shall sign the entry permit to authorize entry.
- The completed permit shall be made available at the time of entry to all authorized entrants by posting it at the entry point or by any other equally effective means, so that the entrants can confirm that pre-entry preparations have been completed.
- The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit in.
- The entry supervisor shall terminate entry and cancel the entry permit when:
    i. The entry operations covered by the entry permit have been completed; or
    ii. A condition that is not allowed under the entry permit arises in or near the permit space.

- ***BOB MOORE CONSTRUCTION, INC.*** shall retain each canceled entry permit for at least 1 year to facilitate the review of the permit-required confined space program. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.

(f) ENTRY PERMIT REQUIREMENTS

The entry permit that documents compliance with 1926.1204 and authorizes entry to a permit space shall identify:

1. The permit space to be entered;
2. The purpose of the entry;

3. The date and the authorized duration of the entry permit;
4. The authorized entrants within the permit space, by name or by such other means (for example, through the use of rosters or tracking systems) as will enable the attendant to determine quickly and accurately, for duration of the permit, which authorized entrants are inside the permit space;
5. The personnel, by name, currently serving as attendants;
6. The individual, by name, currently serving as entry supervisor, with a space for the signature or initials of the entry supervisor who originally authorized entry;
7. The hazards of the permit space to be entered;
8. The measures used to isolate the permit space to eliminate or control permit space hazards before entry;

NOTE: Those measures can include the lockout or tagging of equipment and procedures for purging, inserting, ventilating, and flushing permit spaces.

9. The acceptable entry conditions;
10. The results of initial and periodic tests performed, accompanied by the names or initials of the testers, any by an indication of when the tests were performed;
11. The rescue and emergency services that can be summoned and the means (such as the equipment to use and the numbers to call) for summoning those services;
12. The communication procedures used by authorized entrants and attendants to maintain contact during the entry;
13. Equipment such as personal protective equipment, testing equipment,
14. communications equipment, alarm systems, and rescue equipment, to be provided for compliance with this section;
15. Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety; and
16. Any additional permits, such as for hot works that have been issued to authorize work in the permit space.

(g) TRAINING REQUIREMENTS

1. ***BOB MOORE CONSTRUCTION, INC.*** will provide training so that all employees whose work is regulated by this section acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this section.
2. Training shall be provided to each affected employee:
    i. Before the employee is first assigned duties under this section;
    ii. Before there is a change in assigned duties;
    iii. Whenever there is a change in permit space operations that presents a

hazard about which an employee has not previously been trained;

iv. Whenever the employer has reason to believe that there are deviations from the permit space entry procedures required or that there are inadequacies in the employee's knowledge or use of these procedures.

3. The training shall establish employee proficiency in the duties required by this section and shall introduce new or revised procedures, as necessary for compliance with this section.
4. ***BOB MOORE CONSTRUCTION, INC.*** will certify that the training required has been accomplished. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees and their authorized representatives.

(h) DUTIES OF AUTHORIZED ENTRANTS

BOB MOORE CONSTRUCTION, INC. shall ensure that all authorized entrants:

1. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the experience.
2. Properly use equipment;
3. Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space;
4. Alert the attendant whenever:
    i. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or
    ii. The entrants detect a prohibited condition; and
5. Exit from the permit space as quickly as possible whenever:
    i. An order to evacuate is given by the attendant or the entry supervisor,
    ii. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or
    iii. An evacuation alarm is activated.

(I) DUTIES OF ATTENDANTS

BOB MOORE CONSTRUCTION, INC. shall ensure that each attendant:

1. Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
2. Is aware of possible behavioral effects of hazard exposure in authorized entrants;
3. Continuously maintains an accurate count of authorized entrants in the permit space and ensures that the means used to identify authorized entrants accurately identifies who is in the permit space;
4. Remains outside the permit space during entry operations until relieved by

another attendant;

NOTE: When ***BOB MOORE CONSTRUCTION, INC.*** permit entry program allows attendant entry for rescue, attendants may enter a permit space to attempt a rescue if they have been trained and equipped for rescue operations.

5. Communicates with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space;
6. Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space, and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions;
    i. If the attendant detects a prohibited condition;
    ii. If the attendant detects the behavioral effects of hazard exposure in an authorized entrant;
    iii. If the attendant detects a situation outside the space that could endanger the authorized entrants; or
    iv. Warn the unauthorized persons that they must stay away from the permit space;
    v. Advise the unauthorized persons that they must exit immediately if they have entered the permit space; and
    vi. Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space;
    vii. If the attendant cannot effectively and safely perform all the duties;
7. Summon rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards;
8. Takes the following actions when unauthorized persons' approach or enter a permit space while entry is underway;
9. Performs non-entry rescues as specified by ***BOB MOORE CONSTRUCTION, INC.*** rescue procedures; and
10. Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

(j) DUTIES OF ENTRY SUPERVISORS

BOB MOORE CONSTRUCTION, INC. shall ensure that each entry supervisor:

1. Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
2. Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;
3. Terminates the entry and cancels the permit;

4. Verifies that rescue services are available and that the means for summoning them are operable;
5. Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations; and
6. Determines, whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space that entry operations remain consistent with terms of the entry
7. Permit and that acceptable entry conditions are maintained.

(k) RESCUE AND EMERGENCY REQUIREMENTS

1. The following requirements apply to ***BOB MOORE CONSTRUCTION, INC.*** employees that enter permit spaces to perform rescue services.
    i. ***BOB MOORE CONSTRUCTION, INC.*** shall ensure that each member of the rescue service is provided with, and is trained to use properly, the personal protective equipment and rescue equipment necessary for making rescues from permit spaces.
    ii. Each member of the rescue service shall be trained to perform the assigned rescue duties. Each member of the rescue service shall also receive the training required of authorized entrants.
    iii. Each member of the rescue service shall practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative permit spaces. Representative permit spaces shall, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue is to be performed.
    iv. Each member of the rescue service shall be trained in basic first-aid and in cardiopulmonary resuscitation (CPR). At least one member of the rescue service holding current certification in first-aid and in CPR shall be available.
2. When ***BOB MOORE CONSTRUCTION, INC.*** arranges to have persons other than their own employees perform permit space rescue, ***BOB MOORE CONSTRUCTION, INC.*** shall:
    i. Inform the rescue service of the hazards they may confront when called on to perform rescue at the host employer's facility, and
    ii. Provide the rescue service with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.
3. To facilitate non-entry rescue, retrieval systems or methods that shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. Retrieval systems shall meet the following requirements.
    i. Each authorized entrant shall use a chest or full body harness, with a

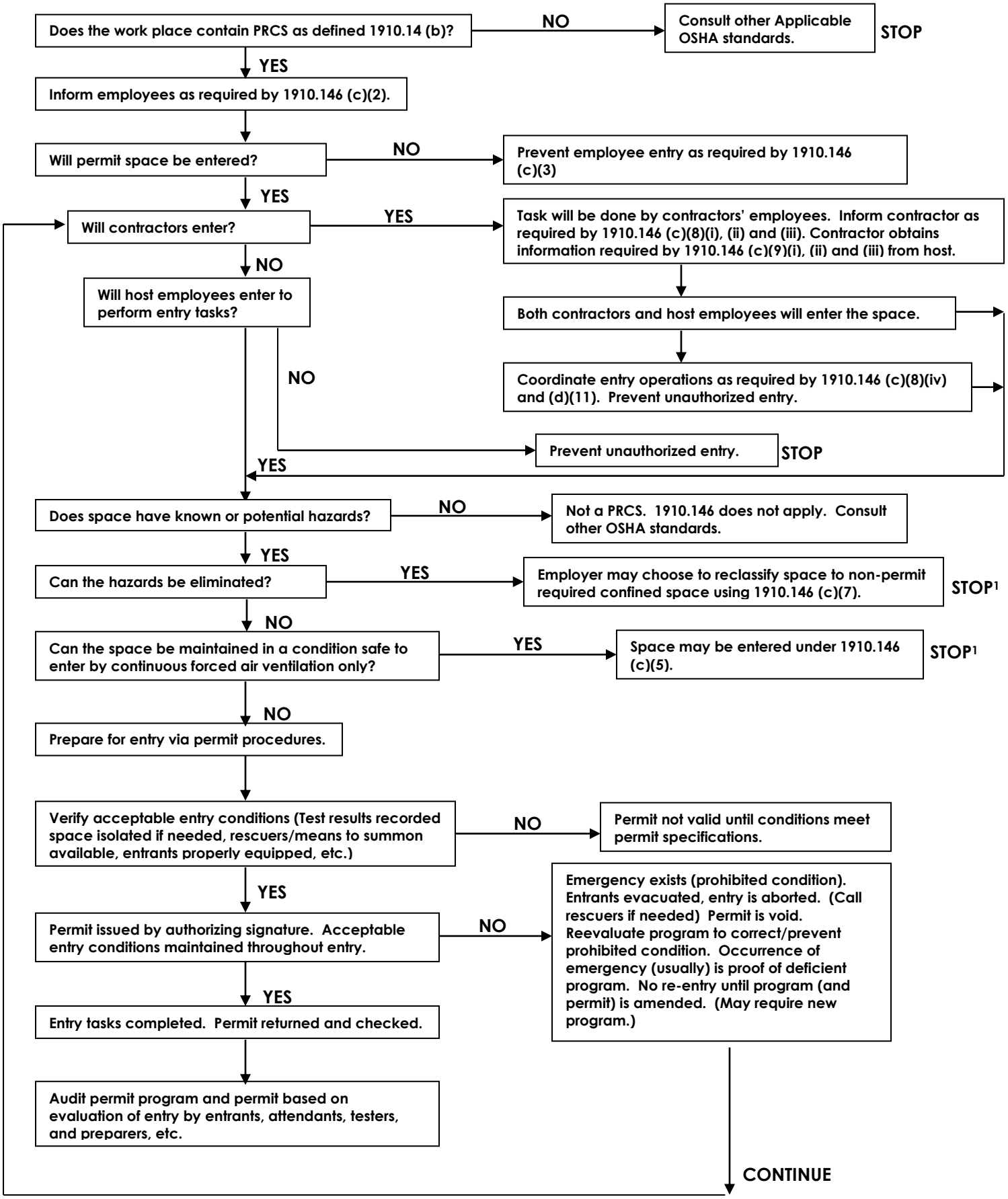
retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head. Wristlets may be used in lieu of

ii. The chest or full body harness if the employer can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard, and that the use of wristlets is a safer and more effective alternative.

iii. The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can be begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.

4. If an injured entrant is exposed to a substance for which a Safety Data Sheet (SDS) or other similar written information is required, then that SDS or written information shall be made available to the medical facility treating the exposed entrant.

Appendix A
Permit Required Confined Space Decision Flow Chart



BOB MOORE CONSTRUCTION, INC.

CONFINED SPACE ENTRY PERMIT

Date _____ Time _____ Site Name _____

Entry Supervisor _____ Pager/Phone _____
(print)

Name(s) of Entry Team

_____
_____
_____

Location _____
Purpose of Entry _____
Description _____
Potential Hazards Introduced by this entry _____

APPROVALS
Entry Supervisor Signature _____

Job Cancellation Reason _____

Check List	**Y**	**N**
LO/TO	_____	_____
Lines blanked/drained	_____	_____
Welding Permit	_____	_____
PPE on job site	_____	_____
Expl. Proof lighting	_____	_____
Fire Extinguisher	_____	_____
Fall protection	_____	_____
Respiratory Protect	_____	_____
Ventilation Required (on all tanks, pits vessels, manholes, etc.)	_____	_____
Chemical Protective Clothing	_____	_____

Other _____

Supervisor Signature _____

Rescue# _____

ATMOSPHERIC TESTING/PRE-PERMIT TESTING

Monitor/Serial # _____ / _____

O2/ OXYGEN (19.5% - 23.5%)	_____
COCARBON MONOXIDE(*<25ppm)	_____
H2S/HYDROGEN SULFIDE (*10ppm)	_____
LEL LOWER EXPLOSIVE LIMITS(<10%)	_____
Dust	_____
Other	_____
Time/Initials	_____
Material to be used in a space (MSDS REQUIRED FOR CHEMICALS)	**PEL**
_____	_____
_____	_____
_____	_____
_____	_____

Post Entry Debriefing/Evaluation Notes:

1. Did all parties comply with the Entry requirements? Y N
If NO explain: _____
_____

2. Were there any unanticipated hazards encountered? Y N
If YES explain: _____
_____

3. Did the work performed increase the level of hazards Y N
for future entrants? If YES explain:
_____

*8 hour Time Weighted Average

**Includes all Confined Space Equipment: i.e., tripod, harnesses, monitor, ventilation (if required), etc.

BOB MOORE CONSTRUCTION, INC.

ENTRY TEAM

(To Be Filled Out by The Entry Team Only)

ATMOSPHERIC MONITORING LOG

ATMOSPHERIC TESTING EQUIPMENT:

OPERATOR	INSTRUMENT	SERIAL NUMBER	CALIBRATION DATE

CONTINUOUS ATMOSPHERIC MONITORING REQUIRED AT ALL TIMES: **RECORD READINGS**

MONITORING LOG:

	Pre-entry (1)	(2)	(3)	(4)	(5)
Oxygen					
LEL					
CO					
H2S					
Other					
Time / INIT	____ / ____	____ / ____	____ / ____	____ / ____	____ / ____

	(6)	(7)	(8)	(9)	(10)
Oxygen					
LEL					
CO					
H2S					
Other					
Time / INIT	____ / ____	____ / ____	____ / ____	____ / ____	____ / ____

	(11)	(12)	(13)	(14)	(15)
Oxygen					
LEL					
CO					
H2S					
Other					
Time / INIT	____ / ____	____ / ____	____ / ____	____ / ____	____ / ____

Note: * hour Time Weighted Average Exposure Limit

% Oxygen (19.5 to 23.5)
H2S (*<10ppm)
% Explosive (LEL) (<10%)
Other
Carbon Monoxide (*<25ppm)
TIME / INITIALS

BOB MOORE CONSTRUCTION, INC.

Construction Industry Safety Coalition Recommendations: COVID-19 Exposure Prevention, Preparedness, and Response Plan for Construction

BOB MOORE CONSTRUCTION, INC. takes the health and safety of our employees very seriously. With the spread of the coronavirus or "COVID-19," a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. This is particularly true for the construction industry, which has been deemed "essential" during this Declared National Emergency. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout BOB MOORE CONSTRUCTION, INC. and at all of our jobsites. Our safety coordinator will monitor available U.S. Center for Disease Control and Prevention ("CDC") and Occupational Safety and Health Administration ("OSHA") guidance on the virus.

This Plan is based on currently available information from the CDC and OSHA, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. BOB MOORE CONSTRUCTION, INC. may also amend this Plan based on operational needs. Our safety consultant will monitor available U.S. Center of Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance on the virus.

I. Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

II. Responsibilities of Employees

We are asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, we all must play our

part. As set forth below, BOB MOORE CONSTRUCTION, INC. has instituted various housekeeping, social distancing, and other best practices at our jobsites. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact your immediate supervisor.

OSHA and the CDC have provided the following control and preventative guidance to all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK and call your healthcare provider and your immediate supervisor right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.

III. Job Site Protective Measures

BOB MOORE CONSTRUCTION, INC. has instituted the following protective measures at all jobsites.

A. General Safety Policies and Rules

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.

- Safety meetings will be by telephone, if possible. If safety meetings are conducted in-person, attendance will be collected verbally and the foreman/superintendent will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.

- Employees must avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six (6) feet, where possible. Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.

- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.

- BOB MOORE CONSTRUCTION, INC. understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, BOB MOORE CONSTRUCTION, INC. will provide, if available, alcohol-based hand sanitizers and/or wipes.

- Employees should limit the use of co-workers' tools and equipment. To the extent tools must be shared, BOB MOORE CONSTRUCTION, INC. will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.

- Employees are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.

- BOB MOORE CONSTRUCTION, INC. will divide crews/staff into two (2) groups where possible so that projects can continue working effectively in the event that one of the divided teams is required to quarantine.

- Employees are encouraged to minimize ride-sharing. While in vehicle, employees must ensure adequate ventilation.

- If practicable, employees should use/drive the same truck or piece of equipment every shift.

- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.

B. Workers entering Occupied Building and Homes

- When employees perform construction and maintenance activities within occupied homes, office buildings, and other establishments, these work locations present unique hazards with regards to COVID-19 exposures. All such workers should evaluate the specific hazards when determining best practices related to COVID-19.

- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. BOB MOORE CONSTRUCTION, INC. will provide alcohol-based wipes for this purpose.

- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.

C. Job Site Visitors

- The number of visitors to the job site, including the trailer or office, will be limited to only those necessary for the work.

- All visitors will be screened upon arrival on the job site. If the visitor answers "yes" to any of the following questions, he/she should not be permitted to access the jobsite:

    - Have you been confirmed positive for COVID-19?

    - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?

    - Have you been in close contact with any persons who has been confirmed positive for COVID-19?

    - Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?

- Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.

D. Personal Protective Equipment and Work Practice Controls

- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:

    - Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves.

    - Eye protection: Eye protection should be worn at all times while on-site.

    - **NOTE:** The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Employees should wear N95 respirators if required by the work. Face covering recommended.

- Due to the current shortage of N95 respirators, the following Work Practice Controls should be followed:

    - Keep dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.

    - Limit exposure time to the extent practicable.

    - Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.

- Institute a rigorous housekeeping program to reduce dust levels on the jobsite.

IV. Job Site Cleaning and Disinfecting

BOB MOORE CONSTRUCTION, INC. has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Jobsite trailers and break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment ("PPE"), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.

- Any trash collected from the jobsite must be disposed of frequently by someone wearing nitrile, latex, or vinyl gloves.

- Any portable jobsite toilets should be cleaned by the leasing company at least twice per week and disinfected on the inside. BOB MOORE CONSTRUCTION, INC. will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.

- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.

- If an employee has tested positive for COVID-19, OSHA has indicated that there is typically no need to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, BOB MOORE CONSTRUCTION, INC. will clean those areas of the jobsite that a confirmed-positive individual may have come into contact with before employees can access that work space again.

- BOB MOORE CONSTRUCTION, INC. will ensure that any disinfection shall be conducted using one of the following:

    - Common EPA-registered household disinfectant;

    - Alcohol solution with at least 60% alcohol; or

    - Diluted household bleach solutions (these can be used if appropriate for the surface).

- BOB MOORE CONSTRUCTION, INC. will maintain Safety Data Sheets of all disinfectants used on site.

V. Jobsite Exposure Situations

- **Employee Exhibiting COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). BOB MOORE CONSTRUCTION, INC. will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 72 hour (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

- **Employee Tests Positive for COVID-19**

An employee that tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees that test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery;[1] and (2) at least seven (7) days have passed since symptoms first appeared. Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. BOB MOORE CONSTRUCTION, INC. will require an employee to provide documentation clearing their return to work.

- **Employee Has Close Contact with a Tested Positive COVID-19 Individual**

Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period of time.

If BOB MOORE CONSTRUCTION, INC. learns that an employee has tested positive, BOB MOORE CONSTRUCTION, INC. will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

VI. OSHA Recordkeeping

If a confirmed case of COVID-19 is reported, BOB MOORE CONSTRUCTION, INC. will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires construction employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries or illnesses. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employees. "In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

[1] Recovery is defined as: (1) resolution of fever with the use of fever-reducing medications; and (2) improvement in respiratory symptoms (e.g., cough, shortness of breath).

OSHA has made a determination that COVID-19 should *not* be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an "illness." However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 (but not a confirmed diagnosis), the recordability analysis would not necessarily be triggered at that time.

If an employee has a confirmed case of COVID-19, BOB MOORE CONSTRUCTION, INC. will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs *outside* of the work environment. Thus, if an employee develops COVID-19 *solely* from an exposure outside of the work environment, it would ***not*** be work-related, and thus not recordable.

BOB MOORE CONSTRUCTION, INC. 's assessment will consider the work environment itself, the type of work performed, risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, BOB MOORE CONSTRUCTION, INC. will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.

VII. "Essential" Industry

Several States and localities are issuing orders that prohibit work and travel, except for essential businesses. In general, construction work has been deemed essential and BOB MOORE CONSTRUCTION, INC. is committed to continuing operations safely. If upon your travel to and from the worksite, you are stopped by State or local authorities, you will be provided a letter that you can show the authorities indicating that you are employed in an "essential" industry and are commuting to and from work.

VIII. Confidentiality/Privacy

Except for circumstances in which BOB MOORE CONSTRUCTION, INC. is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. A

sample notice to employees is attached to this Plan. BOB MOORE CONSTRUCTION, INC. reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

IX. General Questions

Given the fast-developing nature of the COVID-19 outbreak, BOB MOORE CONSTRUCTION, INC. may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact **Larry Knox**.

BOB MOORE CONSTRUCTION, INC.

Essential Industry Employee

Re: Shelter-in-Place Orders

To whom it may concern:

Please be informed that the bearer of this letter is employed at BOB MOORE CONSTRUCTION, INC. , located at 1100 North Watson Road, Arlington, TX 76011. We have reviewed all applicable Orders and have determined that our operations qualify as essential/critical infrastructure and that we are able to continue to operate under those Orders.

Employees in possession of this letter have been deemed essential to the minimum basic operations of our business. All non-essential personnel have been notified to work remotely until further notice. Employees who are critical to the minimum basic operations of the business have been instructed to comply with social distancing rules/requirements in the jurisdiction, as well as other safety and health precautions.

If you have questions regarding the nature or scope of this letter, please do not hesitate to contact Larry Knox at 817-640-1200 and/or info@generalcontractor.com.

Sincerely,

Larry Knox

Employee Notification

DATE:[DATE]

TO: [CLOSE CONTACT EMPLOYEE]

FROM: [COMPANY REP]

We have been informed by one of our [employees/customer/vendor/etc] working at [SITE] that he/she has a confirmed case of COVID-19, commonly known as "Coronavirus," based on test results obtained on [DATE]. Per company policy, this [employee/customer/vendor/etc] has been directed to self-quarantine until permitted to return to work.

We are alerting you to this development because, based on BOB MOORE CONSTRUCTION, INC. 's investigation, we believe that you may have come into contact with the confirmed-positive case, on or about [DATE]. Based on Company policy we are directing you not to report to work (i.e., self-quarantine) until, at least, [14 days from last contact with confirmed case]. In the interim, we encourage you to seek medical advice and a COVID-19 test, especially if you are exhibiting symptoms of the virus.

If you do not test positive for COVID-19, or experience symptoms, by [14 days from last contact with confirmed case], you may return to work. However, please inform [COMPANY CONTACT] if any of the following occur during your self-quarantine: you experience flu-like symptoms, including fever, cough, sneezing, or sore throat; or you test positive for COVID-19.

We are committed to providing a safe environment for all of our employees and top quality service to our customers. It is in the interest of those goals that we provide this information out of an abundance of caution.

We also want to take this opportunity to remind you that one of our core values as a company is respect for and among our employees [or customers]. We will treat information regarding the identity of employees [or customers] with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per Company policy, we will not tolerate harassment of, or discrimination or retaliation against, employees [or anyone].

Please contact [COMPANY CONTACT AWARE OF APPROPRIATE PROTOCOLS] at [PHONE NUMBER] if you have any questions or concerns.

For more information about COVID-19, please visit the CDC website at: http://www.cdc.gov/coronavirus/2019-ncov/index.html

COVID-19 Checklist for Employers and Employees

Know the Symptoms of COVID-19

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, DO NOT GO TO WORK and call your health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

Employer Responsibilities

- Develop a COVID-19 Exposure Action Plan.
- Conduct safety meetings (toolbox talks) by phone if possible. If not, instruct employees to maintain 6-feet between each other. The foreman/supervisor will track attendance verbally rather than having employees sign an attendance sheet.
- Access to the job site and work trailer will be limited to only those necessary for the work.
- All visitors will be pre-screened to ensure they are not exhibiting symptoms.
- Employees, contractors, and visitors will be asked to leave the jobsite and return home if they are showing symptoms.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.
- Talk with business partners about your response plans. Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.

Employee Responsibilities

- Become familiar with the Exposure Action Plan and follow all elements of the Plan.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.

Cleaning/Disinfecting Job Sites and Other Protective Measures

- Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the jobsite where possible. Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Arrange for any portable job site toilets be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Trash collected from the jobsite must be disposed of frequently by someone wearing gloves.

Personal Protective Equipment and Alternate Work Practice Controls

- Provide and wear the proper PPE.
- Keep the dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.

COVID-19 Toolbox Talk

What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention ("CDC"), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

COVID-19 Prevention and Work Practice Controls:

Worker Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

General Job Site / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2external icon, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.
    - This includes other elements of the jobsite where possible.
    - Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use.
- Arrange for any portable job site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Any trash collected from the jobsite must be changed frequently by someone wearing gloves.
- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
    - Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Gloves should not be shared if at all possible.
    - Eye protection: Eye protection should be worn at all times while on-site.

CRANES, DERRICKS, HOISTING AND LIFTING

BOB MOORE CONSTRUCTION, INC. shall comply with the manufacturer's specifications and limitations applicable to the operation of any and all cranes and derricks. Where manufacturer's specifications are not available, the limitations assigned to the equipment shall be based on the determinations of a qualified engineer competent in this field and such determinations will be appropriately documented and recorded. Attachments used with cranes shall not exceed the capacity, rating, or scope recommended by the manufacturer.

Rated load capacities, and recommended operating speeds, special hazard warnings, or instructions, shall be conspicuously posted on all equipment. Instructions or warnings shall be visible to the operator while he is at his control station. Written report should be made available showing test procedures.

Hand signals to crane and derrick operators shall be those prescribed by the applicable ANSI standard for the type of crane in use. An illustration of the signals shall be posted at the job site.

BOB MOORE CONSTRUCTION, INC. shall designate a competent person who shall inspect all machinery and equipment prior to each use, and during use, to make sure it is in safe operating condition. Any deficiencies shall be repaired, or defective parts replaced, before continued use.

A thorough, annual inspection of the hoisting machinery shall be made by a competent person, or by a government or private agency recognized by the U.S. Department of Labor. BOB MOORE CONSTRUCTION, INC. will maintain a record of the dates and results of inspections for each hoisting machine and piece of equipment.

Wire rope shall be taken out of service when any of the following conditions exist:

- In running ropes, six randomly distributed broken wires on one lay or three broken wires in one strand in one lay;
- Wear of one-third the original diameter of outside individual wires. Kinking, crushing, bird caging, or any other damage resulting in distortion of the rope structure;
- Evidence of any heat damage from any cause;

- Reductions from nominal diameter of more than 1/64 inch for diameters up to and including 5/16 inch, 1/32 inch for diameters 3/8 inch to and including 1/2 inch, 3/64 inch for diameters 9/16 inch to and including 3/4 inch, 1/16 inch for diameters 7/8 inch to 1 1/8 inches inclusive, 3/32 inch for diameters 1 1/4 to 1 1/2 inches inclusive;
- In standing ropes, more than two broken wires in one lay in sections beyond end connections or more than one broken wire at an end connection.
- Wire rope safety factors shall be in accordance with American National Standards Institute B 30.5-1968 or SAE J959-1966.

Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or other moving parts or equipment shall be guarded if such parts are exposed to contact by employees, or otherwise create a hazard. Guarding will meet the requirements of the American National Standards Institute B15.1-1958 Rev., Safety Code for Mechanical Power Transmission Apparatus.

Accessible areas within the swing radius of the rear of the rotating superstructure of the crane, either permanently or temporarily mounted, shall be barricaded in such a manner as to prevent an employee from being struck or crushed by the crane.

All exhaust pipes shall be guarded or insulated in areas where contact by employees is possible in the performance of normal duties.

Whenever internal combustion engine powered equipment exhausts in enclosed spaces, tests shall be made and recorded to see that employees are not exposed to unsafe concentrations of toxic gases or oxygen deficient atmospheres.

All windows in cabs shall be of safety glass, or equivalent, that introduces no visible distortion that will interfere with the safe operation of the machine.

Where necessary for rigging or service requirements, a ladder, or steps, shall be provided to give access to a cab roof.

Guard rails, handholds, and steps shall be provided on cranes for easy access to the car and cab, conforming to American National Standards Institute B30.5

Platforms and walkways shall have anti-skid surfaces.

Fuel tank filler pipe shall be located in such a position, or protected in such manner, as not to allow spill or overflow to run onto the engine, exhaust, or electrical equipment of any machine being fueled.

An accessible fire extinguisher of 5BC rating, or higher, shall be available at all operator stations or cabs of equipment.

All fuels shall be transported, stored, and handled to meet the rules of Subpart F of this part. When fuel is transported by vehicles on public highways, Department of Transportation rules contained in 49 CFR Parts 177 and 393 concerning such vehicular transportation are considered applicable.

Except where electrical distribution and transmission lines have been de-energized and visibly grounded at point of work or where insulating barriers, not a part of or an attachment to the equipment or machinery, have been erected to prevent physical contact with the lines, equipment or machines shall be operated proximate to power lines only in accordance with the following:

- For lines rated 50 kV. or below, minimum clearance between the lines and any part of the crane or load shall be 10 feet;
- For lines rated over 50 kV, minimum clearance between the lines and any part of the crane or load shall be 10 feet plus 0.4 inch for each 1 kV. over 50 kV., or twice the length of the line insulator, but never less than 10 feet;
- In transit with no load and boom lowered, the equipment clearance shall be a minimum of 4 feet for voltages less than 50 kV., and 10 feet for voltages over 50 kV., up to and including 345 kV., and 16 feet for voltages up to and including 750 kV.;
- A person shall be designated to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means;
- Cage-type boom guards, insulating links, or proximity warning devices may be used on cranes, but the use of such devices shall not alter the requirements of any other regulation of this part even if such device is required by law or regulation;
- Any overhead wire shall be considered to be an energized line unless and until the person owning such line or the electrical utility authorities indicate that it is not an energized line and it has been visibly grounded;

Prior to work near transmitter towers where an electrical charge can be induced in the equipment or materials being handled, the transmitter shall be de-energized or tests shall be made to determine if electrical charge is induced on the crane. The following precautions shall be taken when necessary to dissipate induced voltages:

- The equipment shall be provided with an electrical ground directly to the upper rotating structure supporting the boom; and
- Ground jumper cables shall be attached to materials being handled by boom equipment when electrical charge is induced while working near energized transmitters. Crews shall be provided with nonconductive poles having large alligator clips or other similar protection to attach the ground cable to the load.

- Combustible and flammable materials shall be removed from the immediate area prior to operations.
- No modifications or additions which affect the capacity or safe operation of the equipment shall be made by the employer without the manufacturer's written approval. If such modifications or changes are made, the capacity, operation, and maintenance instruction plates, tags, or decals, shall be changed accordingly. In no case shall the original safety factor of the equipment be reduced.
- The employer shall comply with Power Crane and Shovel Association Mobile Hydraulic Crane Standard No. 2.
- Sideboom cranes mounted on wheel or crawler tractors shall meet the requirements of SAE J743a-1964.
- All employees shall be kept clear of loads about to be lifted and of suspended loads.

- **DERRICKS**

  All derricks in use shall meet the applicable requirements for design, construction, installation, inspection, testing, maintenance, and operation as prescribed in American National Standards Institute B30.6-1969, Safety Code for Derricks.

- **GENERAL REQUIREMENTS**

  The use of a crane or derrick to hoist employees on a personnel platform is prohibited, except when the erection, use, and dismantling of conventional means of reaching the work site, such as a personnel hoist, ladder, stairway, aerial lift, elevating work platform or scaffold, would be more hazardous or is not possible because of structural design or work site conditions.

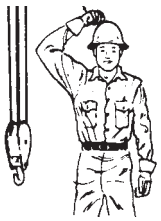
  - Hoisting of the personnel platform shall be performed in a slow, controlled, cautious manner with no sudden movements of the crane or derrick, or the platform.
  - Load lines shall be capable of supporting, without failure, at least seven times the maximum intended load, except that where rotation resistant rope is used, the lines shall be capable of supporting without failure, at least ten times the maximum intended load. The required design factor is achieved by taking the current safety factor of 3.5 (required under 1926.550(b)(2)) and applying the 50 per cent derating of the crane capacity which is required by 1926.550(g)(3)(I)(F).
  - Load and boom hoist drum brakes, swing brakes, and locking devices such as pawls or dogs shall be engaged when the occupied personnel platform is in a stationary position.
  - The crane shall be uniformly level within one percent of level grade and located on firm footing. Cranes equipped with outriggers shall have them all fully deployed

following manufacturer's specifications, insofar as applicable, when hoisting employees.

- The total weight of the loaded personnel platform and related rigging shall not exceed 50 percent of the rated capacity for the radius and configuration of the crane or derrick.
- The use of machines having live booms (booms in which lowering is controlled by a brake without aid from other devices which slow the lowering speeds) is prohibited.

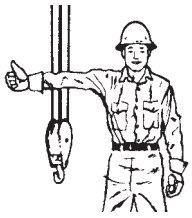
- **INSTRUMENTS AND COMPONENTS**
  - Cranes and derricks with variable angle booms shall be equipped with a boom angle indicator, readily visible to the operator.
  - Cranes with telescoping booms shall be equipped with a device to indicate clearly to the operator, at all times, the boom's extended length or an accurate determination of the load radius to be used during the lift, shall be made prior to hoisting personnel.
  - A positive acting device shall be used which prevents contact between the load block or overhaul ball and the boom tip (anti-two-blocking device), or a system shall be used which deactivates the hoisting action before damage occurs in the event of a two-blocking situation (two-block damage prevention feature).
  - The load line hoist drum shall have a system or device on the power train, other than the load hoist brake, which regulates the lowering rate of speed of the hoist mechanism (controlled load lowering). Free fall is prohibited.

USA Standard Crane Hand Signals

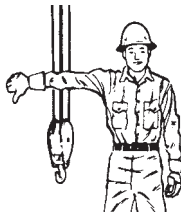


Use Main Hoist. Tap fist on head; then use regular signals.

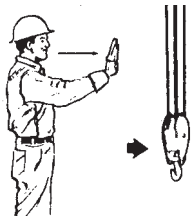
Use Whipline (Auxiliary Hoist). Tap elbow with one hand, then use regular signals.



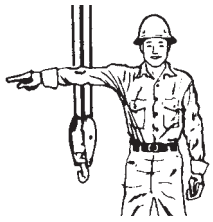
Raise Boom. Arm extended, fingers closed, thumb pointing upward.



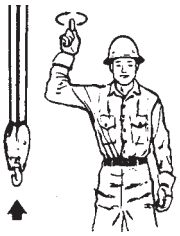
Lower Boom. Arm extended, fingers closed, thumb pointing downward.



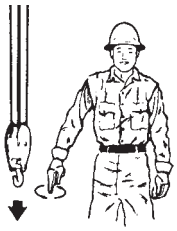
Travel. Arm extended forward, hand open and slightly raised, make pushing motion in direction of travel.



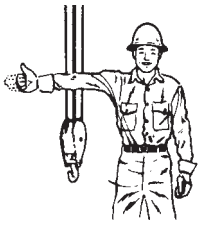
Swing. Am extended, point with finger in direction of swing of boom.



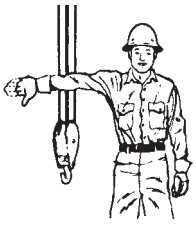
Hoist. With forearm vertical, forefinger pointing up, move hand in small horizontal circle.



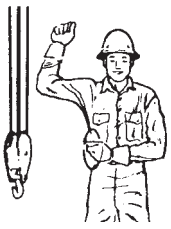
Lower. With arm extended downward, forefinger pointing down, move hand in small horizontal circles.



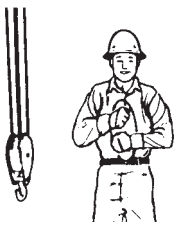
Raise the Boom and Lower the Load. With arm extended thumb pointing up, flex fingers in and out as long as load movement is desired.



Lower the Boom and Raise the Load. With arm extended, thumb pointing down, flex fingers in and out as load movement is desired.

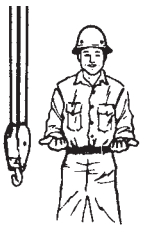


Travel. (One Track). Lock the track on side indicated by raised fist. Travel opposite track in direction indicated by circular motion of other fist, rotated vertically in front of body. (For crawler cranes only).

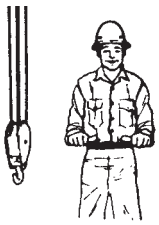


Travel (Both Tracks). Use both fists in front of body, making a circular motion about each other, indicating direction of travel; forward or backward. (For crawler cranes only.)

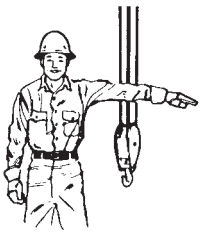
Additional Signals for Bridge Cranes



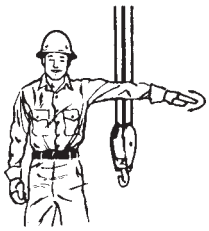
Extend Boom (Telescoping Booms). Both fists in front of body with thumbs pointing outward.



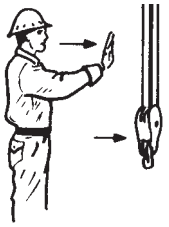
Retract Boom (Telescoping Booms). Both fists in front of body with thumbs pointing toward each other.



Stop. Arm extended, palm down, hold position rigidly.

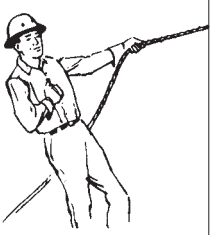


Emergency Stop. Arm extended, palm down, move hand rapidly right and left.



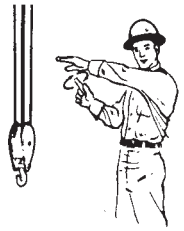
Bridge Travel. Arm extended forward, hand open and slightly raised, make pushing motion in direction of travel.

Trolley Travel. Palm up, fingers closed, thumb pointing in direction of motion, jerk hand horizontally.

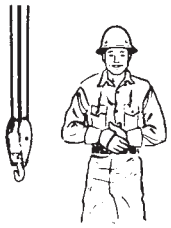


Extend Boom (Telescoping Boom). One Hand Signal. One fist in front of chest with thumb tapping chest.

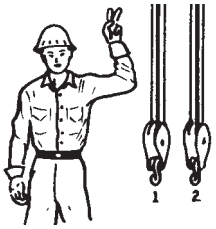
Retract Boom (Telescoping Boom). One Hand Signal. One fist in front of chest, thumb pointing outward and heel of fist tapping chest.



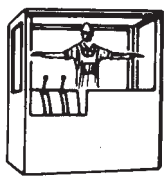
Move Slowly. Use one hand to give any motion signal and place other hand motionless in front of hand giving the motion signal. (Hoist slowly shown as example.)



Dog Everything. Clasp hands in front of body.



Multiple Trolleys. Hold up one finger for block marked "1" and two fingers for block marked "2". Regular signals follow.



Magnet Is Disconnected. Crane Operator spreads both hands apart palms up.

DRIVER SAFETY PROGRAM

□ POLICY

Will maintain an effective Fleet Safety Program. It is expected that all employees who drive vehicles will fully cooperate and participate in this program.

□ PURPOSE

The purpose of this program is to prevent motor vehicle accidents, protect employees and public, and limit the liability from vehicle operations.

□ RESPONSIBILITIES

A. Manager and Designated Employer Representative

Manager and the Designated Employer Representative will administer the Fleet Safety Program.

1. Arrange for driver training, testing and medical evaluation as needed or required.
2. Verify that all drivers have a valid operator's license and acceptable motor vehicle record.
3. Monitor vehicle operations and ensure that drivers adhere to fleet safety rules.
4. Review all motor vehicle accident reports and motor vehicle records.
5. Ensure that driver and vehicle records are maintained.

B. Managers

1. Assist Designated Employer Representative as needed to arrange and provide driver training, testing and medical evaluations.
2. Monitor vehicle operations and ensure that employees adhere to fleet safety rules.
3. Investigate all motor vehicle accidents and motor vehicle infractions.
4. Establish and maintain a regular schedule for vehicle inspections and

preventive maintenance.

C. Employee and Equipment Drivers

1. Comply with all provisions of this program as well as applicable federal and state motor vehicle regulations.
2. Maintain a valid operator's license and acceptable motor vehicle record.
3. Participate in required training, testing and medical evaluation activities.
4. Report all motor vehicle accidents and infractions.

DRIVER PERFORMANCE STANDARDS

BOB MOORE CONSTRUCTION, INC. goal for safe driving performance is to have drivers who avoid accidents and maintain a driving record with no traffic violations. To achieve this goal, driver performance standards have been adopted for job applicants, and employees. Driving records will be reviewed at hire, when an employee reports an accident or moving violation, and annually.

A. Evaluation of Job Applicants

The following minimal standards are established for all job applicants who will drive vehicles. These standards also apply to any internal job candidate who is seeking a position which requires driving a vehicle. These standards will be communicated to job applicants affected by this policy.

Each job applicant who will drive a vehicle must:

1. Possess a valid operator's license of the proper class.
2. Be able to safely operate the type of vehicle that will be driven.
3. Have an acceptable motor vehicle record as defined below.

With the job applicant's written permission, a current motor vehicle record (MVR) report should be obtained from the local Department of Motor Vehicles or a private company that provides MVR reports. Job applicants can provide a MVR report if it is the original and is current within 15 days. Review of the MVR should be reserved for final candidates.

Convictions within the past 60 months that disqualify a job applicant from consideration include the following:

1. Driving a motor vehicle while under the influence of alcohol or a controlled substance.
2. Refusal to undergo testing for alcohol or a controlled substance as required by any state or local jurisdiction when suspected of driving under the influence in

a company owned vehicle.

3. Leaving the scene of an accident.
4. Operating a vehicle during a period of suspension or revocation.
5. Using a motor vehicle for commission of a felony.
6. Reckless driving.
7. Negligent homicide arising out of the use of a motor vehicle.

B. Annual Evaluation of Motor Vehicle Record Reports

Each employee who drives a BOB MOORE CONSTRUCTION, INC. vehicle will have his or her motor vehicle record evaluated annually to review his or her driving status. The Manager is responsible for maintaining a listing of these employees and obtaining the MVR for each.

C. Reporting of Accidents, Violations, License Revocations and Suspensions

All employees who drives a BOB MOORE CONSTRUCTION, INC. vehicle must promptly report all accidents, traffic violations, license revocations and suspensions to a Manager. This includes accidents and violations involving BOB MOORE CONSTRUCTION, INC. vehicles. Failure to promptly report these may result in disciplinary action. Employees must notify the Manager who will review the driver status.

D. Driver Status Review Procedures

Each time the Manager is informed of an accident, moving violation, license revocation or suspension, the driver's status will be reviewed. The privilege to operate an BOB MOORE CONSTRUCTION, INC. vehicle or drive a personal vehicle or rental vehicle on BOB MOORE CONSTRUCTION, INC. business may be temporarily suspended or terminated depending on the severity of the infraction and past driving record. The employee may also be subject to additional corrective action including termination.

The following procedures will be used to determine a driver's status:

1. This program will apply to all accidents and violations occurring after employees are orientated.
2. Accidents and violations will not be considered beyond twenty-four (24) months.
3. Employees who have their license suspended or revoked for any reason by a local jurisdiction will have their privilege to operate a BOB MOORE CONSTRUCTION, INC. vehicle or drive a personal vehicle or rental vehicle for BOB MOORE CONSTRUCTION, INC. business suspended until their license is reinstated. If an employee is able to get their license reinstated by the local jurisdiction for business driving only, BOB MOORE CONSTRUCTION, INC. may still refuse to grant reinstatement of BOB MOORE CONSTRUCTION, INC. driving privileges.

4. Accident preventability will be determined by the Manager and the Designated Employer Representative.
5. No action will be taken for a non-preventable accident or traffic violation without a conviction.
6. Violation of any of BOB MOORE CONSTRUCTION, INC. fleet safety rules and other program requirements may result in suspension or revocation of driving privileges and additional corrective action including termination.
7. Any warning letter or other action taken under this program will be documented in the employee's personnel file. The employee will be provided a copy of any warning letter or written action.

E. Explanation of the Point System

A point system is provided as a guide for assigning values to the various types of traffic violations or accidents and taking appropriate action under this program. Definitions of key terms are as follows:

1. **Preventable Accident** includes any vehicle accident which results in property damage and/or personal injury in which the driver in question failed to exercise reasonable precaution to prevent the accident.
2. **Type A Violations** include:

    a. Driving a motor vehicle while under the influence of alcohol or a controlled substance.
    b. Refusal to undergo testing for alcohol or a controlled substance as required by any state or local jurisdiction when suspected of driving under the influence in a company owned vehicle.
    c. Leaving the scene of an accident.
    d. Operating a vehicle during a period of suspension or revocation.
    e. Using a motor vehicle for commission of a felony.
    f. Reckless driving.
    g. Negligent homicide arising out of the use of a motor vehicle.

3. **Type B Violations** include all moving violations (such as speeding) not listed as a Type A violation. Nonmoving violations of a minor nature such as vehicle equipment tickets and exceeding vehicle load or size restrictions are not considered a violation.

Point Value	Driver Activity
1 point	Conviction of a Type B violation.
1 point	Absent from work without notice.

1 point	Failure to inspect vehicle.
1 point	Preventable accident involving a company vehicle.
1 point	Not participating with caravan/group travel.
2 points	Accident that results in a Type B violation conviction.
2 points	Failure to report an accident, license suspension or revocation BOB MOORE CONSTRUCTION, INC.
5 points	Conviction of a Type A violation.

Point Total (past 24 months)	**BOB MOORE CONSTRUCTION, INC. Action**
1-2 points	No action.
3 points	Warning letter provided to driver indicating that additional points may jeopardize BOB MOORE CONSTRUCTION, INC. driving privileges.
3 points	A defensive driving course must be successfully completed by the driver.
4 or more points	BOB MOORE CONSTRUCTION, INC. driving privileges are suspended until the point total is reduced by passage of time.

□ FLEET SAFETY RULES

The following are basic fleet safety rules:

A. Employees are required to have a valid driver's license to operate a BOB MOORE CONSTRUCTION, INC. vehicle.

B. Employees must exercise the highest degree of care when operating a BOB MOORE CONSTRUCTION, INC. vehicle, and strictly conform to all motor vehicle laws.

C. Employees involved in a preventable accident or convicted of a moving violation(s) are subject to corrective action, including suspension of BOB MOORE CONSTRUCTION, INC. driving privileges.

D. Employees are required to wear seat belts while driving or as a Passenger in a motor vehicle while on BOB MOORE CONSTRUCTION, INC. ,

business. Use of seat belts in personal vehicles is encouraged as well.

E. Employees who drive BOB MOORE CONSTRUCTION, INC. vehicles are required to promptly report all vehicle accidents, moving violations and license suspensions or revocations to the Manager.

F. Employees are required to promptly report all vehicle mechanical defects. No employee will drive a BOB MOORE CONSTRUCTION, INC. vehicle in an unsafe condition. All BOB MOORE CONSTRUCTION, INC. vehicles will be subject to:

1. A preventive maintenance safety check during regularly scheduled service or repair.
2. Periodic driver inspections using an inspection form.

G. No personal use of a Company vehicle

H. No unauthorized drivers.

BOB MOORE CONSTRUCTION, INC.

MAINTENANCE AND INSPECTION OF BOB MOORE CONSTRUCTION, INC. VEHICLES

A. <u>Scheduled Inspections and Preventive Maintenance</u>

Regularly scheduled inspections by the driver are required as part of the preventive maintenance program for BOB MOORE CONSTRUCTION, INC. vehicles. Maintenance and inspection files will be established for each vehicle.

Each driver must be aware of the condition of his or her BOB MOORE CONSTRUCTION, INC. vehicle. Regular driver inspections of BOB MOORE CONSTRUCTION, INC. vehicles are recommended to ensure that vehicles are in satisfactory condition. This activity compliments the inspections performed during preventive maintenance servicing.

_____

Approved this _____ day of

_____ EMPLOYEE

_____ LARRY KNOX

ELECTRICAL SAFETY

1.0 Policy

Work activities involving electrical hazards shall be conducted safely.

2.0 Purpose

To establish the procedures that shall be followed in the safe performance of work activities involving general electrical hazards.

3.0 Scope

Applies to all BOB MOORE CONSTRUCTION, INC. work sites.

4.0 Definitions

Approved means acceptable to the authorities.

Authorized Person means a person approved or assigned by BOB MOORE CONSTRUCTION, INC. to perform a specific duty or duties or to be at a specific location or locations at the jobsite.

Cabinet means an enclosure designed either for surface or flush mounting.

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

Conductor (bare) means a conductor having no covering or electrical insulation whatsoever.

Conductor (insulated) means a conductor encased within material of composition and thickness that is recognized as electrical insulation.

Defect means any characteristic or condition that tends to weaken or reduce the strength of the tool, object, or structure of which it is a part.

Disconnect means a device, or group of devices, or other means by which the conductors of a circuit can be disconnected from their source of supply.

Enclosed means surrounded by a case, housing, fence or walls, which shall prevent persons from accidentally contacting, energized parts.

Enclosure means the case or housing of apparatus, or the fence or walls surrounding an installation to prevent personnel from accidentally contacting energized parts, or to protect the equipment from physical damage.

Exposed (as applied to live parts) means capable of being inadvertently touched or approached nearer than a safe distance by a person. It is applied to parts not suitably guarded, isolated, or insulated.

Guarded means covered, shielded, fenced, enclosed, or otherwise protected by means of suitable covers, casings, barriers, rails, screens, mats, or platforms to remove the likelihood of approach to a point of danger or contact by persons or objects.

Isolated means not readily accessible to persons unless special means for access are used.

Labeled means equipment or materials to which has been attached a label, symbol or other identifying mark of a qualified testing laboratory which indicates compliance with appropriate standards or performance in a specified manner.

NEC stands for National Electric Code.

Qualified means persons who are capable of working safely on equipment and are familiar with electrical properties, the proper use of special precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools.

Receptacle means a contact device installed at the outlet for the connection of a single attachment plug. A single receptacle is a single contact device with no other contact device on the same yoke. A multiple receptacle is a single device containing two or more receptacles.

5.0 Requirements

General

All feasible engineering and administrative controls shall be applied to mitigate or minimize the risk of injury and illness from exposure to electrical hazards. Where such hazards still exist after application of these controls, local 'hot work' procedures (see local addendum to this section) shall apply and personal protective equipment shall be utilized. Such addenda shall comply with NFPA 70E.

Where feasible, employees shall not perform live electrical work. Site Safety Coordinator that engage in live work are required to indicate applicable safe work procedures, PPE, and equipment in Addendum to this manual section.

In existing installations, no changes in circuit protection shall be made to increase the load in excess of the load rating of the circuit wiring.

Worn or frayed electric cords or cables shall be removed from work areas for repair or disposal. Repairing cords shall be limited to shortening only by an authorized person, as determined by the Safety Coordinator.

Extension cords **shall not** be fastened with staples, hung from nails, or suspended by wire.

All wiring components and equipment in hazardous environments shall be maintained in a condition consistent with NEC requirements (e.g. no loose or missing screws, gaskets, threaded connections, seals, or other impairments to a tight condition).

In work areas where the exact location of underground electric power lines is unknown, employees using jackhammers, bars, or other hand tools that may contact a line shall be provided with insulated protective gloves. Gloves must be rated to (or exceed) the voltage for which they may be exposed. The gloves shall be inspected before use and tested within six months.

5.1 Energized Electrical Parts and Systems

This section does not apply to power distribution or transmission lines. Refer to CFR Subpart "R" 1910.269 (servicing) and/or CFR Subpart "V" 1926.950 (construction) for overhead power transmission and distribution line requirements.

Safety-related work practices shall be employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts, when work is performed near or on equipment or circuits which are or may be energized. The specific safety- related work practices shall be consistent with the nature and

extent of the associated electrical hazards.

Live parts to which an employee may be exposed shall be De-energized before the employee works on or near them, unless the employer can demonstrate that de-energizing introduces additional or increased hazards or is infeasible due to equipment design or operational limitations. Live parts that operate at less than 50 volts to ground need not be de-energized if there will be no increased exposure to electrical burns or to explosion due to electric arcs.

If the exposed live parts are not De-energized (i.e., for reasons of increased or additional hazards or infeasibility), other safety-related work practices shall be used to protect employees who may be exposed to the electrical hazards involved. Such work practices shall protect employees against contact with energized circuit parts directly with any part of their body or indirectly through some other conductive object. The work practices that are used shall be suitable for the conditions under which the work is to be performed and for the voltage level of the exposed electric conductors or circuit parts. **These work practices will be covered in the Addendum.**

5.1.1 Working on or near exposed de-energized parts

This section applies to work on exposed De-energized parts near enough to expose employee/s to an electrical hazard.

While an employee is exposed to contact with fixed electrical equipment or circuits which have been de-energized, the circuits energizing the parts shall be locked out in accordance with the Energy Control (lockout) section of this manual.

The circuits and equipment to be worked on shall be disconnected from all electrical energy sources (and locked out). Control circuit devices, such as push buttons, selector switches, and interlocks, shall not be used as the sole means for de-energizing circuits or equipment.

Procedures for the release of stored electric energy shall be covered in the Addendum to this policy section (as hot work).

Stored non-electrical energy in devices that could reenergize electrical parts shall be blocked or relieved to the extent that the parts could not be accidentally energized by the device.

5.1.2 Working on or near exposed energized parts

Every effort shall be made to preclude work on energized electrical parts. When this is not possible, the requirements of this section shall apply. Potential contact with live energized parts includes work performed on

exposed live parts (involving either direct contact or contact by means of tools or materials) or near enough to them for employees to be exposed to any hazard they present.

Only qualified persons shall work on electrical equipment that has not been de-energized.

If work is to be performed near overhead lines, the lines shall be de-energized and grounded, or other protective measures shall be provided before work is started. If the lines are to be de-energized, arrangements shall be made with the person or organization that operates or controls the electric circuits involved to de-energize and ground them. If protective measures, such as guarding, isolating, or insulating are provided, these precautions shall prevent employees from contacting such lines directly with any part of their body or indirectly through conductive materials, tools, or equipment.

5.2.3 Overhead electrical lines

When an unqualified person is working in an elevated position near overhead lines, the location shall be such that the person and the longest conductive object he or she may contact cannot come closer to any unguarded, energized overhead line than the following distances:

- For voltages to ground 50kV or below, 10 ft. (305 cm) in distance;
- For voltages to ground over 50kV, 10 ft. (305 cm) in distance plus 4 in. (10 cm) for every 10kV over 50kV.

When an unqualified person is working on the ground in the vicinity of overhead lines, the person shall not bring any conductive object closer to unguarded, energized overhead lines than the distances given in the first paragraph above.

For voltages normally encountered with overhead power lines, objects which do not have an insulating rating for the voltage involved shall be considered to be conductive.

When a qualified person is working in the vicinity of overhead lines, whether in an elevated position or on the ground:

- The person shall not approach or take any conductive object without an approved insulating handle closer to exposed energized parts than shown below:

Approach Distances for Qualified Employees - Alternating Current	
Voltage range (phase to phase)	**Minimum approach distance**
300V and less	Avoid contact
Over 300V, not over 750V	1 ft. 0 in.
Over 750V, not over 2kV	1 ft. 6 in.
Over 2kV, not over 15kV	2 ft. 0 in.
Over 15kV, not over 37kV	3 ft. 0 in.
Over 37kV, not over 87.5kV	3 ft. 6 in.
Over 87.5kV, not over 121kV	4 ft. 0 in.
Over 121kV, not over 140kV	4 ft. 6 in.

- The person is insulated from the energized part (gloves, with sleeves if necessary, rated for the voltage involved are considered to be insulation of the person from the energized part on which work is performed), or

- The energized part is insulated both from all other conductive objects at a different potential and from the person, or

- The person is insulated from all conductive objects at a potential different from that of the energized part

Any vehicle or mechanical equipment capable of having parts of its structure elevated near energized overhead lines shall be operated so that a clearance of 10 ft. is maintained. If the voltage is higher than 50kV, the clearance shall be increased 4 in. for every 10kV over that voltage. However, under any of the following conditions, the clearance shall be reduced:

- If a vehicle is in transit with its structure lowered, the clearance shall be reduced to 4 ft. If the voltage is higher than 50kV, the clearance shall be increased 4 in. for every

10kV over that voltage

- If insulating barriers are installed to prevent contact with the lines, and if the barriers are rated for the voltage of the line being guarded and are not a part of or an attachment to the vehicle or its raised structure, the clearance shall be reduced to a distance within the designed working dimensions of the insulating barrier

- If the equipment is an aerial lift insulated for the voltage involved, and if the work is performed by a qualified person, the clearance (between the uninsulated portion of the aerial lift and the power line) shall be reduced to the distance given in the above table

Employees standing on the ground shall not contact the vehicle or mechanical equipment or any of its attachments, unless:

- The employee is using protective equipment rated for the voltage or the equipment is located so that no uninsulated part of its structure (that portion of the structure that provides a conductive path to employees on the ground) can come closer to the line than permitted in this section.

  If any vehicle or mechanical equipment capable of having parts of its structure elevated near energized overhead lines is intentionally grounded, employees working on the ground near the point of grounding shall not stand at the grounding location whenever there is a possibility of overhead line contact. Additional precautions, such as the use of barricades or insulation, shall be taken to protect employees from hazardous ground potentials, depending on earth resistivity and fault currents, which can develop within the first few feet or more outward from the grounding point.

Illumination

Employees shall not enter spaces containing exposed energized parts, unless illumination is provided that enables the employees to perform the work safely. Where lack of illumination or an obstruction precludes observation of the work to be performed, employees shall not perform tasks near exposed energized parts. Employees shall not reach blindly into areas which may contain energized parts.

5.2.5 Portable ladders

Portable ladders shall have nonconductive side rails if they are used where the employee or the ladder could contact exposed energized parts

5.2.6 Conductive apparel

Conductive articles of jewelry and clothing (such as watch bands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, or metal headgear) shall not be worn if they might contact exposed energized parts. However, such articles may be worn if they are rendered nonconductive by covering, wrapping, or other insulating
means.

5.2.7 Housekeeping duties

Where live parts present an electrical contact hazard, employees shall not perform housekeeping duties at such close distances to the parts that there is a possibility of contact, unless adequate safeguards (such as insulating equipment or barriers) are provided. Electrically conductive cleaning materials (including conductive solids such as steel wool, metalized cloth, and silicon carbide, as well as conductive liquid solutions) shall not be used in proximity to energized parts unless procedures are followed which will prevent electrical contact.

GFCIs and Assured Grounding Procedures

Ground Fault Circuit Interrupters (GFCI's) shall be used with all receptacles >15 amps up to and including 30 amps.

For all other applications, GFCI's shall be used in conjunction with portable electrical hand tools and outlets in use that are not part of a permanent wiring system. When this is not possible (feasible) the Assured Grounding procedures in this section shall apply and the jobsite shall include as the Addendum to this policy section an Assured Grounding Program. The elements of this program shall include as a minimum:

Written description of program
- Program coordinator
- Inspections
- Documented Testing
- Availability of Equipment
- Integrity of testing equipment (repairs/testing of test equipment)
- Handling of defective tools and equipment

- Who will perform tests, and repairs
- Recordkeeping
- How receptacles will be provided with GFCI's

The minimum requirements relative to the use of Ground Fault Circuit Interrupters are:

- Have a written maintenance program (logging dates tested) to ensure the GFCI's are inspected properly on a periodic basis

- Ensure that GFCI's that have insufficient load capacity, are improperly repaired, damaged or generally unsafe will be removed from the site and sent for repair or disposal Such GFCI's shall be tagged with a "Danger, Do Not Use" tag and stored in a secure place during the interim

- Provisions are defined for the proper use of GFCI's and employees are trained. This training shall include:

- Double insulated tools
- Defective cords and plugs
- Heavy moisture, and wet conditions
- Operation, selection, and use of GFCI's

The receptacles of temporary wiring systems shall be protected with a GFCI.

Only qualified persons shall perform inspection and "color code" labeling of tools and equipment.

5.3.1 Equipment and tools

Note: Portable equipment which is "double insulated" and endorsed by a nationally recognized testing facility need not have a grounding conductor, but is subject to the inspection requirements of this section.

Tools and equipment subject to inspection and testing include:

- Portable Electrical Tools such as grinders, drills and

staple guns
- Stationary tools such as table saws, drill presses, and jig saws
- Portable electrical extension cords
- Portable and Temporary lighting systems and cords

All receptacles shall be of the grounding type and their contacts shall be grounded by connection to the equipment grounding conductor of the circuit supplying that receptacle in accordance with the NEC.

5.3.2 Visual inspections

Visual inspection of tools and equipment are required prior to each use and shall include:

- General condition
- Plugs and caps, and presence of ground prong
- Electrical cord sets
- External defects, and missing parts

Defective tools shall be tagged, taken out of service and placed in a secured location until they are repaired or destroyed.

5.3.3 Testing

The following tests shall be performed on all applicable equipment:

- All equipment grounding conductors shall be tested for continuity (monthly) and shall be electrically continuous

- Each receptacle and attachment cap or plug shall be tested for correct attachment of the equipment-grounding conductor. The equipment-grounding conductor shall be connected to its terminal

All required tests should be performed as indicated below:

- Before first use
- Before being returned to service following any repairs
- Before being used, after any incident that can

be reasonably suspected to have caused damage (for example, when a cord set is run over)
- At intervals not to exceed 3 months

Test equipment must be evaluated for proper operation immediately before and after tests are conducted.

5.3.4 Removal from service

Any equipment failing any test shall be taken out of service, shall be tagged with a “Danger, Do Not Use” tag, secured and repaired or destroyed.

5.4 General requirements for temporary wiring

Flexible cords and cables shall be protected from damage. Sharp corners and projections shall be avoided. Flexible cords and cables may pass through doorways or other pinch points, if protection is provided to avoid damage. Cords and temporary wiring passing through walls shall be properly protected
(e.g. sleeved).

Extension cord sets used with portable electric tools and appliances shall be of three-wire type and shall be designed for hard or extra-hard usage. Flexible cords used with temporary and portable lights shall be designed for hard or extra-hard usage. See the NEC, ANSI/NFPA 70, in Article 400, Table 400-4 that lists various types of flexible cords, some of which are noted as being designed for hard or extra-hard usage. Note: SEU, SER or other similar cables cannot be lain on the floor despite their rating.

5.4.1 Clearances in the Work Place

Employees shall not be permitted to work in such proximity to any part of an electric power circuit that the employee could contact the electric power circuit in the course of work, unless the employee is protected against electric shock by de-energizing the circuit and grounding it (if appropriate) or by guarding it effectively by insulation or other means. Supervisors and/or Competent Person(s) shall ascertain by inquiry, direct observation, or by instruments, whether any part of an energized electric power circuit, exposed or concealed, is so located that the performance of the work may bring any person, tool, or

machine into physical or electrical contact with the electric power circuit. The Supervisor/Competent Person shall post and maintain proper warning signs where such a circuit exists. The Supervisor/Competent Person shall advise employees of the location of such lines, the hazards involved, and the protective measures to be taken. Barriers or other means of guarding shall be provided to ensure that workspace for electrical equipment will not be used as a passageway during periods when energized parts of electrical equipment are exposed.

6.0 References

OSHA 29 CFR 1910 Subpart R
OSHA 29 CFR 1910 Subpart S
OSHA 29 CFR 1926 Subpart K
OSHA 29 CFR 1926 Subpart V
National Electric Code
American National Standards Institute, Z89.2-1971

When working near overhead electrical lines use extreme caution. Avoid any contact with electrical lines. If not sure, always assume lines are energized and high voltage. Lines are considered de-energized when verified by the appropriate utility company.

No work shall be performed within 10 feet to any high voltage line. Plans should be made the week ahead of time to de-energize lines to ensure they are de-energized the day the work is to be performed. All electrical safety/hazards must be discussed as part of the pre-job meeting or briefing.

EMERGENCY PREPAREDNESS
MEDIA RELATIONS

As much as we would prefer the media to cover all the good things that happen on our job sites, the only times they usually come out is when something negative has happen (i.e. serious job site injury, trench cave-in, drug busts, etc...). For the most part, they're good people, just trying to get "the story". They are professionals and if handled properly can be beneficial in turning a negative into at least a neutral one or maybe even into a positive situation.

- Guidelines:
  When a "newsworthy situation" arises on your job site, rest assured the Media will find out and they will be there shortly. They monitor police, fire and ambulance radio channels so they can be "at the news as it happens". Being prepared and acting decisively and quickly is paramount. Follow these basic rules:
  - Call the ***BOB MOORE CONSTRUCTION, INC.*** office immediately in order to get the "official company spokesperson" on the job site AS SOON AS POSSIBLE.
  - Call ***Larry Knox*** at the ***BOB MOORE CONSTRUCTION, INC.*** at ***817-640-1200***.
  - Get all the facts on paper. What happened? Were there any injuries? Is there any existing danger now to workers or the community? What's being done to correct the situation?

  NOTE: This will be the kind of information the company spokesperson will need when the Media is addressed.

  What to do if the Media arrives at the Job Site before the Company Spokesperson

  It is very possible that the Media will have the jump on the company spokesperson. They're there to "get the story" with or without your cooperation. You're far better off working with them until the spokesperson shows up, you're "it". Here's what to do to buy time and treat the Media professionally.

  - Take Control. Handle the "interview" your way. It is your job site and they are your guests. Keep them away from potential danger - for their own safety. Be aware of camera angles and what they may be shooting in the background.

- Stick to the facts but never give names of injured workers or their companies. By providing a brief statement of the facts compiled from item 3 (above) and noting two important things that should buy your time. The two important things are:
    - A company spokesperson is on his/her way to give a more complete statement;
    - Positive steps (i.e. corrections, investigations, etc...) are being taken (as we speak) but names will be withheld until later.
- Remember, you are quotable. Until help arrives, you are the company spokesperson. Say nothing to the Media that you won't mind watching on the 6:00 news or reading in the morning paper. Avoid opinions, conjectures and speculations. Accent the positive and avoid the negative. Place blame on no one. Everything you say can and will be used in a court of law!
- Also, handle all conversations with the press as professionally as possible. Don't joke, don't lie, don't insult, don't patronize, don't guess, don't swear, and don’t use construction jargon or slang.
- Remember your job priority. Once you're provided the facts, excuse yourself back to the important job at hand and have the reporters escorted back to their vehicle. If they wish to talk to someone else or wait for the official company spokesperson, have them wait in the job trailer. Remember, it is your right and responsibility to set up barricades to protect the public's safety and the Media is no exception.

- **Final Thoughts and Conclusion**

Be Prepared. When a serious accident occurs, there is much to be done instantly to remedy the situation; and that of course, is priority #1. But be aware, the Media may be on your job site in less than 15 minutes from the time of the accident. Be ready. The "interview" may only take one or two minutes, but will seem like an eternity if you're not prepared. Those critical minutes are a key to turning a possible conflict and confrontation into a commercial for your company.

EMERGENCY RESPONSE

At the beginning of each new construction job, emergency escape procedures and emergency escape routes will be explained to each employee on that site and anytime a new employee arrives at that site. In addition, as that site progresses the procedures shall be reviewed monthly and will include the following:

- The supervisor will designate multiple escape routes from that building or site and designate at least 30% of the work force to assist in the evacuation.
- If there is a fire or other emergency, all employees will evacuate the building or site and report to a designated area determined by the supervisor. A head count will be taken and if any employee is missing, it will be reported to the supervisor of the emergency response team that responds to said emergency.
- If an employee discovers a fire or other emergency, the employee will sound the appropriate alarm designated (by means of shouting if necessary), and then evacuate the site and notify the supervisor. If the supervisor is not readily available, the employee will notify the fire department or appropriate rescue and response authority, by means of posted telephone numbers.
- Each employee is responsible for helping to evacuate all other employees and the entire site, as long as he/she does not place themselves in imminent danger.
- No employee will attempt a rescue of other employees unless they have been properly trained for that type of rescue. If it is evident that there is no immediate danger and you have notified others that another employee needs help, standby until rescue team arrives.
- No employee will attempt to fight a fire, unless they have been properly trained in the use of firefighting equipment. If the fire cannot be put out with a fire extinguisher or available equipment, sound the alarm and follow the evacuation procedure. The supervisor will designate at least one employee to direct the fire department, rescue team, emergency response team or medical response teams to the area of the hazard.

- **TRAINING**
  All employees shall be trained to assist in the safe and orderly emergency evacuation of other employees.

BOB MOORE CONSTRUCTION, INC. shall review the plan with each employee covered by the plan at the following times:

- Initially when the plan is developed;
- Whenever the employee's responsibilities or designated actions under the plan change; and
- Whenever the plan is changed.

BOB MOORE CONSTRUCTION, INC. shall review with each employee, upon initial assignment, those parts of the plan, which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the work place and made available for employee review.

For more information, see "Fire Prevention" located in this manual.

EQUIPMENT

1.0 Policy

All noted equipment shall be operated, maintained, and controlled in a safe manner.

2.0 Purpose

To define the procedures and standards applying to the care, control, maintenance, inspection, and operation of the noted equipment.

3.0 Scope

All BOB MOORE CONSTRUCTION, INC. work sites requiring the use of noted equipment.

4.0 Definitions

Mobile equipment means earthmoving equipment: scrapers, loaders, crawler or wheel tractors, bulldozers, off-highway trucks, graders, agricultural and industrial tractors, backhoes and similar equipment.

Mobile unit means a combination of an aerial device, its vehicle, and related equipment.

Vehicle means any carrier that is not manually propelled.

5.1 Requirements

5.2 General

Only qualified operators designated by Safety Coordinator or designee shall operate the noted equipment.

Regular preventative maintenance programs shall be established in accordance with regulatory requirements or industry standards for each type of equipment.

All operators of the noted equipment shall be trained in safe operation of the equipment prior to being authorized to operate it. Records of initial and retraining shall be maintained. All operators who operate noted equipment on public roadways and any other public property shall hold a valid state driver's license.

Unsafe operators observed shall be prohibited from further equipment operation until retrained.

Persons may only be transported on equipment with designed seating capacity for such persons.

Persons shall not be transported on equipment fenders, buckets, frames, steps, or other means not designed for the movement of people.

Unauthorized persons shall not be transported on equipment even if the equipment is designed for such transport.

Prior to operation, drivers shall inspect their equipment and document accordingly. Basic functions shall be tested prior to actual use of the equipment. Unsafe conditions or function failure shall be reported to management. Equipment that is unsafe shall not be operated and tagged out of service.

Personal protective equipment (PPE) assessments shall be made for each type of equipment operations and the appropriate PPE provided.

Employees taking prescription medication shall notify their supervisor if the medication warns against operation of machinery/vehicles/equipment. Supervisors shall take necessary actions with this employee and the prescribing physician to provide direction on related work activities.

5.3 Hoists (overhead)

The safe working load of the overhead hoist, as determined by the manufacturer, shall be indicated on the hoist, and this safe working load shall not be exceeded.

The supporting structure to which the hoist is attached shall have a safe

working load equal to that of the hoist.

The support shall be arranged so as to provide for free movement of the hoist and shall not restrict the hoist from lining itself up with the load.

The hoist shall be installed only in locations that will permit the operator to stand clear of the load at all times.

Air hoists shall be connected to an air supply of sufficient capacity and pressure to safely operate the hoist. All air hoses supplying air shall be positively connected to prevent their becoming disconnected during use.

All overhead hoists in use shall meet the applicable requirements for construction, design, installation, testing, inspection, maintenance, and operation, as prescribed by the manufacturer.

Prior to using the crane/hoist, the operator shall do a visual inspection to confirm the safety of this equipment. This includes a check of the wire rope, chain, sling(s), hook(s) and other components.

5.4 Mobile Equipment

Mobile equipment shall have operating:

- braking system(s)
- taillights
- brake lights
- wipers for front windows
- seat belt restraint systems
- head lights (when operated in low light or at night)
- reflective devices to warn of their presence in accordance with ‘Highway” standards
- horn
- (for construction sites only) backup alarms when visibility to the rear is obstructed

Mobile equipment (not normally operated on public highways or roadways) shall display a ’slow-moving equipment’ symbol when traveling on them, and be operated in accordance with local and state highway regulations.

Operators shall wear seat belts while operating mobile equipment.

Material, tools, and other objects shall not be transported in the cab of mobile equipment.

Personnel are not permitted to ride:

- in mobile equipment cabs with operators (except during training exercises or when such equipment is designed and equipped by the manufacturer for additional riders)
- in buckets
- on fenders
- on running boards
- on forklifts
- any other part of mobile equipment
- on any load being transported by mobile equipment

Mobile equipment shall be inspected at the beginning of each shift to assure that parts, equipment, and accessories are in safe operating condition and free of apparent damage that could cause failure while in use. Inspections shall be documented and include:

- Service brakes, including trailer brake connections
- Parking system (hand brake)
- Emergency stopping system (brakes)
- Tires
- Horn
- Steering mechanism
- Coupling devices
- Seat belts
- Operating controls
- Safety devices
- Window and cab glass
- Power window wipers
- Defogging and defrosting equipment
- Hydraulics for leaks
- Back-up alarms
- Fire extinguishers

Defects that affect the safe operation of equipment shall be corrected before the unit is placed in service.

Only qualified personnel shall repair mobile

equipment.

When performing maintenance and/or repairs on movable parts of mobile equipment such as hydraulic rams, dump beds, buckets that create a pinch point shall be blocked, de- energized, cribbed or otherwise immobilized by other such activity (reference Lockout Tagout section).

Bulldozer and scraper blades, end-loader buckets, dump bodies, and similar equipment, shall be either fully lowered or blocked when being repaired or when not in use. All controls shall be in a neutral position, with the motors stopped and brakes set, unless work being performed requires otherwise.

Whenever mobile equipment is parked, the parking brake shall be set. Such equipment parked on inclines shall have the wheels chocked and the parking brake set.

During fueling operations the engine of mobile equipment shall be turned off, movable parts such as dozer blades, and buckets shall be lowered to the ground.

Mobile equipment fueled with gasoline shall not be operated in enclosed areas such as buildings. Mobile equipment fueled with “diesel” shall have an approved scrubber in good working condition.

Mobile equipment fueled with compressed gas within enclosed areas shall be operated in accordance with manufacturers specifications.

The use, care and charging of mobile equipment using batteries shall be in accordance with manufacturers specifications.

All cab glass shall be safety glass, or equivalent, that introduces no visible distortion affecting the safe operation of any mobile equipment. Glass that is cracked or broken shall be replaced before the affected mobile equipment is operated. When window glass is subject to conditions that cause fogging or frosting the windshields shall be equipped with operable defogging or defrosting devices.

Combustible and flammable materials shall be removed from the immediate area prior to
operating.

A person shall be designated to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means.

Cage-type boom guards, insulating links, or proximity warning devices may be used on cranes, but the use of such devices shall not alter the requirements of any other regulation of this part even if such device is required by law or regulation.

Any overhead wire shall be considered to be an energized line unless and until the person owning such line or the electrical utility authorities indicate that it is not an energized line and/or it has been visibly grounded.

Prior to work near transmitter towers where an electrical charge can be induced in the equipment or materials being handled, the transmitter shall be DE energized or tests shall be made to determine if electrical charge is induced on the crane. The following precautions shall be taken when necessary to dissipate induced voltages.

Personnel shall only ride in compartments designed for occupancy. These areas shall have a firmly attached seat and seat belt for each occupant. Seat belts and anchorages meeting the requirements of 49 CFR part 571 (Department of Transportation, Federal Motor Vehicle Safety Standards) shall be installed in all motor vehicles.

Trucks with dump bodies shall be equipped with positive means of support, permanently attached, and capable of being locked in position to prevent accidental lowering of the body while maintenance or inspection work is being done.

Operating levers controlling hoisting or dumping devices on haulage bodies shall be equipped with a latch or other device which will prevent accidental starting or tripping of the mechanism.

Trip handles for tailgates of dump trucks shall be so arranged that, in dumping the operator will be in the clear.

6.0 REFERENCES

OSHA 29 CFR 1910 Subparts F and N

OSHA 29 CFR 1926 Subparts H, N, O, and W

EXCAVATIONS AND TRENCHING

All department or job site supervisors having, or planning to have, an excavation four feet or deeper must follow the guidelines of the trenching and excavation checklist following this section. This checklist must be filled out by a "Competent Person" and be prepared to gather the following information:

- What is your location?
- Who is the competent person?
- How deep do you plan to dig?
- What is the classification of the soil?
- What type of protective system do you plan to use?
- Is the atmosphere acceptable?

No employee shall get in any excavation four feet or deeper until it has been examined by a competent person and an adequate protective system has been used to protect employees from cave-ins.

All excavated or other materials and equipment shall be placed at least two feet from the edge of the excavation or they shall be prevented from falling or rolling into the excavation by the use of suitable retaining devices.

A stairway, ladder, or ramp shall be provided within twenty-five feet lateral travel as a safe means of access and egress in every excavation four feet and deeper.

No employee shall enter any excavation until they have been properly trained in the hazards of trenching and excavations.

- **Specific Excavation Requirements**

  (a) Surface encumbrances.

All surface encumbrances that are located so as to create a hazard to employees shall be removed or supported, as necessary, to safeguard employees.

(b) Underground installations.

- The estimated location of utility installations, such as sewer, telephone, fuel, electric, waterlines, or any other underground installations that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation.
- Utility companies or owners shall be contacted within established or customary local response times, advised or the proposed work, and asked to establish the location of the utility underground installations prior to the start of actual excavation. When utility companies or owners cannot respond to a request to locate underground utility installations within 24 hours (unless a longer period is required by state or local law), or cannot establish the exact location of these installations, the employer does so with caution, and provided detection equipment or other acceptable means to locate utility installations are used.
- When excavation operations approach the estimated location of underground installations, the exact location of the installations shall be determined by safe and acceptable means.
- While the excavation is open, underground installations shall be protected, supported or removed as necessary to safeguard employees.

(c) Access and egress.

Means of egress from trench excavations. A stairway, ladder, ramp or other safe means of egress shall be located in trench excavations that are 4 feet (1.22 m) or more in depth so as to require no more than 25 feet (7.62 m) of lateral travel for employees.

(d) Exposure to vehicular traffic.

Employees exposed to public vehicular traffic shall be provided with, and shall wear, warning vests or other suitable garments marked with or made of reflectorized or high-visibility material.

(e) Exposure to falling loads.

No employee shall be permitted underneath loads handled by lifting or digging equipment. Employees shall be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials.

(f) Warning system for mobile equipment.

When mobile equipment is operated adjacent to an excavation, or when such equipment is required to approach the edge of an excavation, and the operator does not have a clear and direct view of the edge of the excavation, a warning system shall be utilized such as barricades, hand or mechanical signals, or stop logs.

(g) Hazardous atmospheres

- **Testing and controls.**

  i. When oxygen deficiency (atmospheres containing less than 19.5 percent oxygen) or a hazardous atmosphere exists or could reasonably be expected to exist, such as in excavations in landfill areas or excavations in areas where hazardous substances are stored nearby, the atmospheres in the excavation shall be tested before employees enter excavations greater than 4 feet (1.22 m) in depth.

  ii. Adequate precaution shall be taken such as providing ventilation, to prevent employee exposure to an atmosphere containing a concentration of a flammable gas in excess of 20 percent of the lower flammable limit of the gas.

  iii. When controls are used that are intended to reduce the level of atmospheric contaminants to acceptable levels, testing shall be conducted as often as necessary to ensure that the atmosphere remains safe.

- **Emergency rescue equipment.**

  i. Emergency rescue equipment, such as breathing apparatus, a safety harness and line, or a basket stretcher, shall be readily available when hazardous atmospheric conditions exist or nay reasonably be expected to develop during work in an excavation.

  ii. Employees entering bell-bottom pier holes, or other similar deep and confined footing excavations, shall wear a harness with a life-line securely attached to it. The lifeline shall be separate from any lined used to handle materials and shall be individually attended at all times while the employee wearing the lifeline is in the excavation.

(h) Protection from hazards associated with water accumulation.

- Employees shall not work in excavations in which there is accumulated water, or in excavations, in which water is accumulating, unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation. The precautions necessary

to protect employees adequately vary with each situation, but could include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of a safety harness and lifeline.

- If water is controlled or prevented from accumulation by the use of water removal equipment, the water removal equipment and operations shall be monitored by a competent person to ensure proper operation.

- If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes, or other suitable means shall be used to prevent surface water from entering the excavation and to provide adequate drainage of the area adjacent to the excavation by a competent person.

(i) Stability of adjacent structures.

- Where the stability of adjoining buildings, walls, or other structures is endangered by excavation operations, support systems such as shoring, bracing, or underpinning shall be provided to ensure the stability of such structures for the protection of employees.

- Excavation below the level of the base or footing of any foundation or retaining wall that could be reasonably expected to pose a hazard to employees shall not be permitted except when:

  i. A support system, such as underpinning, is provided to ensure the safety of employees and the stability of the structure; or

  ii. The excavation is in stable rock; or

  iii. A registered professional engineer has approved the determination that the structure is sufficiently removed from the excavation so as to be unaffected by the excavation activity.

(j) Protection of employees from loose rock or soil.

- Adequate protection shall be provided to protect employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face.

- Employees shall be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations. Protection shall be provided by placing and keeping such materials or equipment at least 2 feet (.61 m) from the edge of excavations.

(k) Inspections.

- Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted by the competent person prior to the start of work and as needed throughout the shift. The Supervisors are the Competent People in the Company and they are provided Excavation and Trench Training.

- Where the competent person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

(l) Walkways shall be provided where employees or equipment are required or permitted to cross over excavations.

EXCAVATION CHECK LIST

1. Utility Companies Notified/Met With:

   [ ] Telephone _____ [ ] Electric _____
   [ ] Water _____ [ ] Natural Gas _____
   [ ] Sewer _____ [ ] Cable TV _____

2. Secure Surface & Overhead Structures:

   [ ] Overhead Obstacles [ ] Power Poles [ ] Shoring
   [ ] Building/Foundations [ ] Other_____

3. Trench Depth: [ ] 0"-5' [ ] 5'-10' [ ] 10'-15' [ ] 15'-20' or More

4. Ladders Present in Trench: [ ] Yes [ ] No (Required if 4' or Deeper)

5. Make visual Analysis of Soil/Excavation:

   [ ] Cracks/Fissures/Spalling on Trench Sides
   [ ] Water Seeping From Sides or Bottom
   [ ] Different Soil in Layers
   [ ] Soil Has Been Previously Disturbed
   [ ] Spoilage at Least 2' Back From Edge
   [ ] Underground Utilities Present
   [ ] Continuous Vibration Present

6. Check for Hazardous Atmosphere:

   Oxygen_____ Carbon Monoxide _____ LEL _____

7. Manual Test: [ ] Pentrometer [ ] Thumb Penetration

8. Soil Type: (Circle One)

	A	B	C
Pentrometer	1.5 or Greater	Between .5 & 1.5	Less Than .5
Reading	Not Previously Disturbed Stable Dry Rock	Previously Disturbed Cracks/Fissures	Previously Disturbed Sleeping Soil
Slope	53% (3/4:1)	45% (1:1)	34% (1-1/2:1)

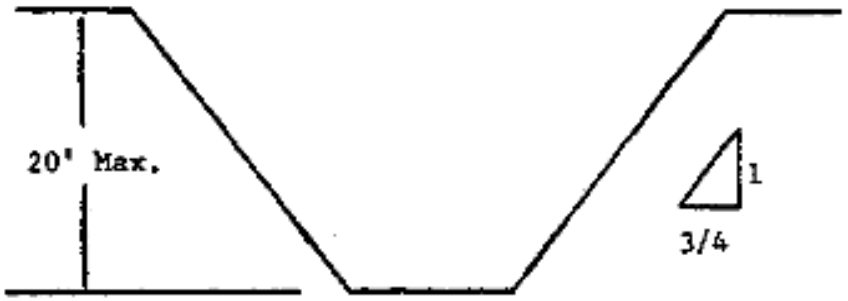
Job Name_____
Date: _____
Time: _____
Competent Person: _____

□ Slope Configurations

(All slopes stated below are in the horizontal to vertical ratio)

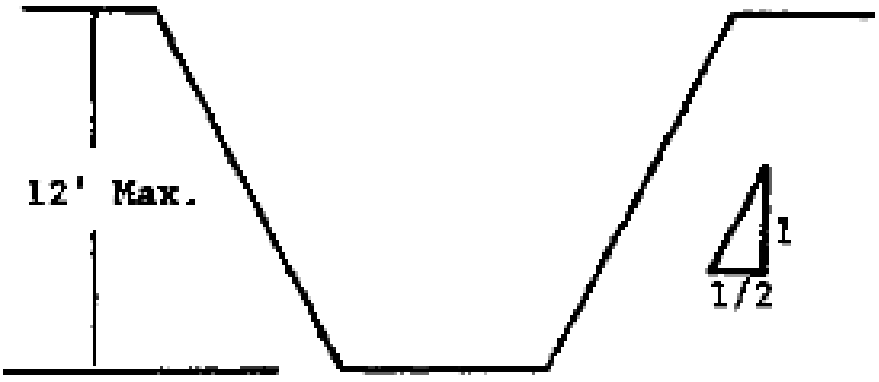
B-1.1 Excavations made in Type A soil.

1. All simple slope excavation 20 feet or less in depth shall have a maximum allowable slope of ¾:1.



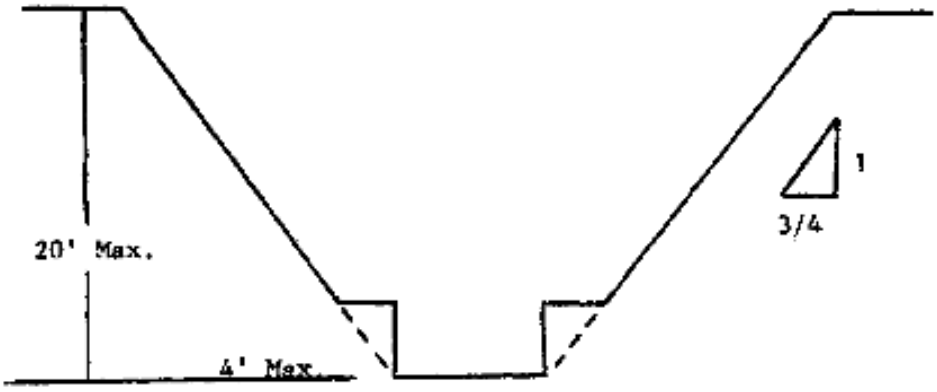
SIMPLE SLOPE -- GENERAL

Exception: Simple slope excavations, which are open 24 hours or less (short term) and which are 12 feet or less in depth shall have a maximum allowable slope of ½:1.

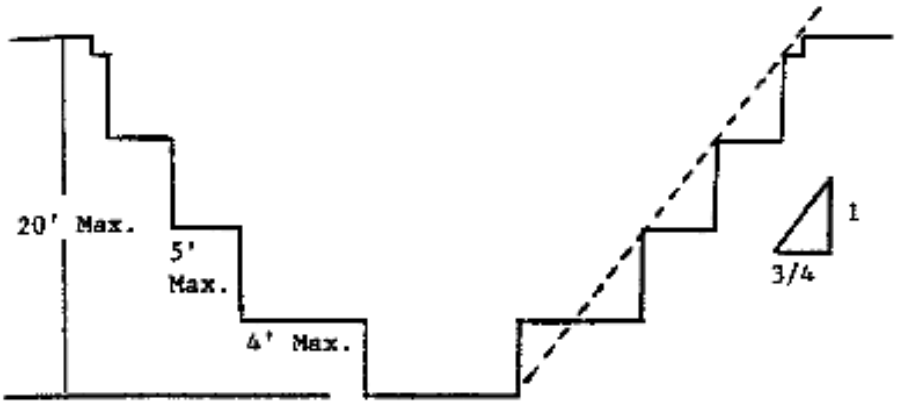


SIMPLE SLOPE -- SHORT TERM

2. All benched excavations 20 feet or less in depth shall have a maximum allowable slope of 3/4 to 1 and maximum bench dimensions as follows:

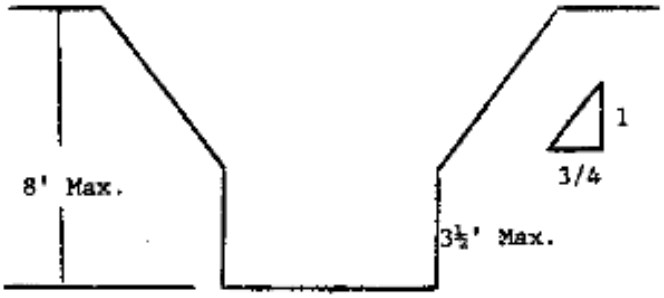


SIMPLE BENCH



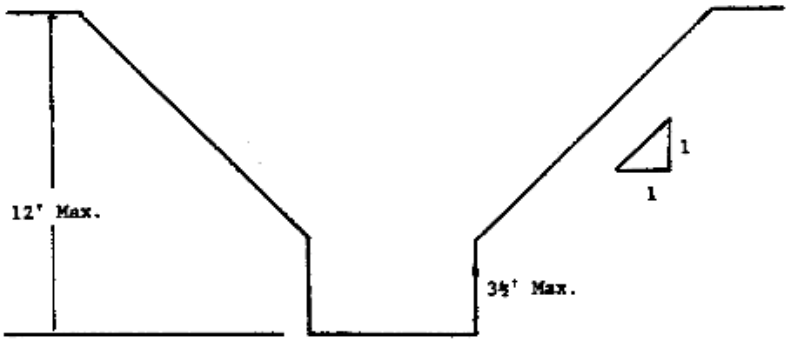
MULTIPLE BENCH

3. All excavations 8 feet or less in depth which have unsupported vertically sided lower portions shall have a maximum vertical side of 3½ feet.



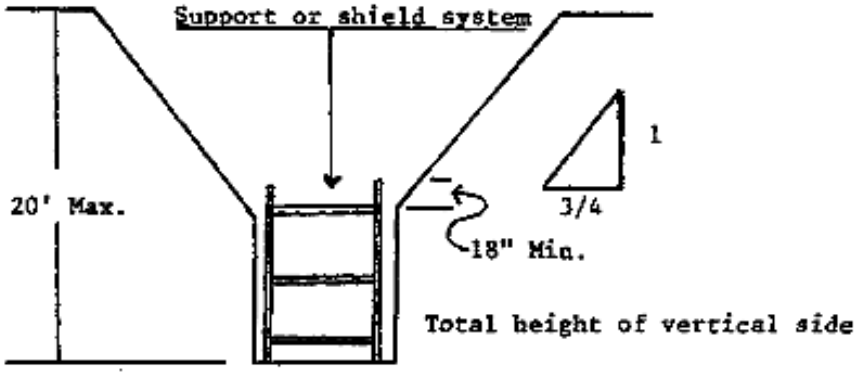
UNSUPPORTED VERTICALLY SIDED LOWER PORTION -- MAXIMUM 8 FEET IN DEPTH

All excavations more than 8 feet but not more than 12 feet in depth with unsupported vertically sided lower portions shall have a maximum allowable slope of 1:1 and a maximum vertical side of 3½ feet.



UNSUPPORTED VERTICALLY SIDED LOWER PORTION -- MAXIMUM 12 FEET IN DEPTH)

All excavations 20 feet or less in depth which have vertically sided lower portions that are supported or shielded shall have a maximum allowable slope of ¾:1. The support or shield system must extend at least 18 inches above the top of the vertical side.

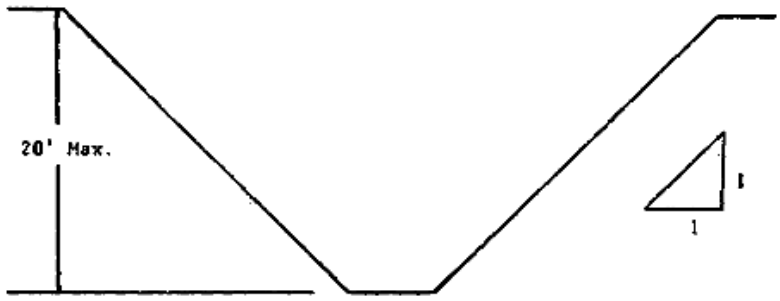


SUPPORTED OR SHIELDED VERTICALLY SIDED LOWER PORTION

4. All other simple slope, compound slope, and vertically sided lower portion excavations shall be in accordance with the other options permitted under § 1926.652(b).

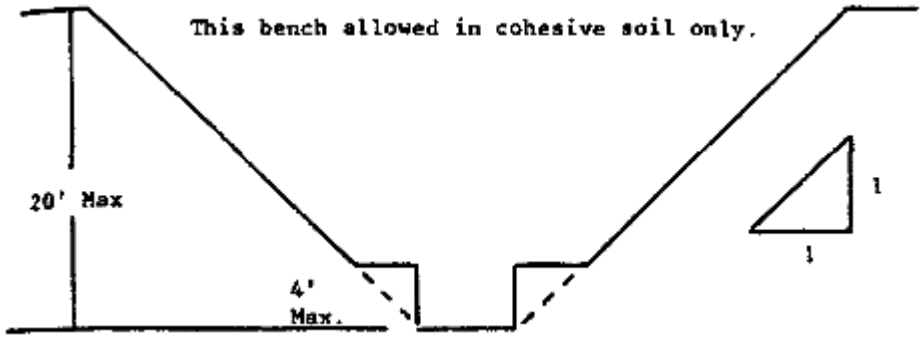
B-1.2 Excavations Made in Type B Soil

1. All simple slope excavations 20 feet or less in depth shall have a maximum allowable slope of 1:1.

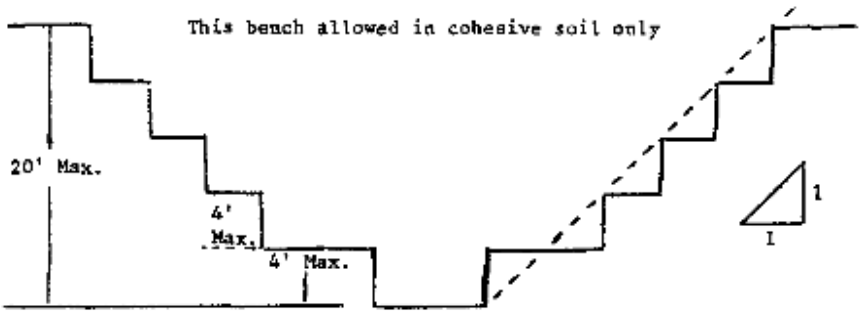


SIMPLE SLOPE

2. All benched excavations 20 feet or less in depth shall have a maximum allowable slope of 1:1 and maximum bench dimensions as follows:

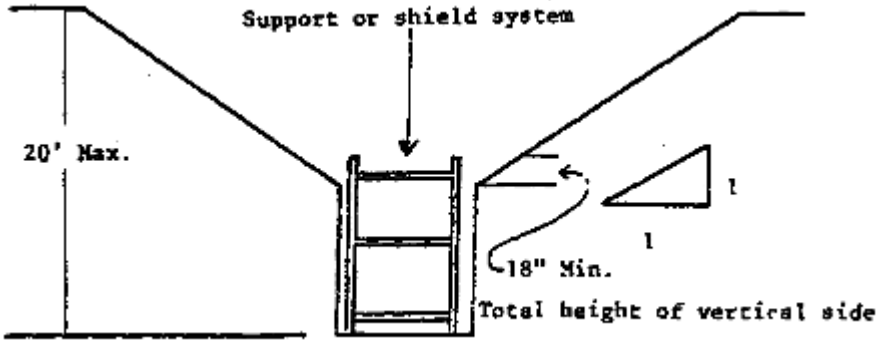


SINGLE BENCH



MULTIPLE BENCH

3. All excavations 20 feet or less in depth which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. All such excavations shall have a maximum allowable slope of 1:1.

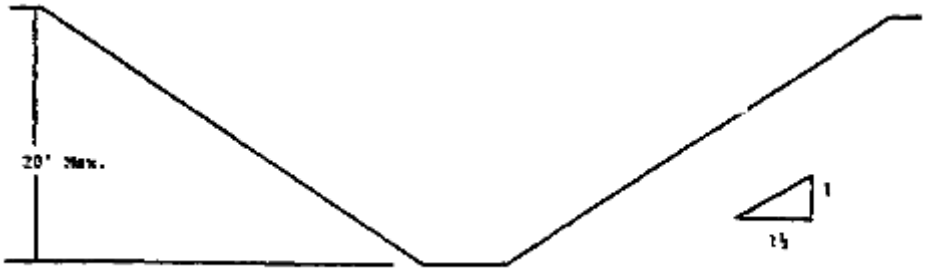


VERTICALLY SIDED LOWER PORTION

4. All other sloped excavations shall be in accordance with the other options permitted in § 1926.652(b).

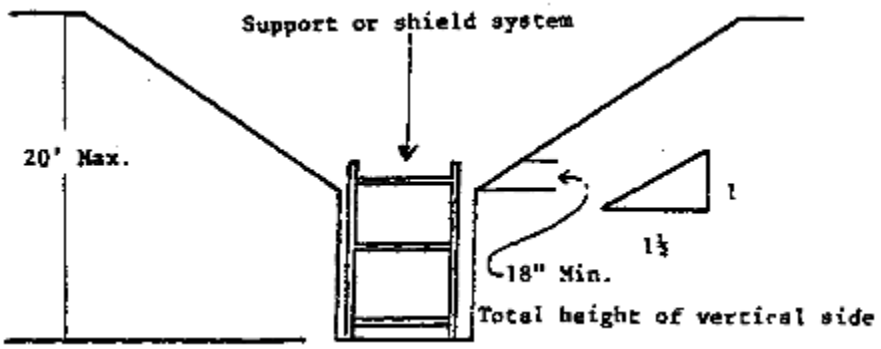
B-1.3 Excavations Made in Type C Soil

1. All simple slope excavations 20 feet or less in depth shall have a maximum allowable slope of 1½:1.



SIMPLE SLOPE

2. All excavations 20 feet or less in depth which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. All such excavations shall have a maximum allowable slope of 1½:1.

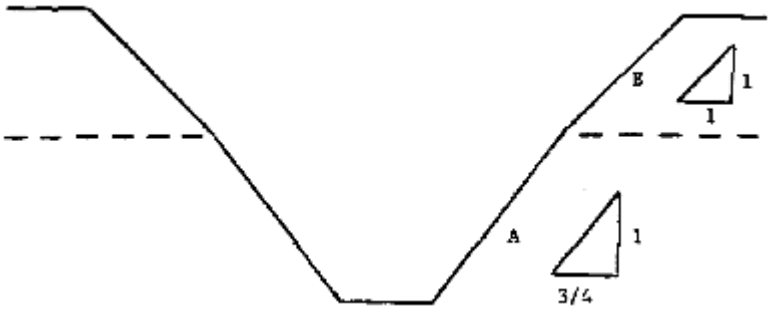


VERTICAL SIDED LOWER PORTION

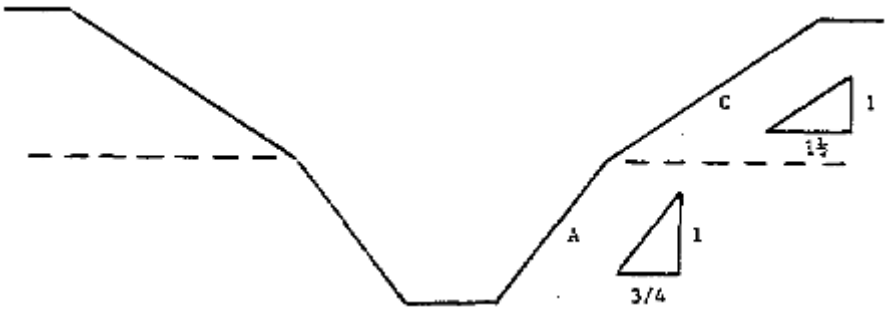
3. All other sloped excavations shall be in accordance with the other options permitted in § 1926.652(b).

B-1.4 Excavations Made in Layered Soils

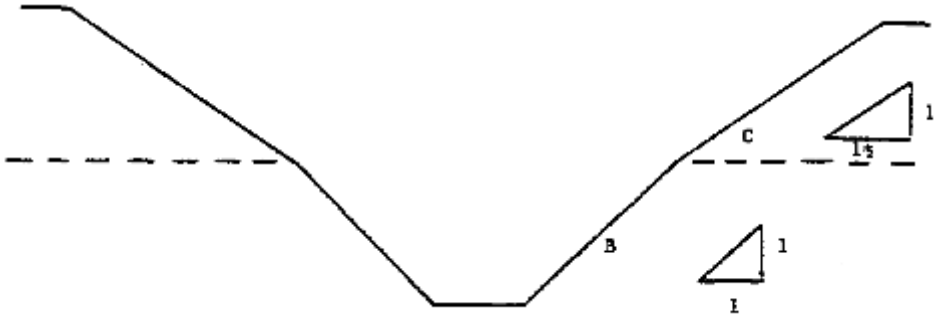
1. All excavations 20 feet or less in depth made in layered soils shall have a maximum allowable slope for each layer as set forth below.



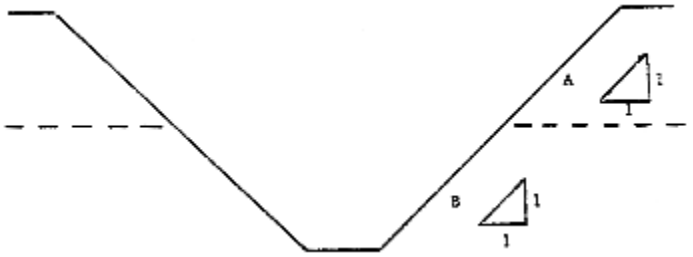
B OVER A



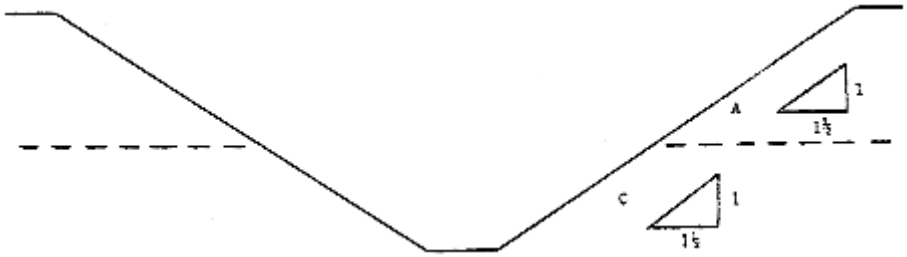
C OVER A



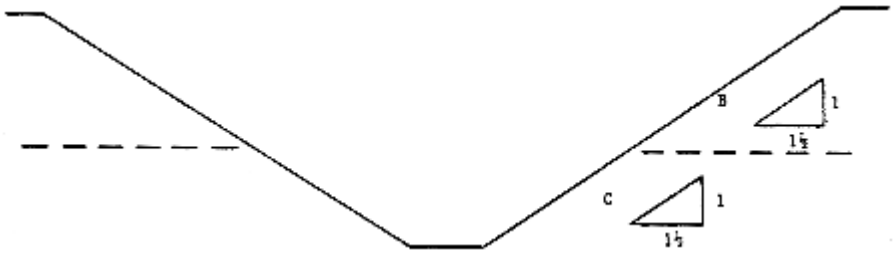
C OVER B



A OVER B



A OVER C



B OVER C

2. All other sloped excavations shall be in accordance with the other options permitted in § 1926.652(b).

FALL PROTECTION POLICY

- **GENERAL**
  BOB MOORE CONSTRUCTION, INC. will provide fall protection systems to employees to meet the requirements of OSHA.

  BOB MOORE CONSTRUCTION, INC. shall determine if the walking/working surfaces on which its employees are to work have the strength and structural integrity to support employees safely. Employees shall be allowed to work on those surfaces only when the surfaces have the requisite strength and structural integrity.

- **UNPROTECTED SIDES AND EDGES**
  All employees on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is 6 feet or more above a lower elevation shall be protected from falling by the use of guard rail systems, safety net systems or personal fall arrest systems.

- **LEADING EDGES**
  All employees who are constructing a leading edge 6 feet or more above lower levels shall be protected from falling by guard rail systems, safety net systems, or personal fall arrest systems. Exception: When ***BOB MOORE CONSTRUCTION, INC.*** can demonstrate that it is infeasible or create a greater hazard to use these systems, ***BOB MOORE CONSTRUCTION, INC.*** shall develop and implement a fall protection plan, which meets the requirements of OSHA.

- **HOIST AREAS**
  All employees in a hoist area shall be protected from falling 6 feet or more to lower levels by guard rail systems, or personal fall arrest systems. If guard rail systems, (or chain, gate, or guard rail) or portions thereof, are removed to facilitate the hoisting operation during landing of materials, and an employee must lean through the access opening or out over the edge of the access opening to receive or guide equipment and materials, that employee shall be protected from fall hazard by a personal fall arrest system.

- **HOLES**
  All employees on walking/working surfaces shall be protected from falling through tripping in or stepping through, and from objects falling through holes including skylights by covers. Any hole larger than 2” must be covered. And marked as HOLE.

- **FORMWORK AND REINFORCING STEEL**
  All employees on the face of formwork or reinforcing steel shall be protected from falling 6 feet or more to lower levels by personal fall arrest systems, safety net systems, or positioning device systems.

- **RAMPS, RUNWAYS AND OTHER WALKWAYS**
  All employees on ramps, runways, and other walkways shall be protected from falling 6 feet or more to lower levels by guard rail systems.

- **EXCAVATIONS**
  All employees at the edge of and excavation 6 feet or more in depth shall be protected from falling by guard rail systems, fences or barricades when the excavations are not readily seen because of plant growth or visual barriers.

  All employees at the edge of a well, pit, shaft, and similar excavation 6 feet or more in depth shall be protected from falling by guard rail systems, fences, barricades, or covers.

- **DANGEROUS EQUIPMENT**
  All employees (less than) or greater than 6 feet shall be protected from falling into the dangerous equipment by (equipment guard) guard rail systems, personal fall arrest systems, or safety net systems.

- **WALL OPENING**
  All employees working on, at, above, or near wall opening (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface, shall be protected from falling by guard rail systems, safety net systems, or a personal fall arrest system.

- **PROTECTION FROM FALLING OBJECTS**
  When an employee is exposed to falling objects, ***BOB MOORE CONSTRUCTION, INC.*** shall have each employee wear a hard hat and safety glasses and shall implement one of the following measures.

  - Erect toe boards, screens, or guard rail systems to prevent objects from falling
  - from higher levels; or,
  - Erect a canopy structure and keep potential falling object far enough from the edge of the higher level so that those objects would not go over the edge if they were accidentally displaced; or,
  - Barricade the area to which objects that could fall, prohibit employees from entering the barricaded area.

- **GUARD RAIL SYSTEMS**
  - Top edge height of top rails, or equivalent guard rail system members, shall be

42 inches ± 3 inches above the walking/working level. When conditions warrant, the height of the top edge may exceed the 45-inch height, provided the guard rail system meets all other criteria.

Note: When employees are using stilts, the top edge height of the top rail, or equivalent member, shall be increased an amount equal to the height of the stilts.

- Mid-rails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members shall be installed between the top edge of the guard rail system and the walking/working surface when there is no wall or parapet wall at least 21 inches high.
    a) Mid-rails, when used, shall be installed at a height midway between the top edge of the guard rail system and the walking/working level.
    b) Screens and mesh, when used, shall extend from the top rail to the walking/working level and along the entire opening between top rail supports.
    c) Intermediate members (such as balusters), when used between posts shall be not more than 19 inches apart.
- Guard rail systems shall be capable of withstanding, without failure, a force at least 200 pounds applied within 2 inches of the top edge, in any outward or downward direction at any point along the top edge.
- When the 200-pound is applied in a downward direction, the top edge of the guard rail shall not deflect to a height less than 39 inches above the walking/working level.
- Mid-rails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding, without failure,
- A force of at least 150 pounds applied in any downward direction at any point along the mid rail or other member.
- Steel banding and plastic banding shall not be used as top rails or mid-rails.
- Top rails and mid-rails shall be at least one-quarter inch nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it shall be flagged at not more than 6-foot intervals with high visibility material.
- When guard rail systems are used at hoisting areas, a chain, gate or removable guard rail section shall be placed across the access opening between guard rail sections when hoisting operations are not taking place.
- When guard rail systems are used around holes, they shall be erected on all unprotected sides or edges of the hole.
- When guard rail systems are used around holes used for the passing of materials, the hole shall have not more than two sides provided with removable

guard rail sections to allow the passage of materials. When the hole is not in use, it shall be closed over with a cover, or a guard rail system shall be provided along all unprotected sides or edges.

- When guard rail systems are used around holes, which are used as points of access (such as ladder ways), they shall be provided with a gate, or be so offset that a person cannot walk directly into the hole.
- Guard rail systems used on ramps and runways shall be erected along each unprotected side or edge.
- Manila, plastic or synthetic rope being used for top rails or mid-rails shall be inspected as frequently as necessary to ensure that it continues to meet the strength requirements.

- **SAFETY NET SYSTEMS**
  - Safety nets shall be installed as close as practicable under this walking/working surface on which employees are working, but in no case more than 30 feet below such level. When nets are used on bridges, the potential fall area from the walking/working surface to the net shall be unobstructed.
  - Safety nets shall extend outward from the outermost projection of the work surface as follows:

Vertical distance from working level to horizontal plane of net	Minimum required horizontal distance of outer edge of net from the edge of this working surface
Up to 5 feet	8 feet
More than 5 feet up to 10 feet	10 feet
More than 10 feet	13 feet

  - Safety nets shall be installed with sufficient clearance under them to prevent contact with the surface or structures below when subjected to an impact force equal to the drop test.
  - Defective nets shall not be used. Safety nets shall be inspected at least once a week for wear, damage, and other deterioration. Defective components shall be removed from service. Safety nets shall also be inspected after any occurrence, which could affect the integrity of the safety net system.
  - Materials, scrap pieces, equipment, and tools which have fallen into the safety net shall be removed as soon as possible from the net and at least before the next work shift.

- **PERSONAL FALL ARREST SYSTEMS**

  Effective January 1, 1998, body belts are not acceptable as part of a personal fall arrest system.

  Note: The use of a body belt in a positioning device system is acceptable.

  - Connectors shall be drop forged, pressed or formed steel, or made of equivalent materials.
  - Connectors shall have a corrosion resistant finish and all surfaces and edges shall be smooth to prevent damaged to interfacing parts of the system.
  - Dee-rings and snap hooks shall have a minimum tensile strength of 5,000 pounds.
  - Dee-rings and snap hooks shall be proof-tested to a minimum tensile load of 3,600 pounds without cracking, breaking, or taking permanent deformation.
  - The attachment position of the body belt shall be located in the center of the wearer's back. The attachment point of the body harness shall be located in the center of the wearer's back near shoulder level, or above the wearer's head.
  - Body belts, harnesses, and components shall be used only for employee protection (as part of a personal fall arrest system or positioning device system): and not to hoist materials.
  - Personal fall arrest systems and components subjected to impact loading shall be immediately removed from service and shall not be used again for employee protection until, inspected and determined by a competent person to be undamaged and suitable for reuse.
  - ***BOB MOORE CONSTRUCTION, INC.*** shall provide for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves.
  - Personal fall arrest systems shall be inspected prior to each use for wear, damaged and other deterioration, and defective components shall be removed from service.

- **POSITIONING DEVICES SYSTEMS**
  - Positioning devices shall be rigged such that an employee cannot free fall more than 2 feet.
  - Positioning devices shall be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds, whichever is greater.
  - Connectors shall be drop forged, pressed or formed steel or made of equivalent materials.
  - Positioning device systems shall be inspected prior to each use for wear, damage, and other deterioration, and defective components shall be removed

from service.

- Body belts, harnesses, and components shall be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.

- **WARNING LINE SYSTEMS**
  - The warning line shall be erected around all sides of the roof work area.

    - When mechanical equipment is not being used, the warning line shall be erected not less than 6 feet from the roof edge.
    - When mechanical equipment is being used, the warning line shall be erected not less than 6 feet from the roof edge which is parallel to the direction of mechanical equipment operation, and not less than 10 feet from the roof edge which is perpendicular to the direction of mechanical equipment operation.
    - Points of access, materials handling areas, storage areas, and hoisting areas shall be connected to the work area by an access path formed by two warning lines.
    - When the path to a point of access is not in use, a rope, wire, chain, or other barricade, equivalent in strength and height to the warning line, shall be placed across the path at the point where the path intersects the warning line erected around the work area, or the path shall be offset such that a person cannot walk directly into the work area.

  - Warning lines shall consist of ropes, wires, or chains, and supporting stanchions erected as follows:
    - The rope, wire, or chain shall be flagged at not more than 6 foot intervals with high visibility material;
    - The rope, wire, or chain shall be rigged and supported in such a way that its lowest point (including sag) is no less than 31 inches from the walking/working surface and its highest point is no more than 39 inches from the walking/working surface.
    - No employee shall be allowed in the area between a roof edge and a warning line unless the employee is provided and using a personal restraint system.
    - Mechanical equipment on roofs shall be used or stored only in areas where employees are protected by a warning line system, guard rail system, or personal fall arrest system.

- **CONTROLLED ACCESS ZONES**
  - When used to control access to areas where leading edge and other operations are taking place, the controlled access zone shall be defined by a control line or

a visual barrier that will effectively identify the danger area.

- When control lines are used, they shall be erected not less than 6 feet nor more than 25 feet from the unprotected or leading edge, except when erecting precast concrete members.
- The control line shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.
- The control line shall be connected on each side to a guard rail system or wall.

➢ Control lines shall consist of ropes, wires, tapes, or equivalent materials, and supporting stanchions as follows:

- Each line shall be flagged or otherwise clearly marked at not more than 6-foot intervals with high-visibility material.
- Each line shall be rigged and supported in such a way that its lowest point (including sag) is not less than 39 inches from the walking/working surface and its highest point is not more than 45 inches (50 inches when overhand bricklaying operations are being performed) from the walking/working surface.
- Each line shall have a minimum breaking strength of 200 pounds.

▪ **SAFETY MONITORING SYSTEMS**

➢ ***BOB MOORE CONSTRUCTION, INC.*** shall designate a competent person to monitor the safety of other employees and ***BOB MOORE CONSTRUCTION, INC.*** shall ensure that the safety monitor complies with the following requirements:

- The safety monitor shall be competent to recognize fall hazards;
- The safety monitor shall warn the employee when it appears that the employee is unaware of a fall hazard or is acting in an unsafe manner;
- The safety monitor shall be on the same walking/working surface and within visual sighting distance of the employee being monitor;
- The safety monitor shall be close enough to communicate orally with the employee; and
- The safety monitor shall not have other responsibilities, which could take the monitor's attention from the monitoring function.

➢ Mechanical equipment shall not be used or stored in areas where safety-monitoring systems are being used to monitor employees engaged in roofing operations on low-sloped roofs.

- No employee shall be allowed in an area where an employee is exposed to a fall hazard 6' or greater without a PFAS system. If a contractor is using a safety monitoring system PFAS shall be used with this system.
- Each employee working in a controlled access zone shall be directed to comply promptly with fall hazard warnings from safety monitors.

- **COVERS**
  - Covers located in roadways and vehicular aisles shall be capable of supporting, without failure, at least twice the maximum axle load of the largest vehicle expected to cross over the cover.
  - All other covers shall be capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time.
  - All covers shall be secured when installed so as to prevent accidental displacement by the wind, equipment, or employees.
  - All covers shall be color-coded or they shall be marked with the word "HOLE" or "COVER" to provide warning of the hazard.

    Note: This provision does not apply to cast iron manhole covers or steel grates used on streets or roadways.

- **PROTECTION FROM FALLING OBJECTS**
  - Toe boards, when used as falling object protection, shall be erected along the edge of the overhead walking/working surface for a distance sufficient to protect employees below.
  - Toe boards shall be capable of withstanding, without failure, a force of at least 50 pounds applied in any downward or outward direction at any point along the toe board.
  - Toe boards shall be a minimum of 3-1/2 inches in vertical height from their top edge to the level of the walking/working surface. They shall have not more than 1/4-inch clearance above the walking/working surface. They shall be solid or have openings not over 1 inch in greatest dimension.
  - Guard rail systems, when used as falling object protection, shall have all openings small enough to prevent passage of potential falling objects.
  - During the performance of overhand bricklaying and related work:
    - No materials or equipment except masonry and mortar shall be stored within 4 feet of the working edge.
    - Excess mortar, broken or scattered masonry units, and all other materials and debris shall be kept clear from the work area by removal at regular intervals.

- During the performance of roofing work:
    - Materials and equipment shall not be stored within 6 feet of a roof edge unless guard rails are erected at the edge.
    - Materials that are piled, grouped, or stacked near a roof edge shall be stable and self-supporting.

- **FALL PROTECTION PLAN**

  This option is available only to employees engaged in leading edge work, precast concrete erection work, or residential construction work who can demonstrate that it is infeasible or it creates a greater hazard to use conventional fall protection equipment. The fall protection plan must conform to the following provisions.

  - The fall protection plan shall be prepared by a qualified person and developed specifically for the site where the leading edge work, precast concrete work, or residential construction work is being performed and the plan must be maintained up to date.
  - A qualified person shall approve any changes to the fall protection plan.
  - A copy of the fall protection plan with all approved changes shall be maintained at the job site.
  - The implementation of the fall protection plan shall be under the supervision of a competent person.
  - The fall protection plan shall document the reasons why the use of conventional fall protection systems (guard rails systems, personal fall arrest systems, or safety nets systems) are infeasible or why their use would create a greater hazard.
  - The fall protection plan shall include a written discussion of other measures that will be taken to reduce or eliminate the fall hazard for workers who cannot be provided with protection from the conventional fall protection systems. For example, the employer shall discuss the extent to which scaffolds, ladders, or vehicle mounted work platforms can be used to provide a safer working surface and thereby reduce the hazard of falling.
  - The fall protection plan shall identify each location where conventional fall protection methods cannot be used.
  - Where no other alternative measure has been implemented, ***BOB MOORE CONSTRUCTION, INC.*** shall implement a safety monitoring system.
  - The fall protection plan must include a statement, which provides the name or other method of identification for each employee who is designated to work in controlled access zones. No other employees may enter controlled access zones.
  - In the event an employee falls, or some other related, serious incident occurs, (e.g., a near miss) ***BOB MOORE CONSTRUCTION, INC.*** shall investigate the

circumstances of the fall or other incident to determine if the fall protection plan needs to be changed (e.g., new practices, procedures, or training) and shall implement those changes to prevent similar types of falls or incidents.

- **TRAINING PROGRAM**
  - ***BOB MOORE CONSTRUCTION, INC.*** shall provide a training program for each employee who might be exposed to fall hazards. The program shall enable each employee to recognize the hazards of falling and shall train each employee in the procedures to be followed in order to minimize these hazards.
  - ***BOB MOORE CONSTRUCTION, INC.*** shall assure that each employee has been trained, as necessary, by a competent person qualified in the following areas;
    - The nature of fall hazards in the work area;
    - The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used;
    - The use and operation of guard rail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used;
    - The role of each employee in the safety monitoring system when this system is used;
    - The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs;
    - The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection; and
    - The role of employees in fall protection plans;
    - The standards contained in the program.

- **CERTIFICATION OF TRAINING**
  - The written certification record shall contain the name or other identity of the employee trained, the date(s) of the training, and the signature of the person who conducted the training or the signature of the employer.

FIRE PREVENTION PLAN

A list of the major work place fire hazards and their proper handling and storage procedures; potential ignition sources (such as welding, smoking and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire, will be designated by the supervisor.

The supervisor is responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires.

The supervisor is responsible for control of fuel source hazards.

- **Housekeeping**
  The supervisor shall control accumulations of flammable and combustible waste materials and residues, so that they do not contribute to a fire emergency.

- **Training**
  BOB MOORE CONSTRUCTION, INC. will apprise employees of the fire hazards of the material and processes to which they are exposed.

  BOB MOORE CONSTRUCTION, INC. will review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know, to protect the employee in the event of an emergency. This written plan shall be kept in the work place and made available for employee review. Fire Prevention training will be provided at least annually to all employees.

- **Maintenance**
  BOB MOORE CONSTRUCTION, INC. will regularly and properly maintain, according to established procedures, equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials.

  Ignition Hazards
  Internal combustion engine powered equipment shall be located so that the exhausts are well away from combustible materials. When the exhausts are piped outside the building under construction, a clearance of at least 6 inches shall be maintained between such piping and combustible material.

Smoking shall be prohibited at or in the vicinity of operations, which constitute a fire hazard, and shall be conspicuously posted: "No Smoking or Open Flame." Portable battery lighting equipment, used in connection with the storage, handling, or use of flammable gases or liquids, shall be of the type approved for the hazardous locations.

The nozzle of air, inert gas, and steam lines or hoses, when used in cleaning or ventilation of tanks and vessels that contain hazardous concentrations of flammable gases or vapors, shall be bonded to the tank or vessel shell. Bonding devices shall not be attached or detached in hazardous concentrations of flammable gases or vapors.

- **Temporary Buildings**

No temporary building shall be erected where it will adversely affect any means of exit.

Temporary buildings, when located within another building or structure, shall be of either combustible construction or of combustible construction having a fire resistance of not less than 1 hour.

Temporary buildings, located other than inside another building and not used for the storage, handling, or use of flammable or combustible liquids, flammable gases, explosives, or blasting agents, or similar hazardous occupancies, shall be located at a distance of not less than 10 feet from another building or structure.

Groups of temporary buildings, not exceeding 2,000 square feet in aggregate, shall for the purpose of this part, be considered a single temporary building.

- **Open Yard Storage**

  - Combustible materials shall be piled with due regard to the stability of piles and in no case higher than 20 feet.
  - Driveways between and around combustible storage piles shall be at least 15 feet wide and maintained free from accumulation of rubbish, equipment, or other articles or materials. Driveways shall be so spaced that a maximum grid system unit of 50 feet by 150 feet is produced.
  - The entire storage site shall be kept free from accumulation of unnecessary combustible materials. Weeds and grass shall be kept down and a regular procedure provided for the periodic cleanup of the entire area.
  - When there is a danger of an underground fire, that land shall not be used for combustible or flammable storage.
  - Method of piling shall be solid wherever possible and in orderly and regular piles. No combustible material shall be stored outdoors within 10 feet of a building or structure.

- Portable fire extinguishing, suitable for the fire hazard involved, shall be provided at convenient, conspicuously accessible locations in the yard area. Portable fire extinguishers, rated not less than 2A, shall be placed so that maximum travel distance to the nearest unit shall not exceed 100 feet.

- **Indoor Storage**
  - Storage shall not obstruct, or adversely affect, means of exit.
  - All materials shall be stored, handled, and piled with due regard to their fire characteristics.
  - Non-compatible materials, which may create a fire hazard, shall be segregated by barrier having a fire resistance of at least 1 hour.
  - Material shall be piled to minimize the spread of fire internally and to permit convenient access for firefighting. Stable piling shall be maintained at all times. Aisle space shall be maintained to safely accommodate the widest vehicle that may be used within the building for firefighting purposes.
  - Clearance of at least 36 inches shall be maintained between the top level of the stored material and the sprinkler deflectors.
  - Clearance shall be maintained around lights and heating units to prevent ignition of combustible materials. A clearance of 24 inches shall be maintained around the path of travel of fire doors unless a barricade is provided, in which case no clearance is needed. Material shall not be stored within 36 inches of a fire door opening.
- **Welding**
  - When practical, objects to be welded, cut, or heated shall be moved to a designated safe location. If the objects to be welded, cut, or heated cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place, or otherwise protected.
  - If the object to be welded, cut or heated cannot be moved and if all the fire hazards cannot be removed, positive means will be taken to confine the heat, sparks, and slag, and to protect the immovable fire hazards from them.
  - No welding, cutting, or heating will be done where the application of flammable paints, the presence of other flammable compounds, or heavy dust concentrations create a hazard.
  - Suitable fire extinguishing equipment shall be immediately available in the work area and shall be maintained in a state of readiness for instant use.
  - When the welding, cutting, or heating operation is such that normal fire prevention precautions are not sufficient, additional personnel shall be assigned to guard against fire while the actual welding, cutting, or heating operation is being performed, and for a sufficient period of time after completion of the work

to ensure that no possibility of fire exists. Such personnel shall be instructed as to the specific anticipated fire hazards and how the firefighting equipment provided is to be used.

- When welding, cutting, or heating is performed on walls, floors, and ceilings, since direct penetration of sparks or heat transfer may introduce a fire hazard to an adjacent area, the same precautions shall be taken on the opposite side as are taken on the side on which the welding is being performed.
- For the elimination of possible fire in enclosed spaces, as a result of gas escaping through leaking or improperly closed torch valves, the gas supply to the torch will be positively shut off at some point outside the enclosed space whenever the torch is not to be used, or whenever the torch is left unattended for a substantial period of time, such as during the lunch period. Overnight and at the change of shifts, the torch and hose shall be removed from the confined space. Open-end fuel gas and oxygen hoses shall be immediately removed from enclosed spaces when they are disconnected from the torch or other gas-consuming device.
- Except when the contents are being removed or transferred, drums, pails, and other containers, which contain or have contained flammable liquids, will be kept closed. Empty containers shall be removed to a safe area apart from hot work operations or open flames.
- Drums containers, or hollow structures, which have contained toxic or flammable substances, will before welding; cutting; or heating is undertaken, should be filled with water or thoroughly cleaned of such substances, ventilated and tested. For welding, cutting and heating on steel pipelines containing natural gas, the pertinent portions of regulations issued by the Department of Transportation, Office of Pipeline Safety, 49 CFR Part 192, Minimum Federal Safety Standards for Gas Pipelines, shall apply.
- Before heat is applied to a drum; container; or hollow structure, a vent or opening shall be provided for the release of any built-up pressure during the application of heat.

FIRST AID CPR

- **Purpose**
  Policies and procedures for complying with OSHA First Aid requirements.

- **Scope**
  This section is applicable for all ***BOB MOORE CONSTRUCTION, INC.*** jobsites.

- **Definitions**
  Not applicable to this section.

- **Responsibilities**
  - The supervisor is responsible to see that their organization's first aid kit is properly stocked and maintained. All first aid kits are to be inspected at the beginning of each quarter and items that expire during that quarter are to be replaced.
  - In the absence of a clinic or doctor that is reasonably accessible in terms of time and distance, at least 1 person from the subcontractor's organization shall be trained and certified (such as the American Red Cross or AHA) to provide first aid training.
  - ***BOB MOORE CONSTRUCTION, INC.*** shall maintain an ANSI (Z 308.1 – 2015) approved first aid kit.

- **Procedures**
  - Basic rules of first aid:
    - The first rule is that if you don't know how to give it, don't try to. You may do more harm than good. It's important to know not only what to do, but also what NOT to do.
    - If required, administer the following lifesaving steps:
      - Open the airway.
      - Look, listen, and feel for breathing.
      - Circulation – check the pulse.
      - Stop the bleeding and protect the wound.
      - Treat for shock.

- Don't move the injured person unless you know that moving him will not worsen the injury.
- Keep the injured person lying down.
- Do not give liquids to the unconscious.
- During the summer months' drink plenty of water, preferably in small amounts taken frequently. Once heavy sweating has started it will be very hard to drink a small amount of water that is equal to the amount lost by sweating, about one quart per hour.
- At times of high humidity and high temperature or when returning to a hot area, pace your work until you become acclimated to existing conditions.
- Phone numbers of physicians, hospitals, and ambulances shall be posted at the jobsite.
- ***BOB MOORE CONSTRUCTION, INC.*** first aid kits shall consist of the following minimum components:

16	**Adhesive Bandage 1 x 3 in.**	**1**	**Eye/Skin Wash 1 fl. oz. total**
1	**Adhesive Tape, 2.5yd. (total)**	**1**	**First Aid Guide**
10	**Antibiotic Application, 1/57 oz.**	**6**	**Hand Sanitizer, 1/32 oz.**
10	**Antiseptic, 1/57 oz.**	**2**	**Pair Medical Exam Gloves**
1	**Breathing Barrier**	**1**	**Roller Bandage, 2 in. x 4 yd.**
1	**Burn Dressing (Gel Soaked), 4 x 4 in.**	**1**	**Scissors**
10	**Burn Treatment, 1/32 oz.**	**2**	**Sterile Pad, 3 x 3 in.**
1	**Cold Pack, 4 x 5 in.**	**2**	**Trauma Pad, 5 x 9 in.**
2	**Eye Covering with Means of Attachment 2.9 sq. in.**	**1**	**Triangle Bandage, 40 x 40 x 56 in.**

- **Training Requirements**
  Not applicable to this section.

BOB MOORE CONSTRUCTION, INC.

FIRST AID LOG

LOCATION:

JOB NUMBER:

FOR MONTH OF: , 20

Date of Injury	Name of Employee	Nature of Injury	Contributing Factors	Nature of First Aid Administered	Supervisor Initials

Submitted by: _____

Workplace First Aid Guide

READ ME FIRST 1.

This guide is designed to help you and your colleagues to administer life saving first-aid until trained help is at hand. Do not wait until you are faced with an emergency, read the guide now and often.
Find out who is the nominated first-aider or appointed person within your workplace. If there is a procedure in force for calling out an ambulance find out what it is now!

AFFIX YOUR FACESHIELD HERE

Occupational Health: Pager:
First aider / appointed person's extension:
The nearest first aid box is located at:
The nearest eyewash station is located at:
Useful numbers:

INCIDENT MANAGEMENT 2.

ELECTRICITY

FUMES/GASES

TRAFFIC

MOVING MACHINERY

FALLING DEBRIS

FIRE

Whenever you approach an incident always ensure that the environment is safe for you to administer First-Aid, and secondly that the casualty is safe. If the situation is not safe you must neutralise or control any hazards. You must only move your casualty as a last resort.

EXAMPLE: BUILDING ON FIRE

Action

1. **Ensure that you are aware of the number of casualties involved.**
2. **Find out if anyone has any FIRST-AID knowledge.**
3. **Utilise bystanders to: call THE EMS, comfort the casualty(s).**
4. **Above all, stay calm.**

GETTING HELP 3.

Lift the receiver and wait for a dialling tone.
Dial 000 in Australia.
The Operator will ask you which service you require. Once you have stated "Ambulance" you will be connected to ambulance control. The operator will ask you a set list of questions.

BE PREPARED TO:

1. **Confirm your telephone number.**
2. **Give an accurate description of the incident and casualty(s) condition.**
3. **Give your exact location.**
4. **Assist the ambulance crew by arranging for a colleague to meet them outside your place of work.**

DO NOT Hang up at any stage of the conversation. The operator will terminate the call when appropriate.

CALL FOR HELP

If alone call for help. If someone responds to your call ask them to stay with you whilst you assess the Airway and Breathing. One of you should wait with the casualty whilst the other calls the emergency medical services (EMS).

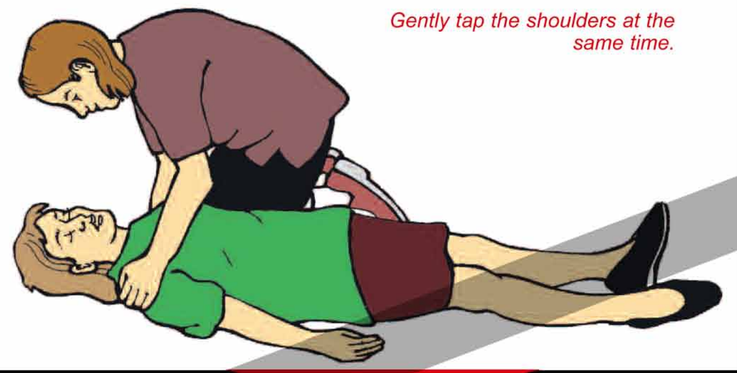
NB If no-one responds, Do not leave the casualty but go on to assess the airway and breathing.

RESPONSE 4.

To give your casualty the optimum chances of survival you must quickly assess their levels of response. A rapid assessment will allow effective treatment to be administered and will also allow for accurate information to be passed on to the ambulance service.

"Are you alright?" "Can you hear me?"

Gently tap the shoulders at the same time.

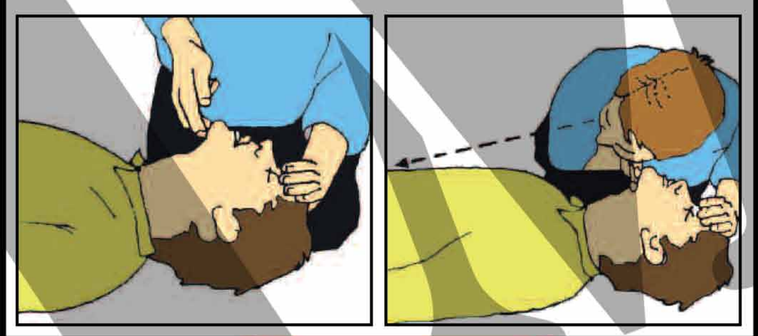


AIRWAY 5.

OPEN THE AIRWAY

FOR AN UNRESPONSIVE CASUALTY

1. **Open the airway by lifting the chin and tilting the head. This will free the tongue from the rear of the throat.**
2. **If any neck injuries are suspected lift the chin only by placing three forefingers of both hands under the angles of the jaw ("Jaw Thrust" technique).**



BREATHING 6.

IS THE CASUALTY BREATHING?

Look for movement. Listen for breathing / lifesigns. Feel for airflow.

If casualty is breathing normally

1. **Turn him into the recovery position**
2. **Check for continued breathing.**
3. **Send someone for assistance or, if you are on your own, leave the casualty and go for assistance yourself.**

If casualty is not breathing

1. **If you are on your own, leave the casualty at this stage and call for help. Return to the casualty and open the airway.**
2. **Seal the nostrils with your thumb and forefinger.**
3. **Blow steadily until you see their chest rise.**
4. **Remove your mouth to the side and take in some 'Fresh Air'.**
5. **Repeat so that you have given 2 effective rescue breaths in total.**

CIRCULATION 7.

ASSESS THE CASUALTY FOR SIGNS OF CIRCULATION

1. **Look, Listen and Feel for normal breathing, coughing or movement.**
2. **Only if you are trained to do so, check the carotid pulse.***
3. **Take no more than 10 seconds to do this.**

NOT BREATHING, SIGNS OF LIFE PRESENT

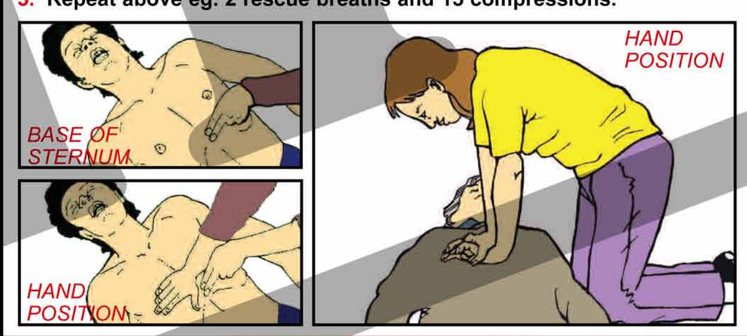
1. **Apply 10 rescue breaths (See 'Breathing' below).**
2. **After every 10 rescue breaths re-check the circulation.**

NOT BREATHING, SIGNS OF LIFE ABSENT

1. **Apply 2 rescue breaths.**
2. **Now give 15 compressions.**
3. **Repeat the above eg; 2 rescue breaths and 15 compressions.**
4. **Continue until the casualty recovers or help arrives.**

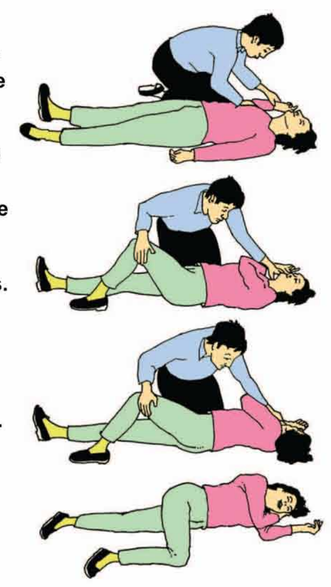
CHEST COMPRESSIONS 8.

1. **Ensure the casualty is on a firm, flat surface.**
2. **Locate the Sternum (the flat bone located centrally in the chest which joins the ribs together).**
3. **Place the heal of one hand on the lower sternum (approximately 2 fingers up from its base. Place the heel of the other hand on top of this hand and interlock the fingers.**
4. **Compress the chest (up to a maximum depth of approximately 4-5cm, 15 times at a rate of approximately 2 compressions per second) and give 2 rescue breaths.**
5. **Repeat above eg. 2 rescue breaths and 15 compressions.**



UNCONSCIOUS 9.

1. **Check for any obvious injuries.**
2. **Remove sharp objects from pockets.**
3. **Place the nearest arm at a right angle to the body.**
4. **Draw the furthest arm across the chest and place the back of the hand across the cheek.**
5. **Raise the furthest leg by grasping the back of the knee.**
6. **Gently pull on the knee so that the casualty pivots over onto your knees.**
7. **Shuffle back on your knees until the casualty is fully over and stable.**
8. **Re-check the airway, breathing and circulation.**
9. **Draw up the leg at a 90 degree angle.**
10. **Keep monitoring the ABC's (The Airway, Breathing and Circulation).**
11. **Treat any injuries found.**



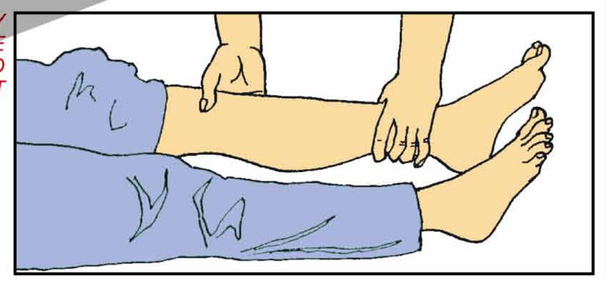
BLEEDING 10.

1. **Put on your gloves.**
2. **Examine the injury - if any foreign objects are present leave them in place and dress around.**
3. **Open a dressing (fig 1) and place it firmly over the injury.**
4. **Apply firm pressure.**
5. **Secure the dressing.**
6. **Apply 1 dressing at a time up to a maximum of 2. If blood seeps through both dressings, remove them and apply a new dressing.**
7. **If dealing with a limb, keep the affected part elevated (fig 2).**
8. **If your casualty has lost a considerable amount of blood they may start to exhibit signs of shock.**
9. **Lay your conscious casualty down, conserve body heat and raise the legs (fig 3).**
10. **Reassure.**

FRACTURES 11.

1. **Instruct the casualty to remain still.**
2. **Do not attempt to move the affected part.**
3. **Examine the injury for any blood loss - treat this first.**
4. **If any bone protrudes from the injury do not touch it, if blood loss is evident build your dressings up around it rather than over it.**
5. **The casualty will find the most comfortable position and will not be keen to have the injury touched.**
6. **If the casualty cannot maintain a stable condition for themselves you may provide assistance or stabilise the injury with your hands.**
7. **Call the EMS.**

STEADY THE INJURED PART



BURNS 12.

1. **Ensure the situation presents no hazard, if it does, contain or neutralise the hazard.**
2. **If dealing with a chemical burn wash the affected area with plenty of water, ensuring you do not wash the chemical onto unaffected parts - seek medical aid.**
3. **Non-chemical burns should be immersed in cold water for a minimum of 10 minutes (any constricting items such as watches should be removed).**
4. **Once cooled the burn should be covered with a sterile dressing (non-fluffy).**
5. **Refer to medical aid.**

DO NOT:

- **Apply tight 'fluffy' dressings.**
- **Apply lotions, ointments or creams.**
- **Remove damaged skin or burst blisters.**
- **Apply butter, margarine or fats.**

DO THIS FOR 10 MINS

BOB MOORE CONSTRUCTION, INC.

ORDER FOR EXAMINATION OF TREATMENT

Name:_____

Employed by: _____

Circle one of these: Physical Examination Federal Highway Examination Injury on the job

Special instructions: _____

Billing to company authorized by: _____**Date:** _____

Office Hours: Monday - Friday 8:00 a.m. - 5:00 p.m.

☐ **Bill Company** ☐ **Employee to pay charge**

FORKLIFT OPERATOR TRAINING

- **Scope**
  To ensure prior to operating a forklift, that each operator has received the necessary operator training per ANSI B56.1.

- **Responsibility**
  It shall be the responsibility of the ***BOB MOORE CONSTRUCTION, INC.*** superintendent to ensure all ***BOB MOORE CONSTRUCTION, INC.*** employees operating forklifts has proof of training. Provide a copy of the forklift equipment operator's qualification / verification form to each subcontractor operating forklifts to obtain the names of their trained operators.

- **Forklift Operating Rules and Training Program**
  Any ***BOB MOORE CONSTRUCTION, INC.*** employee who is allowed to operate a forklift must first complete the forklift operator-training program. The training program will consist of the following:

  - The following forklift safety rules must be read and discussed with the trainee by the superintendent or designated site safety representative.
  - The trainee shall be observed operating the forklift during testing. Then the operator shall be designated as an authorized operator by ***BOB MOORE CONSTRUCTION, INC.***

- **Forklift Safety and Operating Rules**

  - Prior to use
    - The first person to use a forklift each day must thoroughly check the unit. The forklift shall not be used until any deficiency found as a result of the safety inspection has been corrected.
  - Operating Rules
    - Only drivers authorized by ***BOB MOORE CONSTRUCTION, INC.*** and trained in the safe operation of forklifts are permitted to operate forklifts.
    - Forklifts owned or leased by ***BOB MOORE CONSTRUCTION, INC.*** shall not be used by employees of other companies except in extreme emergency.

- Stunt driving and horseplay are prohibited.
- Riders are not permitted on a forklift unless it is equipped with adequate riding accommodations (a seat with a functioning seat belt).
- Do not permit anyone to ride on the forks of the forklift or any load supported by the forklift.
- Do not place any part of your body outside the running lines of a forklift or between the mast uprights or other parts of the forklift where shear or crushing hazards exist.
- Do not allow anyone to walk, stand, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
- Do not operate a forklift with a leak in the fuel system.
- Do not drive forklift in excess speed and turn all corners slowly. Always maintain a safe distance from other vehicles and keep the forklift under positive control at all times / Observe established traffic regulations.
- When forklifts travel in the same direction, the trailing forklift must maintain a following distance of at least three seconds and do not pass at intersections, blind spots, or dangerous locations.
- Slow down and sound the horn at all cross aisles and other locations where visibility is obstructed. If the load being carried obstructs forward view, travel with the load trailing. The back-up alarm should sound when the forklift is in reverse.
- Look in the direction of travel and do not move a forklift or load until you are certain that all persons are clear.
- Do not drive up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the forklift and the object.
- Ascend and descend grades slowly.
    a) When ascending or descending grades in excess of 10 percent, drive loaded forklifts with the load upgrade.
    b) On all grades, tilt the load and load engaging means back if applicable, and raise it only as far as necessary to clear the road surface.
    c) Operator motorized hand and hand / riser forklifts with the load downgrade.
- Always carry the forks as low as possible, consistent with safe operations.
- When leaving a forklift unattended, either:
    a) Shut off the power, set the brakes, bring the mast down to a vertical position and bring the forks down to the ground / floor. When left on an incline, block the wheels or:

b) The power may be left on provided the brakes are set, the mast is brought to the vertical position, forks are left in the down position, and the wheels are blocked front and rear.

- When the operator of the forklift is dismounted he shall not exceed 25 feet of the forklift, and has a full view of the forklift, the load means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
- Do not run forklifts onto any elevators unless you are specifically authorized to, you must determine that the capacity of the elevator will not be exceeded. Once on the elevator, shut the power off and set the brakes.
- Motorized hand trucks are to enter elevators or confined areas with the load forward.
- Do not operate forklifts on floors, sidewalks, doors, or platforms that will not safely support the loaded vehicle.
- Prior to driving onto trucks, trailers, and railroad cars, check their flooring for breaks and other structural weaknesses.
- Do not drive forklifts in and out of highway trucks and trailers at loading docks until such trucks and trailers are securely blocked or restrained and the brakes set.
- To prevent railroad cars from moving during loading and unloading operations, set the car brakes, use wheel chocks or other recognized positive stops, and display blue flags or lights in accordance with the Public Utilities Commission's regulations
- Maintain a distance equal to the width of one of the forklifts tires from the edge by the forklift while it is on any elevated dock, platform, freight, car, or truck.
- Cross railroad tracks diagonally when possible. Do not park closer than 8.5 feet from the centerline of the railroad tracks.
- Do not load forklifts in excess of their rated capacity.
- Do not move a forklift until the load is safe and secure.
- Use extreme care when tilting loads. Titling forward with the load engaging means elevated is prohibited except when picking up a load. Elevated loads are not to be tilted forward except when the load is being deposited in a storage rack or equivalent. When stacking or tiering, backward tilts are limited to that necessary to stabilize the load.
- Place the load-engaging device in such a manner that the load will be securely supported.
- Special precautions are to be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the load has been removed,

- When forklifts are used to open and close doors, the following provisions must be met:
    a) A device specifically designed for opening and closing doors must be attached to the forklift.
    b) The force applied by the device to the door must be applied parallel to the direction of the door.
    c) The entire door openly/closing operation must be in full view of the forklift driver.
    d) The forklift operator and other employees must be clear of the area where the door might fall while being opened.
- If two or more trucks in unison lift loads, the total weight of the load must not exceed the combined lifting capacity of all forklifts involved.
- When you approach the load, slow down gradually, stop, and adjust the forks to the proper height. Then slowly proceed under the load.
- Forklift drivers should always wear a seat belt.
- You should never raise a load while on the way to your destination. Instead slow down gradually as you approach the destination, stop, raise the load, and then proceed to slowly set the load in place.
- Be extremely careful about overhead clearance. This is sometimes difficult to judge if the load is raised very high.
- Brakes should always be applied slowly except in emergencies.
- Always look before you start to back up.
- Never move a load that is loosely stacked or improperly positioned.

HEARING PROTECTION PROGRAM

Hearing loss caused by noise can be prevented. All employees should be protected from hearing loss. In all cases where the sound levels exceed 85 decibels. The exposed employees shall be protected.

When employees are subjected to sound levels exceeding the action level, feasible administrative or engineering controls shall be utilized. Administrative control include:

a. Rotation of employees,
b. Limiting time of certain operation, or
c. Restricting areas or work operation.

Engineering controls include:

a. Maintenance,
b. Isolation, and
c. Acoustic material.

If such controls fail to reduce the noise levels within the levels of action, personal protective equipment shall be provided and used. There are several types of hearing protection:

a. Disposable plugs
b. Reusable plugs,
c. Headband plugs, and
d. Muffs

Training:

As a minimum, annual training will be provided for all employees on hearing loss and prevention. The contractor and its subcontractors will ensure affected employees participate in this program.

The training program will include the following as minimum:

a. The effects of noise.

b. The purpose of hearing protectors, their advantages, disadvantages, and attenuation of various types.
c. Instruction on hearing protector selection, fitting, use, and care.
d. Instruction on noise level identification and hearing protection requirements by level.

If it is determined that an employee noise exposure equal or exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels measured on the A scale (slow response) or, equivalently, a dose of fifty percent. BOB MOORE CONSTRUCTION, INC. shall administer a continuing, effective hearing conservation program.

Audiometric testing program:

- BOB MOORE CONSTRUCTION, INC. shall establish and maintain an audiometric testing program as provided in this paragraph by making audiometric testing available to all employees whose exposures equal or exceed an 8-hour time weighted average of 85 decibels.
- The program shall be provided at no cost to employees.

- Baseline audiogram –
  - Within 6 months of an employee's first exposure at or above the action level, the employer shall establish a valid baseline audiogram against which subsequent audiograms can be compared.

  - Testing to establish a baseline audiogram shall be preceded by at least 14 hours without exposure to workplace noise. Hearing protectors may be used as a substitute for the requirement that baseline audiogram be preceded by 14 hours without exposure to workplace noise.

- Annual audiogram – at least annually after obtaining the baseline audiogram, the employer shall obtain a new audiogram for each employee exposed at or above an 8-hour time weighted average of 85 decibels
- Evaluation of audiogram – Each employee's annual audiogram shall be compared to that employee's baseline audiogram to determine if the audiogram is valid.
- Hearing Protectors – BOB MOORE CONSTRUCTION, INC. shall make hearing protectors available to all employees exposed to an 8-hour time-weighted average of 85 decibels or greater at no cost to the employees. Hearing protectors shall be replaced as necessary.
- Hearing protector attenuation – The employer shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be uses.

Recordkeeping – Exposure measurements – The employer shall maintain an accurate record of all employee exposure measurements.

HOW TO GIVE TOOL BOX SAFETY TALKS

OSHA says: "The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury". Programs such as OSHA 10-Hour Course, or Safety presentations during company meetings, are excellent ways of providing safety instruction, but regular "Tool Box" Safety Talks on the job are a contractor's most effective accident prevention program. Here's how:

1. The Supervisor, or whoever is going to give the talk, should **WALK** around the site and look for safety problems that may need attention. **ASK YOUR EMPLOYEES** what problems they might know of. Some firms rotate the responsibility for toolbox talks among employees.

2. Relate your talks to **CURRENT OR EXPECTED PROBLEMS** and be specific. If you cover too much or are too general, workers may become bored. Discussing a **SINGLE TOPIC IN DEPTH** will carry over like a chain reaction to help solve other safety problems.

3. Make your talks interesting (and easy to prepare) by using posters and information from your Safety Manual. The poster of "Crane Signals" is also an excellent talk outline.

4. Use printed **JOB SAFETY RULES** distributed to each worker and review them in clear, simple language to make sure they are understood. Discuss any **NEW SAFETY PROCEDURES** to be adopted and listen to objections concerning them. Get agreement on the ways to enforce the rules, then follow up to be sure agreed upon procedures are being used. Get across that you mean business about job safety.

5. **ANALYZE ANY ACCIDENTS** by using your "Hard Hat Happenings" sheets. What caused them? Develop a plan to avoid such accidents.

6. Remind the employees that **OFF THE JOB SAFETY** is important too, and these injuries have just as great an effect on production. Slips and falls, auto accidents, sports activities, and improper lifting are the most likely cause of injuries.

7. Keep a **WRITTEN RECORD** of toolbox talks for future review and proof of your safety program for OSHA. Use your Safety Meeting Report (found in this Manual) and be sure to include: DATE, LOCATION, WHO ATTENDED, TOPICS DISCUSSED, and any CORRECTIVE ACTION TAKEN.

Safety Talks

Subject	Date	Subject	Date
1. Hard Hats or Hard Head		32. Watch those wrenches	
2. Eye Protection		33. Watch your step	
3. Dress for the part		34. Rolling scaffolds	
4. Don't be a screwball		35. Watch the wires	
5. Portable electric tools		36. Hand tools	
6. Wire Rope is a tool		37. Heating equipment	
7. Front end loader hazards		38. Acetylene torches	
8. Backing Equipment		39. Fire Extinguisher	
9. Crane Signals		40. 3 Strikes & you're out	
10. Crane counter-weights		41. Team up & clean up	
11. Danger under booms		42. Windy days	
12. Falls from equipment		43. Manual handling	
13. To avoid skidding		44. Before we plow	
14. The circles of life		45. Hurt backs	
15. Riders		46. He fell on his face	
16. Belt conveyors		47. Crossing crashes	
17. Misuse of gasoline		48. Buckle up & live	
18. Lubricating machinery		49. Let the "eyes" have it	
19. Ladders		50. A machine you cannot buy	
20. Floor openings		51. Water works & work vests	
21. Make shift scaffolds		52. Compressed gas	
22. Asking for trouble		53. Dermatitis	
23. Reduce injuries to others		54. Cool facts	
24. Be Alert		55. Winter clothes & frost bite	
25. Keep it clean		56. Kids on the job	
26. What difference does it make		57. Substitutes	
27. Protect the children		58. The public	
28. Horseplay		59. Equipment dangers	
29. Percentages have a point		60. Hurry up & fall	
30. First Aid – Infection		61. Flammable liquids	

LADDERS

Ladders are a major source of injuries and fatalities among construction workers.

- **Scope and Application:**
  The OSHA rules apply to all ladders used in construction, alteration, repair (including painting and decorating), and demolition of work sites covered by OSHA's construction safety and health standards. They also specify when ladders must be provided. They do not apply to ladders that are specifically manufactured for scaffold access and egress, but do apply to job made and manufactured portable ladders intended for general purpose use and which are then used for scaffold access and egress.

- **General Requirements:**
  A ladder must be provided at all worker points of access where there is a break in elevation of 19 inches or more and no ramp, runway, embankment, or personnel hoist is provided.

  When there is only one point of access between levels, it must be kept clear to permit free passage by workers. If free passage becomes restricted, a second point of access must be provided and used. When there are more than two points of access between levels, at least one point of access must be kept clear.

  All ladder fall protection systems required by these rules must be installed. All duties required by the ladder rules must be performed before employees begin work that requires them to use ladders, and their respective fall protection systems.

- **All Ladders**
  The following general requirements apply to all ladders, including job-made ladders:

  - A double-cleated ladder or two or more ladders must be provided when ladders are the only way to enter or exit a work area having 25 or more employees, or when a ladder serves simultaneous two-way traffic. Ladder rungs, cleats, and steps must be parallel, level, and uniformly spaced when the ladder is in position for use.
  - Rungs, cleats, and steps of portable and fixed ladders (except as provided below) must not be spaced less than 10 inches apart, nor more than 14 inches apart, along the ladder's side rails. Rungs, cleats, and steps, of step stool, must not be spaced less than 8 inches apart, nor more than 12 inches apart,

between center lines of the rungs, cleats, and steps.

- Rungs, cleats, and steps at the base section of extension trestle ladders must not be less than 8 inches nor more than 18 inches apart, between center lines of the rungs, cleats, and steps.
- The rung spacing on the extension section must not be less than 6 inches nor more than 12 inches. Ladders must not be tied or fastened together to create longer sections unless they are specifically designed for such use.
- A metal spreader or locking device must be provided on each stepladder to hold the front and back sections in an open position when the ladder is being used.
- When splicing side rails, the resulting side rail must be equivalent in strength to a one-piece side rail made of the same material. Two or more separate ladders used to reach an elevated work area must be offset with a platform or landing between the ladders, except when portable ladders are used to gain access to fixed ladders.
- Ladder components must be surfaced to prevent injury from punctures or lacerations, and prevent snagging of clothing.
- Wood ladders must not be coated with any opaque covering, except for identification or warning labels which may be placed only on one face or a side rail.
- Ladders must be maintained free or oil, grease, and other slipping hazards and must be used only for the purpose for which they were designed.
- Non-self-supporting ladders must be used at an angle where the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder. Wood job-made ladders with spliced side rails must be used at an angle where the horizontal distance is one-eighth the working length of the ladder.
- Ladders must be used only on stable and level surfaces unless secured to prevent accidental movement.
- Ladders must not be used on slippery surfaces unless secured or provided with slip resistant feet to prevent accidental movement. Slip-resistant feet must not be used as a substitute for the care in placing, lashing, or holding a ladder upon slippery surfaces.
- Ladders placed in areas such as passageways, doorways, or driveways, or where they can be displaced by work place activities or traffic must be secured to prevent accidental movement, or a barricade must be used to keep traffic or activities away from the ladder.
- The areas around the top and bottom of the ladder must be kept clear and must not be moved, shifted, or extended while in use.

- Ladders must have non-conductive side rails if they are used where the worker or the ladder could contact exposed energized electrical equipment.
- The top or top step of a stepladder must not be used as a step.
- Cross-bracing on the rear section of stepladders must not be used for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.
- When ascending or descending a ladder, the worker must face the ladder; use at least one hand to grasp the ladder; never carry an object or load that could cause the worker to lose balance and fall when moving up or down.
- Ladders must be inspected by a competent person for visible defects on a periodic basis and after any incident that could affect their safe use.

- **Portable Ladders**

  When portable ladders are used for access to an upper landing surface, the side rails must extend at least 3 feet above the upper landing surface. When such an extension is not possible, the ladder must be secured, and a grasping device such as a grab rail must be provided to assist workers in mounting and dismounting the ladder. A ladder extension must not deflect under a load that would cause the ladder to slip off its support. The minimum clear distance between side rails for all portable ladders must be 11 1/2".

  The rungs and steps of portable metal ladders must be corrugated, knurled, dimpled, coated with skid-resistant material, or treated to minimize slipping.

  Portable ladders with structural defects; such as broken or missing rungs, cleats, or steps, broken or split rails, corroded components, must immediately be marked defective, or tagged with "Do Not Use" or similar language and withdrawn from service until repaired. Repairs must restore the ladder to a condition meeting its original design criteria, before the ladder is returned to use.

Stairways

Stairways being used during construction activities should be used with caution, certain rules should be followed:

A stairway or ladder shall be provided at all personnel points of access where there is a break in elevation of 19 inches (48 cm) or more, and no ramp, runway, sloped embankment, or personnel hoist is provided.

Unprotected sides and edges of stairway landings shall be provided with guard rail systems.

Walking / Working Surfaces

See the appropriate sections for Training, Housekeeping and other information.

LOCKOUT / TAGOUT

- **PURPOSE**
  Control of hazardous energy sources by means of lockout/tagout procedures to disable machinery or equipment during maintenance and/or servicing.

- **SCOPE**
  This section is applicable to all contractor operations where maintenance or servicing of energized equipment is required.

- **DEFINITIONS**
  - ***Affected Employee*** - An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.
  - ***Authorized Employee*** - A person who lockout or tagout machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing, servicing, or maintenance covered under this section.
  - ***Capable of being Locked Out*** - An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it.
  - ***Energy Isolating Device*** - A mechanical device that physically prevents the transmission or release or energy, including but not limited to the following: a manually operated electrical circuit breaker, a disconnect switch, a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy.
  - ***Energy Source*** - Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.
  - ***Lockout*** - The placement of a lockout device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

- ***Lockout Device*** - A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.
- ***Servicing and/or Maintenance*** - Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. The activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.
- ***Tagout*** - The placement of a tagout device on an energy-isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.
- ***Tagout Device*** - A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

RESPONSIBILITIES

The supervisor shall survey field operations to determine if their workers are required to perform tasks that may expose them to hazards associated with energized equipment.

The program procedures must clearly outline the scope, purpose, authorization, rules, and techniques to be used for the control of hazardous energy, and the methods of compliance including:

- A specific statement of the intended use of the procedures.
- Steps for shutting down, isolating, blocking, and securing machines or equipment to control hazardous energy.
- Steps for the placement, removal, and transfer of lockout or tagout devices and the responsibility for them.
- Requirements for testing a machine or equipment to determine and verify the effectiveness of lockout/tagout devices, and other energy control measures.

The energy control program also must include procedures for conducting periodic inspections of the program (at least annually), to ensure that it meets the standard's requirements.

The contractor must ensure that before any employee performs any servicing or

maintenance on a machine or equipment, the machine or equipment is isolated and rendered inoperative.

- **GROUP LOCKOUT OR TAGOUT**

  When servicing and/or maintenance is performed by a crew, craft, department or other group, they shall utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device. Supervisor / Competent Person will coordinate entry teams.

  The contractor will ensure that employee training has been accomplished, written certification will show employer names and dates of training.

- **PROCEDURES**

  Lockout/Tagout procedures for all equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy-isolating device when it is locked or tagged out.

  - **Application**
    - ***STEP 1: Preparation***

      Lockout and tag out procedures should only be carried out by "authorized employees". Before implementing the lockout / tagout procedure you must fully understand:
      - the type and magnitude of the energy to be controlled
      - the methods of controlling the hazardous energy
      - the means of controlling the hazardous energy

    - ***STEP 2: Notification***

      Before the application of lockout or tag out devices, the contractor safety representative will notify all affected personnel. Tell workers that the energy control procedure is going to be used and the reasons why.

    - ***STEP 3: Shutdown***

      Shut down equipment in an orderly manner. This may simply mean to turn off the equipment. When the equipment is part of a production or manufacturing process all parts of the operation must be considered. An orderly shutdown will avoid increased hazards when the equipment is de-energized.

    - ***STEP 4: Isolation***

      Locate all of the energy isolating devices. Operate the energy isolating devices so that the equipment is completely isolated from the energy source. When complete, all devices will be in the "safe" or "off" position.

    - ***STEP 5: Application of Locks and Tags***

Attach locks and/or tags to the energy-isolating device so the device is held in the "safe" or "off" position. Separate locks or tags must be used for each authorized employee. Tags must be securely attached to the energy-isolating device so that they cannot be accidentally detached during use. If you are not able to attach the tag directly to the energy-isolating device, put it as close as safely possible. Place the tag in a position that will be immediately obvious to anyone attempting to operate the device.

- ***STEP 6: Control Stored and Residual Energy***

  Relieve, disconnect and restrain all stored or residual energy. Remember, hazardous energy can be found in springs, elevated machine members, capacitors, rotating flywheels, hydraulic systems, air, gas, and steam and water pressure. This energy must be dissipated or restrained. Some common methods to restrain or dissipate stored energy are repositioning, blocking, and bleeding down systems.

- ***STEP 7: Verification***

  Check to be sure that all personnel are in a safe location. Verify that the equipment is properly isolated and all hazardous energy is safely controlled. Operate push buttons and other controls to verify isolation.

  Check circuits with electrical meters. Inspect springs, pressure gauges, and the location of moving parts and other sources of stored energy. Return operating controls to the "neutral" or "off" position after the test. Once you are absolutely sure the energy is isolated and safely controlled, proceed with the maintenance and service activities.

  WARNING: Some machinery and equipment can re-accumulate stored energy even after the system has been de-energized. If there is a possibility of stored energy building to a hazardous level, continue verification until maintenance or service is completed or until the possibility of accumulation no longer exists.

- **Release of Energy Controls**

  - ***STEP 1: Inspection***

    Inspect the work area. Be sure all non-essential items such as tools, parts, and cleaning supplies have been removed. Check to be sure that all machine and equipment components are ready for operation. Be certain all affected employees have been safely positioned or removed.

  - ***STEP 2: Notification***

    Notify all affected employees that the lockout/tagout devices are being removed.

  - ***STEP 3: Remove Locks And Tags***

    Remove locks and tags. The lockout or tagout devices should only be removed by the authorized employee who applied them.

If the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the employer, provided that specific procedures and training for such removal have been developed, documented, and incorporated into the employer's energy control program. The employer must demonstrate that the specific procedure provides equivalent safety to the removal of the device by the authorized employee who applied it.

➢ TRAINING REQUIREMENTS

▪ General Training

Authorized employees must be trained to recognize:

- Applicable hazardous energy sources;
- The type and magnitude of the energy present in the workplace; and
- The methods and means of necessary for energy isolation and control.

All other employees, whose work operations may be in an area where energy control procedures may be used, must be instructed about the energy control procedure. Training should emphasize that any attempts to restart or reenergize machines or equipment that are locked or tagged out is prohibited.

▪ Tags

When tagout systems are used, employees also must be trained in the limitations of tags. Training must convey the following information:

- Tags are essentially warnings affixed to energy isolating devices, and do not physically restrain energy controls as do locks.
- Only an authorized person may remove a tag that is attached to an energy isolation means. Tags must never be bypassed, ignored, or otherwise defeated.
- Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations may be in the area in order to be effective.
- Tags must be made of materials that will withstand the environmental conditions encountered in the workplace.
- Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
- Tags must be securely attached to an energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

▪ Retraining

Retraining must be provided for all authorized and affected employees whenever

there is a change in their job assignments; a change in machines, equipment, or processes that present a new hazard; or when there is a change in the energy control procedures.

If during an inspection an employer finds that there are deviations from or inadequacies in the employees' knowledge or use of the energy control procedures, employees must be retrained.

Retraining must reestablish employee proficiency and introduce new or revised control methods or procedures.

MULTI-EMPLOYER WORK SITES

- ***Issuance of Citation:***
  On multi-employer work sites, citations normally will be issued to employers whose employees are exposed to hazards (the exposing employer). Additionally, the following employers normally shall be cited, whether or not their own employees are exposed:

  - The employer who actually creates the hazard (the creating employer);
  - The employer who is responsible, by contract or through actual practice, for safety and health conditions on the work site; i.e. the employer who has the authority for ensuring that the hazardous condition is corrected (the controlling employer);
  - The employer who has the responsibility for actually correcting the hazard (the correcting employer).

  It must be shown that each employer to be cited has knowledge of the hazardous condition or could have had such knowledge with the exercise of reasonable diligence.

- ***Legitimate Defense:***
  Prior to issuing citations to an exposing employer, it must first be determined whether that employer has a legitimate defense to the citation, as set forth below:

  - The employer did not create the hazard;
  - The employer did not have the responsibility or the authority to have the hazard corrected;
  - The employer did not have the ability to correct or remove the hazard
  - The employer can demonstrate that the creating, the controlling, and/or the correcting employers, as appropriate, have been specifically notified of the hazards to which his/her employees are exposed.

  In addition to these items, have a documented safety meeting explaining where the hazards exist and how our employees can work in or around the areas safely.

  *Notification must be in the form or a letter to the appropriate contractor(s) detailing the specific hazards and the locations of these hazards.

OSHA INSPECTION SEQUENCE OF EVENTS

If OSHA shows up on your job site or if you hear rumors that they are coming, immediately contact ***BOB MOORE CONSTRUCTION, INC.*** Senior Management at **817-640-1200**.

If OSHA inspects your job, there are certain procedures the inspector must follow. Knowing these procedures can make you better prepared for the inspection. Here's an overview:

- On arriving at the job site, the inspector will:
  - Introduce himself/herself and show their credentials.
  - Ask for an authorized representative of the company they are inspecting.
- Next, the inspector will:
  - Establish the purpose of the visit. Is it a general inspection, or a response to a complaint?
  - Establish that the company being inspected is involved in interstate commerce.
- Prior to the opening conference, the inspector may ask to see employer records, such as the OSHA Form 300 and accident reports (OSHA 301 or Worker Compensation records). The inspector may ask to see in addition, your company HazCom Program.
- At the opening conference, the inspector will establish the scope of his/her inspection. He/she does not have to be specific about which areas of work or types of problems he/she may be looking for; he/she may only give a general indication of his/her purposes.
- Before starting the inspection, the inspector will determine if a union represents any of the employees of the various contractors on the job.
  - If there is union representation, the inspector will request that an employee representative be present for the inspection.
  - If there is no representation, the inspector will request permission to speak with employees at random.
- During the inspection

The Inspector May:

- ❖ Take note of all areas.
- ❖ Take pictures of problem areas.
- ❖ Mention areas he/she sees as a problem.
- ❖ Ask employees about specific conditions on the job site.

You Should:

- ❖ Take notes.
- ❖ Take pictures from all different angles.
- ❖ Defend your practices with good reasons whenever possible, but don't be abusive or argumentative.
- ❖ Permit the discussion to take place, without interference.
- ❖ Remind employees of their previous HazCom training.

- ➢ After the inspection, the inspector will have a closing conference, during which he/she will:
  - ❖ Review his/her notes from the inspection, and indicate area for which a citation may be issued. (He/she may not indicate every area).
  - ❖ Establish the control or responsibility for various areas.
  - ❖ Establish an abatement period for violations.
  - ❖ Provide the contractor's representative with written information on rights under the OSHA Act, options for contesting/appeal of citations, and related information.
- ➢ Under the Act, a citation must be issued with "reasonable promptness" after an inspection. However, delays in the investigation of a problem, the circumstances surrounding an accident, etc., can slow up this process. The outside limit is six months after the original inspection.

Should you be cited you are encouraged to exercise your option to request an informal hearing with OSHA.

OSHA OFFICE ADDRESSES AND PHONE NUMBERS

- ***Fort Worth, Texas***
  8713 Airport Freeway, #302
  Ft. Worth, Texas 76180
  (817) 428-2470

. . . . . .

- ***Lubbock, Texas***
  1205 Texas Avenue
  Room 422, Federal Building
  Lubbock, Texas 79401
  (806) 743-7681

. . . . . .

- ***Dallas, Texas***
  1100 East Campbell Road
  Suite 250
  Richardson, TX 75081
  (972) 952-1330

PERSONAL PROTECTIVE EQUIPMENT

- ***PURPOSE***
  Safety requirements and policy guidance on the usage of personal protective equipment (PPE).

- ***SCOPE***
  This section is applicable to all employees who perform tasks requiring PPE to include: equipment for eyes, face, and head, arms, legs, clothing and protective shields.

- ***DEFINITIONS***
  - ***PPE*** – Personal Protective Equipment
  - ***Foot & Leg Protection*** – Fully extended boots that provide protection for the legs. Safety-toe footwear for employees shall meet the requirements and specifications in American National Standard for Men's Safety-Toe Footwear, Z41.1-1967. ANSI certified footwear is typically available through manufactures and distributors of safety related equipment.
  - ***Body Protection*** – Fire-resistive coats and protective trousers shall be at least equivalent to the requirements of the National Fire Protection Association (NFPA) standard NFPA No. 1971-1975, "Protective Clothing for Structural Fire Fighting."
  - ***Hand Protection*** – Protective gloves or glove system, which will provide protection against cut, puncture, and heat penetration.
  - ***Head, Eye, and Face Protection*** – Head protection shall meet the performance, construction, testing requirements and specifications contained in American National Standards Institute Z89.1 – 2009. Protective eye and face devices shall be used when performing operations where the hazards of flying or falling materials, which may cause eye and face injuries are present.

- ***RESPONSIBILITIES***
  Supervisor will verify that all employees are provided and using proper personal protective equipment. This section applies specifically to OSHA regulations covering Eye and face protection, head protection, foot protection, and hand protection. (All PPE will be provided by employer.)

The supervisor will determine whether employees are exposed to hazardous conditions. If hazardous conditions exist, or are likely to exist, it is imperative to:

- Choose the type of PPE that will protect employees;
- Notify employees about the kind of equipment needed;
- Choose PPE that properly fits each employee; and
- Train each employee in the usage and care of PPE.

All PPE will be kept clean and in good condition. Employee will ensure that the PPE is of the right type and is properly maintained. Personal protective equipment will not be used as a substitute for instituting engineering or administrative controls in a hazardous workplace. If, and when controls cannot be implemented, or if they are in the process of being implemented, appropriate personal protective equipment will be provided.

- ***PROCEDURES***
  - ***Eye and Face***

    Employees must use approved safety glasses and shall be used 100% when on ***BOB MOORE CONSTRUCTION, INC.*** job site.

    In general, eye protection and face shields must be appropriate for the particular hazards to which the employees are exposed. Visors are appropriate for those operations where splashing is a hazard. In high heat environments, a special wire screen visor may be worn that allows the heat to dissipate and permits maximum vision for the wearer. Goggles are recommended in situations involving dust, flying particles, sparks, noxious gases, corrosive liquid splashes, and radiation from welding.

    Cup goggles provide added protection where there is the combined hazard of flying particles and severe impact. Some cup goggles also provide ventilation, protection against dust hazards in cement plants, foundries, and compressed air operations. When worn in conjunction with a face shield, cup goggles provide good protection against acids, caustics, and chemicals, and are recommended for babbitting, hot metal casting, and hot metal bath dipping. Face shields are not recommended for use by themselves as basic eye protection since they do not provide impact protection; instead they should be worn over basic eye protection.

Eye and face equipment should be comfortable, easy to clean, and capable of being disinfected. The fit must be snug enough to protect properly and not restrict the movement of the wearer.

A cleaning station should be conveniently located where eye protection is used extensively, and the station should be supplied with defogging materials, wiping tissues, and a trash receptacle.

Eye protection should be cleaned regularly and checked daily for cracks, scratches, pits, or fading. Badly chipped, scratched, or pitted lenses indicate that the surface is broken and should not be used. Safety glasses should be evaluated periodically to ensure that the optical density provided is still at the desired wavelength. (Defective equipment shall not be used).

Employees who require vision correction may use goggles that fit over prescription lenses or may wear eye protection that incorporates the prescription of the wearer.

In addition to providing employees with appropriate eye protection, easily accessible emergency eyewash stations should be provided.

- ***Head***

Employees must wear protective hard hats when working in areas where there may be falling objects. Hard hats that reduce the hazard of electrical shock must be worn by employees near exposed electrical conductors.

Hard hats bought after July 5, 1994 must comply with ANSI Z89-1986, “American National Standard for Personal Protection – Protective Headwear for Industrial Workers-Requirements,” or the employer must show that the equipment used offers the same level of protection as equipment that complies with the standard.

Similarly, hard hats purchased before July 5, 1994 must comply with the ANSI Z89.1-1969, “American National Standard Safety Requirements for Industrial Head Protection,” or the employee must show that the equipment used offers the same level of protection as equipment that complies with the standard.

Potential head hazards that cannot be abated through compliance with ANSI Z89.1 – 1986 must develop their own programs for protecting employees.

OSHA has stated that it will evaluate and employer’s choice of head protection based on the hazards to which employees may be exposed. As a result, compliance with the hazard assessment requirements, 29 CFR 1910.132(d), is critical.

- ***Foot***

  Employees must wear protective footwear when working where falling or rolling or sharp objects pose a danger of foot injuries, and where employees' feet are exposed to electrical hazards. Examples of dangerous workplace include areas where heavy stock is handled and parts-handling, shipping, and receiving operations.

  Protective footwear purchased after July 5, 1994 must comply with ANSI Z41-1991, "American National Standard for Personal Protection – Protective Footwear," or the employer must show that the equipment is as effective as equipment that complies with the ANSI standard. Protective footwear purchased before July5, 1994 must comply with ANSI Z41.1-1967, "USA Standard for Men's Safety-Toe Footwear," or the employer must show that the equipment is as effective as equipment that complies with the standard.

- ***Hand***

  Many injuries in the workplace happen because hand protection either is not worn or is inadequate for the type of hazard encountered. Hazards from which hands need to be protected include skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperatures.

  Supervisor must choose hand protection based on an evaluation of the tasks to be done, the work conditions, duration of use, and the hazards and potential hazards identified in the hazard assessment.

- ***Electrical Protective***

  Electrical protective equipment, such as insulating blankets, matting, covers, line hose, gloves, and sleeves made of rubber, must meet the following requirements:

  Blankets, gloves, and sleeves must be produced without seams and must be marked according to their class. Markings on gloves must be on the cuff.

  Equipment must be capable of withstanding the ac proof-test voltage or the dc proof-test voltage specified by OSHA. The proof-test must reliably show that the equipment can withstand the voltage involved in the work. The test must be applied continuously for 3 minutes for equipment other than mating and for 1 minute for matting. Gloves must be able to withstand the a-c proof-test after a 16-hour soak.

  The equipment must be free of harmful irregularities and must be kept in safe and reliable condition.

Insulating equipment must be inspected before use every day and immediately after any incident that might cause damage to it. Insulating gloves must be given an air test, in addition to a daily inspection.

Protector gloves need to be worn over insulating gloves. They are not necessary, however, with Class O gloves in situations requiring a high level of dexterity, or when the employer can show that the possibility of damage to the gloves is small and the class of glove being used is one class higher than that required for the voltage to which the employee is exposed.

- ***TRAINING REQUIREMENTS***

Employees will be trained to know the following:

- When personal protective equipment is necessary
- What equipment is necessary
- How to put on, take off, and wear the equipment
- The useful life of the equipment, and how to maintain and dispose of it
- The limitations of the equipment

Before using the equipment in a work situation, employees must show to their safety representative that they can use it properly. If it appears that an employee does not have the requisite skill in using the equipment, he/she must be retrained. Retraining employees must be done when changes in the workplace or in the equipment make past training obsolete.

Written certification must show that each affected employee has been trained and understands the applicable PPE training. The certification will include the name of each employee trained, the date of the training, and the subject of the certification.

BOB MOORE CONSTRUCTION, INC.

PERSONAL PROTECTIVE EQUIPMENT PROVIDED

A Safety Manual, Gas Detector, Safety Glasses, and a Hard Hat have been provided at no cost to you. It is your responsibility to have these items with you at all times while you are on the job, and it is expected that you use these items when the job warrants their use.

If your back support or hardhat is damaged or worn out, return it to the office and it will be replaced at no cost to you. However, if these items are lost, you will be charged for their replacement. The charge for replacement is "at cost" or you may replace them yourselves.

A new Safety Manual can be obtained at any time.

I have received the following items, I have been given instructions on when and how to use the following items, I understand I must have the following items while on the job and agree to use the following items:

Gas Detector _____ yes, provided by Company
_____ yes, provided personally

Hard Hat _____ yes, provided by Company
_____ yes, provided personally

Safety Glasses _____ yes, provided by Company
_____ yes, provided personally

Safety Manual _____ yes

_____ _____
Date Employee Signature

Respirable Crystalline Silica Program

1. **PURPOSE**
   A. This Respirable Crystalline Silica Program was developed to prevent employee exposure to hazardous levels of Respirable Crystalline Silica that could result through construction activities or nearby construction activities occurring on worksites. Respirable Crystalline Silica exposure at hazardous levels can lead to lung cancer, silicosis, chronic obstructive pulmonary disease, and kidney disease. It is intended to meet the requirements of the Respirable Crystalline Silica Construction Standard (29 CFR 1926.1153) established by the Occupational Safety and Health Administration (OSHA).
   B. All work involving chipping, cutting, drilling, grinding, or similar activities on materials containing Crystalline Silica can lead to the release of respirable-sized particles of Crystalline Silica (i.e. Respirable Crystalline Silica). Crystalline Silica is a basic component of soil, sand, granite, and many other minerals. Quartz is the most common form of Crystalline Silica. Many materials found on constructions sites include Crystalline Silica; including but not limited to – cement, concrete, asphalt, pre-formed structures (inlets, pipe, etc.) and others. Consequently, this program has been developed to address and control these potential exposures to prevent our employees and subcontractors from experiencing the effects of occupational illnesses related to Respirable Crystalline Silica exposure.

2. **SCOPE**
   This Respirable Crystalline Silica Program applies to all employees who have the potential to be exposed to Respirable Crystalline Silica when covered by the OSHA Standard. The OSHA Respirable Crystalline Silica Construction Standard applies to all occupational exposures to Respirable Crystalline Silica in construction work, except where employee exposure will remain below 25 micrograms of Respirable Crystalline Silica per cubic meter of air (25 µg/m^3) as an 8-hour time-weighted average (TWA) under any foreseeable conditions.

3. **SILICOSIS PREVENTION PROGRAM**
   The employer will be responsible for providing and assuring the use of appropriate controls for crystalline-free silica containing dust. The controlling of crystalline-free silica is manageable with an effective Silicosis Prevention Program. This program contains the following basic components:

   - Silica Substitute: If possible use an alternative material to eliminate crystalline-free silica. It is equally important to read and understand the SDS on the products that are used in these operations.

- Exposure Monitoring: Taking air samples from the workers' breathing zone.
- Engineering Controls: Use specially designed dust collection systems, specially designed vacuums, or add water to the operation when grinding, sawing, or conducting similar tasks.
- Respiratory Protection: Use respiratory protection if engineering controls do not reduce employee exposure below PEL.
- Medical Surveillance**:** Offer medical examinations to all employees with potential exposure to levels of half the PEL or TLV. A medical surveillance would include:
  - ⇨ The dates the medical history was collected from the employee
  - ⇨ Baseline chest x-ray
  - ⇨ Pulmonary function testing
  - ⇨ Annual evaluation for tuberculosis

4. RESPONSIBILITIES

Due to the significant risk posed by respirable crystalline silica, it is critical that all personnel involved in operations that could potentially create silica dust take specific action to ensure that, as much as possible, a hazard is not created.

A. The Company

- Conduct job site assessments for Silica containing materials and perform employee Respirable Crystalline Silica hazard assessments in order to determine if an employee's exposure will be above 25 $\mu g/m^3$ as an 8-hour TWA under any foreseeable conditions.
- Select and implement into the project's Exposure Control Plan (ECP) the appropriate control measures in accordance with the Construction Tasks identified in OSHA's Construction Standard Table 1; and potentially including (but not limited to) – a written Exposure Control Plan (ECP), exposure monitoring, Hazard Communication training, medical surveillance, housekeeping, and others.

  NOTE: OSHA's Construction Standard Table 1 has a list of 18 common construction tasks along with acceptable exposure control methods and work practices that limit exposure for those tasks.
- Ensure that the materials, tools, equipment, personal protective equipment (PPE), and other resources (such as worker training) required to fully implement and maintain this Respirable Crystalline Silica Program are in place and readily available if needed.
- Ensure that Project Managers, Estimators, Competent Persons, and employees are educated in the hazards of Silica exposure and trained to work safely with Silica in accordance with OSHA's Respirable Crystalline Silica Construction Standard and OSHA's Hazard Communication Standard. Managers and Competent Persons may receive more advanced training than other employees.
- Maintain written records of training (for example, proper use of respirators), ECPs, inspections (for equipment, PPE, and work methods/practices), medical surveillance (under lock and key), respirator medical clearances (under lock and

key) and fit-test results.

- Conduct an annual review (or more often if conditions change) of the effectiveness of this program and any active project ECP's that extend beyond a year. This includes a review of available dust control technologies to ensure these are selected and used when practical.
- Coordinate work with other employers and contractors to ensure a safe work environment relative to Silica exposure.

B. Project Manager/Estimator:

- Assist in the selection and implementation of the appropriate control measures in accordance with the Construction Tasks identified in OSHA's Construction Standard Table 1; and potentially including (but not limited to) - a written Exposure Control Plan (ECP), exposure monitoring, Hazard Communication training, medical surveillance, housekeeping, and others.
- Where there is risk of exposure to Silica dust, verify employees are properly trained on the applicable contents of this program, the project-specific ECP, and the applicable OSHA Standards (such as Hazard Communication). Ensure employees are provided appropriate PPE when conducting such work.

C. General Superintendent / Foreman:

- Make frequent and regular inspections of job sites, materials, and equipment to implement the written ECP.
- Identify existing and foreseeable Respirable Crystalline Silica hazards in the workplace and take prompt corrective measures to eliminate or minimize them.
- Ensure that employees using respirators have been properly trained, medically cleared, and fit-tested in accordance with the company's Respiratory Protection Program. This process will be documented.
- Ensure that work is conducted in a manner that minimizes and adequately controls the risk to workers and others. This includes ensuring that workers use appropriate engineering controls, work practices, and wear the necessary PPE.
- Ensure all applicable elements of this Respirable Crystalline Silica Program are implemented on the project including the selection of a Competent Person.
- Notify the Safety Department of any deficiencies identified during inspections in order to coordinate and facilitate prompt corrective action.
- Assist the Safety Department in conducting job site assessments for Silica containing materials and perform employee Respirable Crystalline Silica hazard assessments in order to determine if an ECP, exposure monitoring, and medical surveillance is necessary.

D. Employees / Workers:

- Follow recognized work procedures (such as the Construction Tasks identified in OSHA's Construction Standard Table 1) as established in the project's ECP and this program.
- Use the assigned PPE in an effective and safe manner.

- Participate in Respirable Crystalline Silica exposure monitoring and the medical surveillance program.
- Report any unsafe conditions or acts to the Foreman, General Superintendent, and/or Competent Person.
- Report any exposure incidents or any signs or symptoms of Silica illness.

5. **REQUIREMENTS**

Specified Exposure Control Methods

When possible and applicable, BOB MOORE CONSTRUCTION, INC. will conduct activities with potential Silica exposure to be consistent with OSHA's Construction Standard Table 1. Superintendents will ensure each employee under their supervision and engaged in a task identified on OSHA's Construction Standard Table 1 have fully and properly implemented the engineering controls, work practices, and respiratory protection specified for the task on Table 1 (unless BOB MOORE CONSTRUCTION, INC. or subcontractor has assessed and limited the exposure of the employee to Respirable Crystalline Silica in accordance with the Alternative Exposure Control Methods Section of this program).

Table 1: Exposure Control Methods When Working with Materials Containing Crystalline Silica

Construction Task or Equipment Operation		Engineering and Work Practice Control Methods	Required Respiratory Protection	
			≤ 4 hours/shift	>4 hours/shift
1	Stationary masonry saws	● Use saw equipped with integrated water delivery system that continuously feeds water to the blade. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
2a	Handheld power saws (any blade diameter) when used outdoors	● Use saw equipped with integrated water delivery system that continuously feeds water to the blade. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	N95 Filtering Facepiece or Half Mask
2b	Handheld power saws (any blade diameter) when used indoors or in an enclosed area	● Use saw equipped with integrated water delivery system that continuously feeds water to the blade. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	N95 Filtering Facepiece or Half Mask	N95 Filtering Facepiece or Half Mask
3	Handheld power saws for cutting	● Use saw equipped with commercially available dust collection system.	None	None

	fiber-cement board (with blade diameter of 8 inches or less) for tasks performed outdoors only	● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ● Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.		
4a	Walk-behind saws when used outdoors	● Use saw equipped with integrated water delivery system that continuously feeds water to the blade. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
4b	Walk-behind saws when used indoors or in an enclosed area	● Use saw equipped with integrated water delivery system that continuously feeds water to the blade. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	N95 Filtering Facepiece or Half Mask	N95 Filtering Facepiece or Half Mask
5	Drivable saws for tasks performed outdoors only	● Use saw equipped with integrated water delivery system that continuously feeds water to the blade. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
6	Rig-mounted core saws or drills	● Use tool equipped with integrated water delivery system that supplies water to cutting surface. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
7	Handheld and stand-mounted drills (including impact and rotary hammer drills)	● Use drill equipped with commercially available shroud or cowling with dust collection system. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ● Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.	None	None

		● Use a HEPA-filtered vacuum when cleaning holes.		
8	Dowel drilling rigs for concrete for tasks performed outdoors only	● Use shroud around drill bit with a dust collection system. ● Dust collector must have a filter with 99% or greater efficiency and a filter cleaning mechanism. ● Use a HEPA-filtered vacuum when cleaning holes.	N95 Filtering Facepiece or Half Mask	N95 Filtering Facepiece or Half Mask
9a	Vehicle-mounted drilling rigs for rock and concrete	● Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector.	None	None
9b	Vehicle-mounted drilling rigs for rock and concrete	● Operate from within an enclosed cab and use water for dust suppression on drill bit.	None	None
10a	Jackhammers and handheld powered chipping tools when used outdoors	● Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.	None	N95 Filtering Facepiece or Half Mask
10b	Jackhammers and handheld powered chipping tools when used indoors or in an enclosed area	● Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.	N95 Filtering Facepiece or Half Mask	N95 Filtering Facepiece or Half Mask
10c	Jackhammers and handheld powered chipping tools when used outdoors	● Use tool equipped with commercially available shroud and dust collection system. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ● Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.	None	N95 Filtering Facepiece or Half Mask
10d	Jackhammers and handheld powered chipping tools when used indoors or in an enclosed area	● Use tool equipped with commercially available shroud and dust collection system. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ● Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or	N95 Filtering Facepiece or Half Mask	N95 Filtering Facepiece or Half Mask

		greater efficiency and a filter-cleaning mechanism.		
11	Handheld grinders for mortar removal (i.e., tuckpointing)	● Use grinder equipped with commercially available shroud and dust collection system. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ● Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	N95 Filtering Facepiece or Half Mask	Powered Air-Purifying Respirator (PAPR) with HE Filter or Full-Face Respirator with P100 Filters
12a	Handheld grinders for uses other than mortar removal for tasks performed outdoors only	● Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
12b	Handheld grinders for uses other than mortar removal when used outdoors	● Use grinder equipped with commercially available shroud and dust collection system. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ● Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	None	None
12c	Handheld grinders for uses other than mortar removal when used indoors or in an enclosed area	● Use grinder equipped with commercially available shroud and dust collection system. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ● Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a	None	N95 Filtering Facepiece or Half Mask

		cyclonic pre-separator or filter-cleaning mechanism.		
13a	Walk-behind milling machines and floor grinders	● Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
13b	Walk-behind milling machines and floor grinders	● Use machine equipped with dust collection system recommended by the manufacturer. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ● Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. ● When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.	None	None
14	Small drivable milling machines (less than half-lane)	● Use a machine equipped with supplemental water sprays designed to suppress dust. ● Water must be combined with a surfactant. ● Operate and maintain machine to minimize dust emissions.	None	None
15a	Large drivable milling machines (half-lane and larger) for cuts of any depth on asphalt only	● Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. ● Operate and maintain machine to minimize dust emissions.	None	None
15b	Large drivable milling machines (half-lane and larger) for cuts of four inches in depth or less on any substrate	● Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. ● Operate and maintain machine to minimize dust emissions.	None	None
15c	Large drivable milling machines (half-lane and larger) for cuts of four	● Use a machine equipped with supplemental water spray designed to suppress dust. ● Water must be combined with a surfactant.	None	None

	inches in depth or less on any substrate	● Operate and maintain machine to minimize dust emissions.		
16	Crushing machines	● Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyers, sieves/sizing or vibrating components, and discharge points). ● Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions. ● Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote-control station.	None	None
17a	Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	● Operate equipment from within an enclosed cab.	None	None
17b	Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	● When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions.	None	None
18a	Heavy equipment and utility vehicles for tasks such as grading and excavating but not including demolishing, abrading, or	● Apply water and/or dust suppressants as necessary to minimize dust emissions.	None	None

	fracturing silica-containing materials			
18b	Heavy equipment and utility vehicles for tasks such as grading and excavating but not including demolishing, abrading, or fracturing silica-containing materials	● When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.	None	None

A. When implementing the control measures specified in Table 1, BOB MOORE CONSTRUCTION, INC. and Subcontractors working under BOB MOORE CONSTRUCTION, INC. will:

- For tasks performed indoors or in enclosed areas, provide a means of exhaust as needed to minimize the accumulation of visible airborne dust;
- For tasks performed using wet methods, apply water at flow rates sufficient to minimize release of visible dust;
- For measures implemented that include an enclosed cab or booth, ensure that the enclosed cab or booth:
  - ⇨ Is maintained as free as practicable from settled dust;
  - ⇨ Has door seals and closing mechanisms that work properly;
  - ⇨ Has gaskets and seals that are in good condition and working properly;
  - ⇨ Is under positive pressure maintained through continuous delivery of fresh air;
  - ⇨ Has intake air that is filtered through a filter that is 95% efficient in the 0.3-10.0 μm range (e.g., MERV-16 or better); and
  - ⇨ Has heating and cooling capabilities.

B. Where an employee performs more than one task included on OSHA's Construction Standard Table 1 during the course of a shift, and the total duration of all tasks combined is more than four hours, the required respiratory protection for each task is the respiratory protection specified for more than four hours per shift. If the total duration of all tasks on Table 1 combined is less than four hours, the required respiratory protection for each task is the respiratory protection specified for less than four hours per shift.

C. Alternative Exposure Control Methods: Alternative Exposure Control Methods apply for tasks not listed in OSHA's Construction Standard Table 1, or where BOB MOORE CONSTRUCTION, INC. and Subcontractors cannot not fully and properly implement the engineering controls, work practices, and respiratory protection described in Table 1.

1. **Permissible exposure limit (PEL)**: Ensure that no employee is exposed to an

airborne concentration of respirable crystalline silica in excess of 50 µg/m^3, calculated as an 8-hour TWA.

2. **Exposure assessment**: Assess the exposure of each employee who is or may reasonably be expected to be exposed to Respirable Crystalline Silica at or above the Action Level in accordance with either the Performance Option or the Scheduled Monitoring Option.
3. **Performance Option**: Assess the 8-hour TWA exposure for each employee on the basis of any combination of air monitoring data or objective data sufficient to accurately characterize employee exposures to Respirable Crystalline Silica.
4. **Scheduled Monitoring Option:** Perform initial monitoring to assess the 8-hour TWA exposure for each employee on the basis of one or more personal breathing zone air samples that reflect the exposures of employees on each shift, for each job classification, and in each work area. Where several employees perform the same tasks on the same shift and in the same work area, BOB MOORE CONSTRUCTION, INC. will plan to monitor a representative fraction of these employees. When using representative monitoring, BOB MOORE CONSTRUCTION, INC. will sample the employee(s) who are expected to have the highest exposure to Respirable Crystalline Silica.
    a. If initial monitoring indicates that employee exposures are below the Action Level, BOB MOORE CONSTRUCTION, INC. will probably discontinue monitoring for those employees whose exposures are represented by such monitoring.
    b. Where the most recent exposure monitoring indicates that employee exposures are at or above the Action Level but at or below the PEL, BOB MOORE CONSTRUCTION, INC. will repeat such monitoring within six months of the most recent monitoring.
    c. Where the most recent exposure monitoring indicates that employee exposures are above the PEL, BOB MOORE CONSTRUCTION, INC. will repeat such monitoring within three months of the most recent monitoring.
    d. Where the most recent (non-initial) exposure monitoring indicates that employee exposures are below the Action Level, BOB MOORE CONSTRUCTION, INC. will repeat such monitoring within six months of the most recent monitoring until two consecutive measurements, taken seven or more days apart, are below the Action Level, at which time the company will probably discontinue monitoring for those employees whose exposures are represented by such monitoring, except when a reassessment is required. BOB MOORE CONSTRUCTION, INC. will reassess exposures whenever a change in the production, process, control equipment, personnel, or work practices may reasonably be expected to result in new or additional exposures at or above the Action Level, or when there is any reason to believe that new or additional exposures at or above the Action Level have occurred.
5. **Reassessment of exposures**: The employer shall reassess exposures

whenever a change in the production, process, control equipment, personnel, or work practices may reasonably be expected to result in new or additional exposures at or above the action level, or when the employer has any reason to believe that new or additional exposures at or above the action level have occurred.

6. **Methods of sample analysis**: Ensure that all samples taken to satisfy the monitoring requirements of this Section are evaluated by a laboratory that analyzes air samples for respirable crystalline silica in accordance with the procedures in Appendix A (methods of sampling analysis) to this Section.
7. **Employee notification of assessment results**: Within five working days after completing an exposure assessment in accordance with paragraph (2 above) of this Section, the company will individually notify each affected employee in writing of the results of that assessment or post the results in an appropriate location accessible to all affected employees.
    a. Whenever an exposure assessment indicates that employee exposure is above the PEL, the employer shall describe in the written notification, the corrective action being taken to reduce employee exposure to or below the PEL.
8. **Observation of monitoring:** Where air monitoring is performed to comply with the requirements of this Section, the employer shall provide affected employees or their designated representatives an opportunity to observe any monitoring of employee exposure to respirable crystalline silica.
    a. When observation of monitoring requires entry into an area where the use of protective clothing or equipment is required for any workplace hazard, the employer shall provide the observer with protective clothing and equipment at no cost and shall ensure that the observer uses such clothing and equipment.

6. METHODS OF COMPLIANCE

A. **Engineering and work practice controls**: The employer shall use engineering and work practice controls to reduce and maintain employee exposure to respirable crystalline silica to or below the PEL, unless the employer can demonstrate that such controls are not feasible. Wherever such feasible engineering and work practice controls are not sufficient to reduce employee exposure to or below the PEL, the employer shall nonetheless use them to reduce employee exposure to the lowest feasible level and shall supplement them with the use of respiratory protection.

B. **Abrasive blasting**: In addition to the requirements of paragraph (A above) of this Section, the employer shall comply with other OSHA standards, when applicable, such as 29 CFR 1926.57 (Ventilation), where abrasive blasting is conducted using crystalline silica-containing blasting agents, or where abrasive blasting is conducted on substrates that contain crystalline silica.

7. CONTROL METHODS

BOB MOORE CONSTRUCTION, INC. and/or Subcontractors will provide control methods that are either consistent with Table 1 or otherwise minimize worker exposures to Silica. These exposure control methods can include engineering controls, work practices, and respiratory protection.

8. **RESPIRATORY PROTECTION**

Where respiratory protection is required by this program, BOB MOORE CONSTRUCTION, INC. and/or Subcontractors will provide each employee an appropriate respirator that complies with the requirements of the Company's Respiratory Protection Program and the OSHA Respiratory Protection Standard (29 CFR 1910.134).

A. Respiratory protection is required where specified by the OSHA Construction Standard Table 1, for tasks not listed in Table 1, or where the company has not fully and properly implemented the engineering controls, work practices, and respiratory protection described in Table 1. Situations requiring respiratory protection include:

1. Where exposures exceed the PEL during periods necessary to install or implement feasible engineering and work practice controls;
2. Where exposures exceed the PEL during tasks, such as certain maintenance and repair tasks, for which engineering and work practice controls are not feasible; and
3. During tasks for which an employer has implemented all feasible engineering and work practice controls and such controls are not sufficient to reduce exposures to or below the PEL.

9. **<u>HOUSEKEEPING</u>**

A. BOB MOORE CONSTRUCTION, INC. does not allow dry sweeping or dry brushing where such activity could contribute to employee exposure to Respirable Crystalline Silica unless wet sweeping, HEPA-filtered vacuuming, or other methods that minimize the likelihood of exposure are not feasible.

B. BOB MOORE CONSTRUCTION, INC. does not allow compressed air to be used to clean clothing or surfaces where such activity could contribute to employee exposure to Respirable Crystalline Silica unless:

- The compressed air is used in conjunction with a ventilation system that effectively captures the dust cloud created by the compressed air; or
- No alternative method is feasible.

10. **WRITTEN EXPOSURE CONTROL PLAN**

A. When employee exposure on a construction project is expected to be at or above the Action Level, a Written Exposure Control Plan (ECP) will be established and implemented. This ECP will contain at least the following elements:

1. A description of the tasks in the workplace that involve exposure to Respirable Crystalline Silica;

2. A description of the engineering controls, work practices, and respiratory protection used to limit employee exposure to Respirable Crystalline Silica for each task;
3. A description of the housekeeping measures used to limit employee exposure to Respirable Crystalline Silica; and
4. A description of the procedures used to restrict access to work areas, when necessary, to minimize the number of employees exposed to Respirable Crystalline Silica and their level of exposure, including exposures generated by other employers or sole proprietors.

B. The written ECP will designate a Competent Person to make frequent and regular inspections of job sites, materials, and equipment to ensure the ECP is implemented.

C. The written ECP will be reviewed at least annually to evaluate the effectiveness of it and update it as necessary. Having said this, ECP's are project specific and most project durations do not exceed a year.

D. The written ECP will be readily available for examination and copying, upon request, to each employee covered by this program and/or ECP, their designated representatives, and OSHA.

11. MEDICAL SURVEILLANCE

Medical surveillance will be made available for each employee who will be required to use a respirator for 30 or more days per year due to their Respirable Crystalline Silica exposure. Medical surveillance (i.e. medical examinations and procedures) will be performed by a PLHCP and provided at no cost to the employee at a reasonable time and place.

A. The employer will make available an initial (baseline) medical examination within 30 days after initial assignment, unless the employee has received a medical examination that meets the requirements of the OSHA Respirable Crystalline Silica Construction Standard within the last three years. The examination shall consist of:
   1. A medical and work history, with emphasis on: Past, present, and anticipated exposure to respirable crystalline silica, dust, and other agents affecting the respiratory system; any history of respiratory system dysfunction, including signs and symptoms of respiratory disease (e.g., shortness of breath, cough, wheezing); history of tuberculosis; and smoking status and history;
   2. Physical Examination: A physical examination, with special emphasis on the respiratory system. The physical examination must be performed at the initial examination and every three (3) years thereafter.
   3. Pulmonary Function Testing (PFT): Pulmonary function testing must be performed on the initial examination and every three (3) years thereafter.
   4. Chest X-ray: A single posteroanterior (PA) radiographic projection or radiograph of the chest at full inspiration recorded on either film or digital radiography systems. A chest X-ray must be performed on the initial examination and every three (3) years thereafter.

5. TB Testing: Baseline testing for TB on initial examination. Employees with positive TB tests and those with indeterminate test results should be referred to the appropriate agency or specialist, depending on the test results and clinical picture.
6. Other Testing: The PLHCP has the option of ordering additional testing he or she deems appropriate.

B. **Periodic examination**: The employer will make available medical examinations that include the above procedures (except testing for latent tuberculosis infection) at least every three years. If recommended by the PLHCP, periodic examinations can be more frequently than every three years.

C. **Information provided to the PLHCP**

The employer will ensure that the examining PLHCP has a copy of the OSHA Respirable Crystalline Silica Construction Standard, this program, and the following information:

1. A description of the employee's former, current, and anticipated duties as they relate to the employee's occupational exposure to Respirable Crystalline Silica;
2. The employee's former, current, and anticipated levels of occupational exposure to Respirable Crystalline Silica;
3. A description of any personal protective equipment (PPE) used or to be used by the employee, including when and for how long the employee has used or will use that equipment; and
4. Information from records of employment-related medical examinations previously provided to the employee and currently within the control of BOB MOORE CONSTRUCTION, INC.

D. **PLHCP's written medical report for the employee**

BOB MOORE CONSTRUCTION, INC. will ensure that the PLHCP explains to the employee the results of the medical examination and provides each employee with a written medical report within 30 days of each medical examination performed. The written report shall contain:

1. A statement indicating the results of the medical examination, including any medical condition(s) that would place the employee at increased risk of material impairment to health from exposure to Respirable Crystalline Silica and any medical conditions that require further evaluation or treatment;
2. Any recommended limitations on the employee's use of respirators;
3. Any recommended limitations on the employee's exposure to Respirable Crystalline Silica; and;
4. A statement that the employee should be examined by a Specialist if the chest X-ray is classified as 1/0 or higher by the B Reader, or if referral to a Specialist is otherwise deemed appropriate by the PLHCP.

E. **PLHCP's written medical opinion for the employer**

BOB MOORE CONSTRUCTION, INC. will also obtain a written medical opinion from the PLHCP within 30 days of the medical examination. The written opinion shall contain only the following in order to protect the employee's privacy:

1. The date of the examination;
2. A statement that the examination has met the requirements of the OSHA Respirable Crystalline Silica Construction Standard; and
3. Any recommended limitations on the employee's use of respirators.
4. If the employee provides written authorization, the written opinion shall also contain either or both of the following:
    a. Any recommended limitations on the employee's exposure to Respirable Crystalline Silica; and/or
    b. A statement that the employee should be examined by a Specialist if the chest X-ray is classified as 1/0 or higher by the B Reader, or if referral to a Specialist is otherwise deemed appropriate by the PLHCP.
5. BOB MOORE CONSTRUCTION, INC. will ensure that the Specialist explains to the employee the results of the medical examination and provides each employee with a written medical report within 30 days of the examination.

F. Additional Examinations

1. If the PLHCP's written medical opinion indicates that an employee should be examined by a Specialist, BOB MOORE CONSTRUCTION, INC. will make available a medical examination by a Specialist within 30 days after receiving the PLHCP's written opinion. BOB MOORE CONSTRUCTION, INC. will ensure that the examining Specialist is provided with all the information that the employer is obligated to provide to the PLHCP. The written report will contain:
    A. A statement indicating the results of the medical examination, including any medical condition(s) that would place the employee at increased risk of material impairment to health from exposure to Respirable Crystalline Silica and any medical conditions that require further evaluation or treatment;
    B. Any recommended limitations on the employee's use of respirators; and
    C. Any recommended limitations on the employee's exposure to respirable crystalline Silica.
2. In addition, BOB MOORE CONSTRUCTION, INC. will obtain a written opinion from the Specialist within 30 days of the medical examination. The written opinion shall contain the following:
    A. The date of the examination;
    B. Any recommended limitations on the employee's use of respirators; and
    C. If the employee provides written authorization, the written opinion shall also contain any recommended limitations on the employee's exposure to Respirable Crystalline Silica.

12. HAZARD COMMUNICATION

BOB MOORE CONSTRUCTION, INC. will include Respirable Crystalline Silica in the company's Hazard Communication Program established to comply with the OSHA Hazard Communication Standard (29 CFR 1910.1200). BOB MOORE CONSTRUCTION, INC. will ensure that each employee has access to labels on containers of Crystalline Silica and those containers respective Safety Data Sheets (SDS's), and is will be trained in accordance with the provisions of the OSHA Hazard Communication Standard and the Training Section of this program. This training will cover concerns relating to cancer, lung effects, immune system effects, and kidney effects.

A. BOB MOORE CONSTRUCTION, INC. will ensure that each employee with the potential to be exposed at or above the Action Level for Respirable Crystalline Silica can demonstrate knowledge and understanding of at least the following:
   1. The health hazards associated with exposure to Respirable Crystalline Silica;
   2. Specific tasks in the workplace that could result in exposure to Respirable Crystalline Silica;
   3. Specific measures BOB MOORE CONSTRUCTION, INC. has implemented to protect employees from exposure to Respirable Crystalline Silica, including engineering controls, work practices, and respirators to be used;
   4. The contents of the OSHA Respirable Crystalline Silica Construction Standard;
   5. The identity of the Competent Person designated by BOB MOORE CONSTRUCTION, INC. ; and
   6. The purpose and a description of the company's Medical Surveillance Program.
B. BOB MOORE CONSTRUCTION, INC. will make a copy of the OSHA Respirable Crystalline Silica Construction Standard readily available without cost to any employee who requests it.

13. RECORDKEEPING

A. Air monitoring data: BOB MOORE CONSTRUCTION, INC. will make and maintain an accurate record of all exposure measurements taken to assess employee
   exposure to Respirable Crystalline Silica. This record will include at least the following information:
   1. The date of measurement for each sample taken;
   2. The task monitored;
   3. Sampling and analytical methods used;
   4. Number, duration, and results of samples taken;
   5. Identity of the laboratory that performed the analysis;
   6. Type of personal protective equipment (PPE), such as respirators, worn by the employees monitored; and
   7. Name, social security number, and job classification of all employees represented by the monitoring, indicating which employees were actually monitored.

8. BOB MOORE CONSTRUCTION, INC. will ensure that exposure records are maintained and made available in accordance with 29 CFR 1910.1020. Exposure records will be kept for at least 30 years.

B. Objective Data: BOB MOORE CONSTRUCTION, INC. will make and maintain an accurate record of all objective data relied upon to comply with the requirements of the OSHA Respirable Crystalline Silica Construction Standard. This record shall include at least the following information:
   1. The Crystalline Silica-containing material in question;
   2. The source of the objective data;
   3. The testing protocol and results of testing;
   4. A description of the process, task, or activity on which the objective data were based; and
   5. Other data relevant to the process, task, activity, material, or exposures on which the objective data were based.
   6. BOB MOORE CONSTRUCTION, INC. will ensure that objective data are maintained and made available in accordance with 29 CFR 1910.1020. Objective data records will be kept for at least 30 years.

C. Medical surveillance: BOB MOORE CONSTRUCTION, INC. will make and maintain an accurate record for each employee enrolled in the Medical Surveillance portion of this program. The record shall include the following information about the employee:
   1. Name and social security number;
   2. A copy of the PLHCPs' and/or Specialists' written medical opinions; and
   3. A copy of the information provided to the PLHCPs and Specialists.
   4. BOB MOORE CONSTRUCTION, INC. will ensure that medical records are maintained and made available in accordance with 29 CFR 1910.1020. Medical records will be kept under lock and key for at least the duration of employment plus 30 years. It is necessary to keep these records for extended periods because Silica-related diseases such as cancer often cannot be detected until several decades after exposure. However, if an employee works for an employer for less than one year, the employer does not have to keep the medical records after employment ends, as long as the employer gives those records to the employee.

D. Dates

   This Section shall become effective June 23, 2016.
   1. All obligations of this Section, except requirements for methods of sample analysis in paragraph shall commence June 23, 2017. **NOTE:** OSHA delayed enforcement until September 23, 2017.
   2. Requirements for methods of sample analysis of this Section commence June 23, 2018.

14. TRAINING

A written Hazard Communication Program will be implemented for worker safety in handling and using materials. SDS must be available for products containing 0.1% or greater crystalline silica. The training should include at least the following:

- Information about potential health effects of exposure to respirable crystalline silica
- Safe work practices
- Care and maintenance of respirators
- Protective equipment for respirable crystalline silica
- Operations that may generate silica dust
- Dust control methods
- How to obtain monitoring results

15. PERSONAL HYGIENE

Every employee who is exposed to crystalline-free silica must follow essential practices.

- Do not eat, drink, or use tobacco in dusty areas.
- Wash hands and face thoroughly before eating, drinking, and smoking.
- Park vehicles far enough away from work area.
- Change clothes at the worksite.
- Silica shall not be used for abrasive blasting, polishing and related operations.
- If possible, shower before leaving worksite.
- Wear clean clothes each day. Be sure to wash clothing separately from other laundry.

Silicosis is a dangerous and potentially fatal disease that affects many workers annually. It is the responsibility of the company to protect the employees either through engineering controls or using proper personal protective equipment. The development of a silica exposure control plan will aid in the protection of our employees.

16. PROGRAM EVALUATION

This program will be reviewed and evaluated on an annual basis by the Safety Department unless changes to operations, the OSHA Respirable Crystalline Silica Construction Standard (29 CFR 1926.1153), or another applicable OSHA Standard require an immediate re-validation of this program.

17. APPLICABLE FORMS

The following lists applicable forms relating to this program.

18. APPENDICES

APPENDIX A - Written Exposure Control Plan (ECP) template
APPENDIX B – Table 1: Controlling Silica Exposure (w/ photos)
APPENDIX C - Declination

19. **DEFINITIONS**

- Action Level: means a concentration of airborne Respirable Crystalline Silica of 25 $\mu g/m^3$, calculated as an 8-hour TWA.
- Competent Person: means an individual who is capable of identifying existing and foreseeable Respirable Crystalline Silica hazards in the workplace and who has authorization to take prompt corrective measures to eliminate or minimize them.
- Employee Exposure: means the exposure to airborne Respirable Crystalline Silica that would occur if the employee were not using a respirator.
- High-Efficiency Particulate Air (HEPA) Filter: means a filter that is at least 99.97 percent efficient in removing monodispersed particles of 0.3 micrometers in diameter.
- Objective Data: means information, such as air monitoring data from industry-wide surveys or calculations based on the composition of a substance, demonstrating employee exposure to Respirable Crystalline Silica associated with a particular product or material or a specific process, task, or activity. The data must reflect workplace conditions closely resembling or with a higher exposure potential than the processes, types of material, control methods, work practices, and environmental conditions in the employer's current operations.
- Permissible Exposure Limit (PEL): means the employer shall ensure that no employee is exposed to an airborne concentration of Respirable Crystalline Silica in excess of 50 $\mu g/m^3$, calculated as an 8-hour TWA.
- Physician or Other Licensed Health Care Professional (PLHCP): means an individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him or her to independently provide or be delegated the responsibility to provide some or all of the particular health care services required by the Medical Surveillance Section of the OSHA Respirable Crystalline Silica Standard.
- Respirable Crystalline Silica: means Quartz, Cristobalite, and/or Tridymite contained in airborne particles that are determined to be respirable by a sampling device designed to meet the characteristics for respirable-particle size- selective samplers specified in the International Organization for Standardization (ISO) 7708:1995: Air Quality-Particle Size Fraction Definitions for Health-Related Sampling.
- Specialist: means an American Board-Certified Specialist in Pulmonary Disease or an American Board-Certified Specialist in Occupational Medicine.

TABLE 1: CONTROLLING SILICA EXPOSURE

	Construction Task or Equipment Operations	Engineering and Work Practice Control Methods	Respirator Requirements and Minimum Assigned Protection Factor (APF)	
			≤ Less than 4 Hours	> More than 4 Hours
1	**Stationary Masonry Saws** 	• Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
2	**Handheld Power Saws (any blade diameter)** 	• Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions:	When used Outdoors: None	When used Outdoors:   APF 10
			When used Indoors or in an enclosed area:   APF 10	When used Indoors or in an enclosed area:   APF 10
3	**Handheld Power Saws for Cutting Fiber-Cement Board (w/blade diameter of 8" or Less)** 	For tasks performed outdoor only: • Use saw equipped with commercially available dust collection system. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide the airflow recommended by the tool manufacturer, or greater,	None	None

		and have a filter with 99% or greater efficiency.		
4	**Walk-Behind Saws** 	• Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions:	When used Outdoors: None When used Indoors or in an enclosed area:   APF 10	When used Outdoors: None When used Indoors or in an enclosed area:   APF 10
5	**Drivable Saws** 	For tasks performed outdoors only: • Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
6	**Rig-Mounted Core Saws or Drills** 	• Use tool equipped with integrated water delivery system that supplies water to cutting surface. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
7	**Handheld and Stand-Mounted Drills (including Impact & Rotary Hammer drills)**	• Use drill equipped with commercially available shroud	None	None

		or cowling with dust collection system. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ● Dust collector must provide the airflow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. ● Use a HEPA-filtered vacuum when cleaning holes.		
8	**Dowel Drilling Rigs for Concrete** 	For tasks performed outdoors only: ● Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter-cleaning mechanism. ● Use a HEPA-filtered vacuum when cleaning holes.	  APF 10	  APF 10
9	**Vehicle-Mounted Drilling Rigs for Rock and Concrete** 	● Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector. OR ● Operate from within an enclosed cab and use water for dust suppression on drill bit.	None	None
10	**Jackhammers and Handheld Powered Chipping Tools**	● Use tool with water delivery system that supplies a	When used outdoors: None	When used outdoors: 

	 	continuous stream or spray of water at the point of impact:		 APF 10
			When used indoors or in an enclosed area:   APF 10	When used indoors or in an enclosed area:   APF 10
		OR ● Use tool equipped with commercially available shroud and dust collection system. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ● Dust collector must provide the airflow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism:	When used outdoors: None	When used outdoors:   APF 10
			When used indoors or in an enclosed area:   APF 10	When used indoors or in an enclosed area:   APF 10
11	**Handheld Grinders for Mortar Removal (i.e., tuck-pointing)**	● Use grinder equipped with commercially available shroud and dust collection system. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ● Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of	 	 

		wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	APF 10	Loose fitting hood / PAPR APF 25
12	**Handheld Grinders for uses other than Mortar Removal** 	For tasks performed outdoors only: ● Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. **OR** ● Use grinder equipped with commercially available shroud and dust collection system. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. ● Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism:	None When used outdoors: None When used Indoors or in an enclosed area: None	None When used outdoors: None When used Indoors or in an enclosed area:   APF 10
13	**Walk-behind Milling Machines and Floor Grinders**	● Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface. ● Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. **OR**	None	None

		• Use machine equipped with dust collection system recommended by the manufacturer. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide the airflow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. • When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.	None	None
14	**Small Drivable Milling Machines (less than half-lane)** 	• Use a machine equipped with supplemental water sprays designed to suppress dust. Water must be combined with a surfactant. • Operate and maintain machine to minimize dust emissions.	None	None
15	**Large Drivable Milling Machines (half-lane and larger)** 	For cuts of any depth on asphalt only: • Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. • Operate and maintain machine to minimize dust emissions. For cuts of four inches in depth or less on any substrate: • Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. • Operate and maintain machine to minimize dust emissions. **OR** • Use a machine equipped with supplemental water spray	None None None	None None None

		designed to suppress dust. Water must be combined with a surfactant. ● Operate and maintain machine to minimize dust emissions.		
16	**Crushing Machines** 	● Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyors, sieves/sizing or vibrating components, and discharge points). ● Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions. ● Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote-control station.	None	None
17	Heavy Equipment and Utility Vehicles used to Abrade or Fracture Silica-Containing Materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials 	● Operate equipment from within an enclosed cab. ● When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions.	None None	None None
18	Heavy equipment and utility vehicles for tasks such as grading and excavating but not including: Demolishing, abrading, or fracturing silica-containing materials	● Apply water and/or dust suppressants as necessary to minimize dust emissions. OR	None	None

	● When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.	None	None

The APF is based on the type of mask and the size. The three sizes are: quarter mask (which only covers the nose and mouth), half mask (which covers the lower half of the face) and full-face mask (covering the whole face). The larger the mask, the more protection it offers. However, respirators that pump air into the mask can also come in a loose-fitting variety. These do not offer as much protection.

- An **APF of 10 means** that type of respirator (if used properly) can be safely used in an atmosphere that has a hazardous concentration of up to **10** times the Permissible Exposure Limit (PEL) for that hazard. **APF's** are determined by the government or a standards organization.
- An **APF of 25 means** that type of respirator (if used properly) can be safely used in an atmosphere that has a hazardous concentration of up to **25** times the Permissible Exposure Limit (PEL) for that hazard. **APF's** are determined by the government or a standards organization.

The APF is an estimate of how much protection a respirator provides. A protection factor of 10 means that no more than one-tenth of the contaminants to which the worker is exposed leak into the mask. An APF of 100 means only one percent leakage. The respirator supplied in various situations is based on the hazard faced (e.g. dust respirators for exposures to dusts and gas and vapor respirators for exposures to gases) and the expected level of exposure. The goal, according to OSHA, is to make sure exposure inside the mask does not get above the OSHA permissible exposure limits (PELs). Thus, if a standard allows exposures to 1 mg/m^3 of dust and exposures are expected to be less than 10 mg/m^3, then a mask with an APF of 10 should provide enough protection.

The promulgation of new APFs will be useful, particularly in helping companies and workers select the right respirator for the job. However, the real issue will continue to be how well the respirator is used. This is a matter of where and when exposures occur, whether the respirator is in good working order, how it is cleaned and maintained and how well it is fitted when used. Every company must have a comprehensive respirator program.

Half mask/Dust mask APF = 10 Needs to be fit tested	Half mask (Elastomeric) APF = 10 Needs to be fit tested	Full Face piece (Elastomeric) APF = 50 Needs to be fit tested	Loose-Fitting Powered Air-Purifying Respirator (PAPR) APF = 25
 Hood Powered Air-Purifying Respirator (PAPR) APF = 25	 Full Face piece Supplied-Air Respirator (SAR) APF = 1,000 Needs to be fit tested	 Full Face piece Abrasive Blasting Continuous Flow APF = 1,000 Needs to be fit tested	 Full Face piece Self-Contained Breathing Apparatus (SCBA) APF = 10,000 (PDM) Needs to be fit tested

RESPIRATORY POLICY

- **POLICY**
  It is the policy of ***BOB MOORE CONSTRUCTION, INC.*** to establish and maintain a respiratory protection program that will ensure employee respiratory protection during times when controls are not available to control air contaminants or oxygen deficient atmospheres.

  BOB MOORE CONSTRUCTION, INC. will make readily achievable measures to control known atmosphere contamination at the work site by engineering control measures, such as enclosing or confining the contaminant producing operation, exhausting the contaminant, or substituting with less toxic materials.

  If necessary, the Company will provide a physical examination to determine that the employee has the ability to use respiratory protection equipment. Medical records will be maintained.

- **SCOPE**
  Larry Knox being the administrator of this program will assure that all employees will comply with this program at no cost to the employee.

- **PURPOSE**
  The purpose of this standard is to establish a policy and guidelines for determining when respiratory equipment is to be used based on the respiratory exposure. Employees required to wear respirators will participate in a medical evaluation program per standard.

- **GENERAL**
  BOB MOORE CONSTRUCTION, INC. shall provide a medical evaluation to determine the employee's ability to use a respirator, before the employee is fit tested or required to use the respirator in the workplace. ***BOB MOORE CONSTRUCTION, INC.*** may discontinue an employee's medical evaluations when the employee is no longer required to use a respirator.

  - ***Administration of the medical questionnaire and examinations:***
    The medical questionnaire and examinations shall be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee. The medical questionnaire shall be administered in a manner that ensures that the employee understands its content.

- ***Medical evaluation procedures:***
  The employer shall identify a physician or other licensed health care professional to perform medical evaluations using a medical questionnaire or an initial medical examination that obtains the same information as the medical questionnaire.

Before an employee may be required to use any respirator with a negative or positive pressure tight-fitting face piece, the employee must be fit tested with the same make, model, style, and size of respirator that will be used.

BOB MOORE CONSTRUCTION, INC. shall ensure that an employee using a tight-fitting face piece respirator is fit tested prior to initial use of the respirator, whenever a different respirator face piece (size, style, model or make) is used, and at least annually thereafter.

BOB MOORE CONSTRUCTION, INC. is to establish and implement procedures for the proper use of respirators. These requirements include prohibiting conditions that may result in face piece seal leakage, preventing employees from removing respirators in hazardous environments, taking actions to ensure continues effective respirator operation throughout the work shift, and establishing procedures for the use of respirators in IDLH atmospheres or in interior structural firefighting situations.

BOB MOORE CONSTRUCTION, INC. shall not permit respirators with tight-fitting face pieces to be worn by employees who have:

- Facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function: or
- Any condition that interferes with the face-to-face piece seal or valve function.

If an employee wears corrective glasses or goggles or other personal protective equipment, ***BOB MOORE CONSTRUCTION, INC.*** , shall ensure that such equipment is worn in a manner that does not interfere with the seal of the afterpiece to the face of the user.

- **CONTINUING RESPIRATOR EFFECTIVENESS**

Appropriate surveillance shall be maintained of work area conditions and degree of employee exposure of stress. When there is a change in work area conditions or degree of employee exposure or stress that may affect respirator effectiveness, the employer shall reevaluate the continued effectiveness of the respirator.

BOB MOORE CONSTRUCTION, INC. shall ensure that employees leave the respirator use area:

- To wash their faces and respirator face pieces as necessary to prevent eye or skin irritation associated with respirator use; or
- If they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece; or

- To replace the respirator or the filter, cartridge, or canister elements.

If the employee detects vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece, the employer must replace or repair the respirator before allowing the employee to return to the work area.

- **Procedures for IDLH atmospheres**
  For all IDLH atmospheres, the employer shall ensure that:

  - One employee or, when needed, more than one employee is located outside the IDLH atmosphere;
  - Visual, voice, or signal line communication is maintained between the employee(s) in the IDLH atmosphere and the employee(s) located outside the IDLH atmosphere;
  - The employee(s) located outside the IDLH atmosphere are trained and equipped to provide effective emergency rescue.

BOB MOORE CONSTRUCTION, INC. is to provide for the cleaning and disinfecting, storage, inspection, and repair of respirators used by employees.

- **STORAGE**
  BOB MOORE CONSTRUCTION, INC. shall ensure that respirators are stored as follows:

  - All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they shall be packed or stored to prevent deformation of the face piece and exhalation valve.

All respirators used in routine situations shall be inspected before each use and during cleaning. ***BOB MOORE CONSTRUCTION, INC.*** shall ensure that compressed air, compressed oxygen, liquid air, and liquid oxygen used for respiration accords with the following specifications.

- Compressed and liquid oxygen shall meet the United States Pharmacopoeia requirements for medical or breathing oxygen. Compressed breathing air shall meet at least the requirements for Grade D.

BOB MOORE CONSTRUCTION, INC. shall ensure that each employee can demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
- What the limitations and capabilities of the respirator are.
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.

- How to inspect, put on and remove, use, and check the seals of the respirator
- What the procedure s are for maintenance and storage of the respirator.

The employer shall provide the training prior to requiring the employee to use a respirator in the workplace. Retraining shall be administered annually, and when the following situations occur:

- Changes in the workplace or the type of respirator render previous training obsolete
- Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill; or
- Any other situation arises in which retraining appears necessary to ensure safe respirator use.

- **PROGRAM EVALUATION**

BOB MOORE CONSTRUCTION, INC. shall conduct evaluations of the workplace as necessary to ensure that the provisions of the current written program are being effectively implemented and that it continues to be effective.

BOB MOORE CONSTRUCTION, INC. to establish and retain written information regarding medical evaluations fit testing, and the respirator program. This information will facilitate employee involvement in the respirator program, assist the employer in auditing the adequacy of the program, and provide a record for compliance determinations by OSHA.

- **REQUIREMENTS FOR RESPIRATOR USE**

Respirators shall be worn:

- When the OSHA Permissible Exposure Limit (PEL) for the airborne exposure is exceeded.
- There are several types of instruments available for determining the concentration of toxic substances in air and should be utilized if there is an indication of air contaminants. These instruments include Monitox units for H2S, Exotox units for H2S, oxygen and combustibles, and stain tube detectors (Gastec and Draeger) for other toxic gases.
- Oxygen Deficient Atmosphere (contains less than 19.5% oxygen)

No employee shall work in any Oxygen Deficient Atmosphere without contacting ***Larry Knox***.

- **RESPIRATORY PROTECTIVE EQUIPMENT**

  - **Twin Cartridge Respirator**

    1. *Description*

Half mask or full-face piece respirators such as MSA twin cartridge unit that is made of soft rubber and provides a secure fit. This respirator must be used with any of several types of disposable cartridges depending on the exposure. The cartridges contain filtering and absorbent materials and therefore, remove particulate and harmful gases by mechanical filtration and chemical absorption. Each cartridge is color coded for easy identification as to the hazard it protects against.

2. *Application:*
   With the appropriate cartridges, this respirator can be used for protection against light concentrations of organic vapors, certain other toxic chemical vapors, toxic dust and radioactive dust.

   Select the proper cartridges for the protection needed:

- **MSA Cartridges**

Black (GMA) - Low level organic vapors, including benzene, (maximum benzene concentration - 10 ppm).

White GMB) - Acid gases (not including H2S) and Formaldehyde vapor (30 ppm max.), Chlorine (10 ppm max.), Hydrogen Chloride (50 ppm max.) and Sulfur Dioxide (50 ppm max.).

Magenta (H) - Permissible respirator filter for radionuclides, dust, fumes and mists.
This filter removes only finely divided particles from the air. It gives no protection against gases or vapors.

Green (GMD) - Ammonia (300 ppm max.), Methylamine (100 ppm max.). Protection extended to include dusts and mists - containing dusts by adding Type F filters and filter covers.

Gray/Yellow - Organic Vapor (1000 ppm max.), (GMC-S) Chlorine (10 ppm max.), Formaldehyde (30 ppm max.), Hydrogen Chlorine (50 ppm max.), Sulfur Dioxide (50 ppm max.), dust, fumes, mist (.05 mg/cm max.), Radon Daughters.

- **Limitations**

In addition to the concentration limitations mentioned above, the twin cartridge respirator is not to be used if inhaled air becomes warm, if gas odor can be detected or if dizziness or signs of distress develop. If exposure to material does not have warning properties such as smell or irritation, do not use twin cartridge respirators. Twin cartridge respirator shall not be used in oxygen deficient atmosphere (19.5% oxygen or less). Discard cartridges after daily use.

- **RESPIRATOR SELECTION**
  It is very important that the user assess the exposure condition carefully before selecting a specific mask for respiratory protection.

  Instruments shall be used to determine the concentrations of oxygen and harmful gases or contaminants in the atmosphere where practical.

  If the exposure concentrations are suspected of exceeding the limitations of mechanical (dust) and chemical (cartridge) respirators, a supplied air respirator shall be used.

- **RESPIRATOR TRAINING AND USE**
  All employee required to use respirator protective equipment shall be instructed in the proper use of the equipment and its limitations. This training shall include the reading of this Policy and Standard, instruction on fitting and how to check the face piece-to-face seal and the viewing of a video on how to fit the respirator properly.

- **EMPLOYEE BEARDS**
  For employee safety, no facial hair is permissible which falls under any type respirator mask seal area. A mustache, which does not extend past the corners of the mouth, and has no hairs longer than one-half inch can be worn if it does not interfere with the seal area.

- **PRESSURE TESTS**
  Employees who use respiratory equipment with masks or face pieces shall perform a negative pressure or positive pressure test to check the face piece fit each time the respirator is donned and prior to entering a contaminated atmosphere.

  Respirators shall not be worn when conditions such as facial hair, sku aps or temple pieces on eyeglasses prevent a good seal.

- **EYE GLASSES**
  Eyeglasses must be removed before using full-face respirator masks (the temple pieces prevent a proper seal). The Company will provide a prescription, safety glasses spectacle kit for use under full-face piece respirator, for those employees requiring them.

  Contact lenses shall not be worn under full-face piece respirators.

- **INSPECTION**
  The user is responsible for inspecting respiratory equipment for good condition prior to each use.
- **MAINTENANCE**
  Employees who use respiratory equipment are responsible for the care, cleaning and condition of the equipment and returning the equipment to its proper location at the end of the job, or at the end of the shift.

RETURN-TO-WORK PROCESS

BOB MOORE CONSTRUCTION, INC. is committed to providing a safe and healthy workplace for our employees. Preventing injuries and illnesses is our primary objective.

If an employee is injured, we will use our return-to-work process to provide assistance. We will get immediate, appropriate medical attention for employees who are injured on the job, and we will attempt to create opportunities for them to return to safe, productive work as soon as medically reasonable.

Our ultimate goal is to return injured employees to their original jobs. If an injured employee is unable to perform all the tasks of the original job, we will make every effort to provide alternative productive work that meets the injured employee's capabilities. The support and participation of management and all employees are essential for the success of our return-to-work process.

Follow these procedures when an employee is injured on the job.

- Get prompt medical attention for the injured employee if necessary.

- An employee who is injured must immediately report the injury or incident to a supervisor or an appropriate person in management.

- The supervisor or return-to-work coordinator is responsible for:
  - Following our requirements for reporting injuries and illnesses;
  - Completing an incident investigation record for every report of injury, whether or not medical attention is needed; and
  - Making a report to OSHA (when required for serious incidents) and keeping an OSHA log (if required).
  - If the injured employee needs medical attention, the supervisor should go with the employee to the doctor or other medical provider. Whenever possible, the employee or supervisor should provide the doctor with the injured employee's job description, essential job elements, and an introductory letter explaining your return-to-work process. The supervisor can also ask to speak to the doctor after the visit.
  - If the doctor restricts the employee from work, a contact person (the supervisor or return-to-work coordinator) should communicate regularly with the employee and treating doctor. The contact person should talk with the employee on the

day of the injury and once a week until the employee returns to work. The contact person should check with the treating doctor whenever the employee has a follow-up visit.

- When the treating doctor releases the employee to modified duty (light duty), the supervisor should attempt to develop an alternative assignment. Every assignment must meet the doctor's restrictions as specified on Form TWCC-73.
- THE EMPLOYER SHOULD MAKE EVERY EFFORT TO DEVELOP ALTERNATIVE PRODUCTIVE WORK.
- The supervisor must keep a copy of the TWCC-73 each time the doctor completes one. TWCC requires the doctor to complete a TWCC-73 when the injured workers' work status changes, or upon the employer's or carrier's request, but not more than once every two weeks. The employer must give the doctor a copy of the employee's job description when requesting a TWCC-73.
- The supervisor must follow up with the employee on a regular basis after the employee returns to work.

▪ STATEMENT OF RESPONSIBILITIES

➢ Employee responsibilities:

- Make sure you understand your company's procedure for reporting injuries.
- If you are injured, tell your doctor that alternative work is available to you. Your supervisor may ask you to take a letter from work to your doctor. The letter will explain your company's return-to-work process.
- If a doctor restricts you from working, call your employer once a week to let them know how you are doing.
- If a doctor releases you to work, return to work on the next scheduled shift.
- If a doctor gives you medical restrictions for modified duty assignment, follow the doctor's orders.

➢ Supervisor responsibilities:

- Train employees on proper reporting of incidents and injuries and return-to-work procedures.
- Go with the injured employee to the doctor. Tell the doctor about your company's return-to-work process and provide the doctor with an explanatory letter.
- Contact the injured employee once a week and make sure all necessary forms are completed and returned. Express concern for the employee's health and recovery.
- Provide information to your company's return-to-work coordinator.
- Help create modified duty assignments that are meaningful.

- Make sure the injured employee is following the doctor's restrictions as specified in Form TWCC-73.
- Check the employee's condition regularly to help get the employee back to his or her original job.

➢ **Health care provider responsibilities:**
- Provide immediate and appropriate medical care to the injured employee.
- Assess the injured employee's abilities.
- Provide information regarding the injured employee's physical restrictions and work capabilities on Form TWCC-73.
- Become familiar with operations at the employee's workplace.

➢ **Return-to-work coordinator responsibilities:**
- Act as the employer's representative.
- Maintain contact with the health care provider, Texas Mutual Insurance Co., the injured employee, and the employee's supervisor.
- Develop and maintain record keeping and reporting systems for incidents and injuries.

➢ **Our responsibilities:**
- Assign a worker' compensation specialist to make a "three point" contact with the injured employee, doctor, and employer.
- Provide workers' compensation benefits to the injured employee.
- Provide information about the return-to-work process.

▪ **How to Communicate the Return-to-Work Process to Employees**

For your return-to-work process to be effective, workers must understand your procedures and be willing to follow them. Here are ideas for successfully communicating the process to employees.

➢ Put up posters showing your return-to-work policy statement. Make sure employees have access to return-to-work procedures and the statement of responsibilities.

➢ Introduce a new or revised return-to-work process at safety meetings. Here is a sample agenda.

- Show a video on the return-to-work process (available from our video library).
- Invite a member of management to read your return-to-work policy statement.
- Review and discuss your return-to-work procedures.

- Review and discuss the employee and supervisor responsibilities shown on your statement of responsibilities.
- Explain why supervisors are creating task assessments and identifying modified duty work.
- Wrap up with a question and answer session.

➢ Educate employees about your return-to-work process at new employee orientations and safety training sessions. Explain the purpose of modified duty assignments and their benefits.

➢ Remind employees about the return-to-work process by offering information in company newsletter, payroll envelopes, and your company's information center.

BOB MOORE CONSTRUCTION, INC.

Modified Duty Work Agreement

Employee's name: _____

Department: _____

Employee' Title: _____ Date: _____

My work duties are changed from _____ (date) until _____ (date).

I am assigned to modified work duties or limited duties. My new work duties are listed below.

_____

_____

_____

The duties above have been described to my doctor. My doctor has signed Form TWCC-73 stating that I may do these activities under the following medical restrictions.

_____

_____

_____

I agree to do the above work duties and follow my doctor's medical restrictions. If I ignore my medical restrictions, I understand that my employer may take disciplinary action.

If a supervisor or anyone else asks me to do work assignments or activities that don't follow my medical restrictions, I must immediately report the situation to ***Larry Knox***, who will take action to correct the situation.

If I think my new work duties are causing discomfort or making my medical condition worse, I will report this immediately to ***BOB MOORE CONSTRUCTION, INC. .***

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Return to work coordinator signature: _____ Date: _____

SAFETY COMMITTEE

The ***BOB MOORE CONSTRUCTION, INC.*** shall have an active safety committee and its members will include not less than one designed person from each major department, division, branch or subsidiary of the company. In addition, this committee should include, but not limited to, the following:

- ***Larry Knox***
- Insurance Manager
- One Supervisor
- Safety Coordinator

This committee will meet on a regular basis for no more than one hour and as additional divisions, branches, and subsidiaries are added to the company, a representative of each will become a member of the Safety Committee. More than one person from each of these entities may attend Safety Committee meetings regularly or otherwise, if ***Larry Knox*** wishes it.

It shall be the purpose of these meetings to plan effective ways to conduct the company's safety program and determine means to achieve a lower accident rate, both as regards to severity and frequency.

SCAFFOLDING

Purpose

To establish minimum requirements and responsible for the proper erection and use of scaffolding.

Scope

This section applies to all ***BOB MOORE CONSTRUCTION, INC.*** employees and operations.

Definitions

- **Competent Person** – Means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

- **Supported Scaffolds** – Means one or more platforms supported by outrigger beams, brackets, poles, legs, uprights, posts, frames, or similar rigid support. Examples include mobile scaffold, stationary scaffold, mason scaffold, and pump jack scaffold.

- **Suspension Scaffolds** – Means one or more platforms suspended by ropes or other non-rigid means from an overhead structure(s). Examples include catenary scaffold, float (ship) scaffold, and masons' multi-point adjustable suspension scaffold.

Requirements

General Requirements:

(a) All Scaffolds are to conform to the appropriate General Requirements listed here along with the additional requirements listed under the section for the specific type of scaffold being used either Supported Scaffolds or Suspension Scaffolds.

(b) Capacity

- Scaffolds and scaffold components shall be capable of supporting, without failure, its own weight and at least 4 times the maximum intended load.

- Each suspension rope, including hardware used on non-adjustable suspension scaffolds shall be capable of supporting without failure, at

least 6 times the maximum intended load.

- The stall load of any scaffold hoist shall not exceed 3 times its rated load.
- Scaffolds shall be designed by a qualified person and shall be constructed and loaded in accordance with that design.

(c) Scaffold Platform Construction

- Each platform on all working levels of scaffolds shall be fully planked or decked between the front uprights and the guard rail supports.
- Each platform unit shall be installed so that the space between adjacent units and the space between the platform and the uprights is no more than 1-inch-wide, except where the employer can demonstrate that a wider space is necessary.
- Each scaffold walkway shall be at least 18 inches wide.
- The front edge of all platforms shall not be more than 14 inches from the face of the work, unless guard rail systems are erected along the front edge and/or personal fall arrest systems are used.
- Each end of a platform, unless cleated or otherwise restrained by hooks or equivalent means, shall extend over the centerline of its support at least 6 inches.
- Each end of a platform 10 feet or less in length shall not extend over its supports more than 12 inches.
- Each platform greater than 10 feet shall not extend over its support more than 18 inches.
- On scaffolds where platforms are abutted to create a long platform, each abutted end shall rest on a separate support surface.
- On scaffolds where platforms are overlapping to create a long platform, the overlap shall occur only over supports, and shall not be less than 12 inches unless the platforms are nailed together or otherwise restrained to prevent movement.
- At all points of a scaffold where the platform changes direction, any platform that rests on a bearer at an angle other than a right angle shall be laid first, and platforms which rest at right angles over the same bearer shall be laid second.
- Wood platforms shall not be covered with opaque finishes.
- Scaffold components manufactured by different manufacturers shall not be intermixed unless the components fit together without force and the scaffold's structural integrity is maintained by the user. Scaffold components manufactured by different manufacturers shall not be modified in order to intermix them unless a competent person

determines the resulting scaffold is structurally sound.

- Scaffold components made of dissimilar metals shall not be used together unless a competent person has determined that the galvanic action will not reduce the strength of any competent to a level below that which is required by the standard.

(d) Access

- When scaffold platforms are more than 2 feet above or below a point of access, portable ladders, hook-on ladders, attachable ladders, stair towers, ramps, walkways, integral prefabricated scaffold access, or direct access from another scaffold, structure, personnel hoist, or similar surface shall be used.
- Portable, hook-on, and attachable ladders shall be positioned so as not to tip the scaffold.
- Hook-on and attachable ladders shall be positioned so that their bottom rung is not more than 24 inches above the scaffold supporting level.
- When hook-on and attachable ladders are used on a supported scaffold more than 35 feet high, they shall have rest platforms at 35-foot maximum vertical intervals.
- Hook-on and attachable ladders shall be specifically designed for use with the type of scaffold used.
- Hook-on and attachable ladders shall have minimum rung length of 11 ½ inches.
- Hook-on and attachable ladders shall have uniformly spaced rungs with a maximum spacing between rungs of 16 ¾ inches.
- Stairway-type Ladders Shall:
  - Be positioned such that their bottom step is not more than 24 inches above the scaffold supporting level.
  - Be provided with rest platforms at 12-foot maximum vertical intervals.
  - Have a minimum step width of 16 inches except that mobile scaffolds stairway-type ladders shall have a minimum step width of 11 ½ inches.
  - Have slip-resistant treads on all steps and landings.
- Stair towers shall be positioned such that their bottom step is not more than 24 inches above the scaffold supporting level.
  - A stair rail consisting of a top rail and a midrail shall be provided on each side of each scaffold stairway.
  - The top rail of each stair rail system shall also be capable of serving as a handrail, unless a separate handrail is provided.

- ❖ Handrails, and top rails that serve as handrails, shall provide an adequate handhold for employees grasping them to avoid falling.
- ❖ Stair rail system and handrails shall be surfaced to prevent injury to employees from punctures or laceration, and to prevent snagging of clothing.
- ❖ The ends of stair rail systems and handrail shall be constructed so that they do not constitute a projection hazard.
- ❖ Handrails, and top rails that are used as handrails, shall be at least 3 inches from other objects.
- ❖ Stair rails shall not be less than 28 inches nor more than 37 inches from the upper surface of the stair rail to the surface of the tread, in line with the face of the riser at the forward edge of the tread.

➢ A landing platform at least 18 inches wide by at least 18 inches long shall be provided at each level.

- ❖ Each scaffold stairway shall be at least 18 inches between stair rails.
- ❖ Treads and landings shall have slip-resistant surfaces.
- ❖ Stairways shall be installed between 40 degrees and 60 degrees from horizontal.

➢ Guard rails meeting the standards requirements shall be provided on the open sides and ends of each landing.

- ❖ Riser heights shall be uniform, within ¼ inch, for each flight of stairs.
- ❖ Tread depth shall be uniform, within ¼ inch, for each flight of stairs.

➢ Integrated Prefabricated Scaffold Access Frames Shall:

- ❖ Be specifically designed and constructed for use as ladder rungs.
- ❖ Have a rung length of at least 8 inches.
- ❖ Not be used as work platforms when rungs are less than 11 ½ inches in length, unless affected employee uses fall protection, or a positioning device, which complies with 1926.502.
- ❖ Be uniformly spaced within each frame section.
- ❖ Be provided with rest platforms at 35-foot maximum vertical intervals on all supported scaffolds more than 35 feet high.

➢ Have a maximum spacing between rungs of 16 ¾ inches. Non-uniform rung spacing caused by joining end frames together is allowed, provided the resulting spacing does not exceed 16 ¾ inches.

➢ Steps and rungs of ladder and stairway type access shall line up vertically with each other between rest platforms.

- Direct access to or from another surface shall be used only when the scaffold is not more than 14 inches horizontally and not more than 24 inches vertically from the other surface.

  Effective August 30, 1997, access for employees erecting and dismantling supported scaffolds shall be in accordance with the following:

  - The employer shall provide safe means of access for each employee erecting or dismantling a scaffold where the provision of safe access is feasible and does not create a greater hazard. The employer shall have a competent person determine whether it is feasible or would pose a greater hazard to provide, and have employees use a safe means of access. This determination shall be based on conditions and the type of scaffold being erected or dismantled.

  - Hook-on or attachable ladders shall be installed as soon as scaffold erection has progressed to a point that permits safe installation and use.

  - When erecting or dismantling tubular welded frame scaffolds, (end) frames with horizontal members that are parallel, level and are not more than 22 inches apart vertically may be used as climbing devices for access, provided they are erected in a manner that creates a usable ladder and provides good hand hold and foot space.

(e) Use

- Scaffolds and scaffold components shall not be loaded in excess of their maximum intended loads or rated capacities, whichever is less.

- Scaffolds and scaffold components shall be inspected for visible defects by a component person before each work shift, and after any occurrence which could affect a scaffold's structural integrity.

- Any part of a scaffold damaged or weakened so that its strength is less than that required by this standard shall be immediately repaired or replaced, braced to meet those provisions, or removed from service until repaired. (All access shall be tagged "Do Not Enter." Disciplinary Program will be enforced.)

- Scaffolds shall not be moved horizontally while employees are on them, unless they have been designed by a registered professional engineer specifically for such movement or, for mobile scaffolds, where the provisions of 1926.452(w) are followed.

- The clearance between scaffolds and power lines shall be as follows: Scaffolds shall not be erected, used dismantled, alerted, or moved such that they or any conductive material handled on them might get closer to

exposed and energized lines than as follows:

Insulated Lines

Less than 300 volts	Minimum Distance 3 feet
330 volts to 50 kV	Minimum Distance 10 feet
More than 50 kv	Minimum Distance 10 feet plus 4 inches for each 1 kv over 50 kv **OR** 2 times the length of the line insulator but never less than 10 feet.

Uninsulated Lines

Less than 50 kV	Minimum Distance 10 feet
More than 50 kv	Minimum Distance 10 feet plus 4 inches for each 1 kv over 50 kv **OR** 2 times the length of the line insulator but less than 10 feet

- Scaffolds shall be erected, moved, dismantled, or altered only under the supervision and direction of a competent person qualified in scaffold erection, moving, dismantling or alteration. Such activities shall be performed only be experience and trained employee selected for such work by the competent person.
- Employees shall be prohibited from working on scaffolds with snow, ice, or other slippery material except as necessary for removal of such materials.
- Where swinging loads are being hoisted onto or near scaffolds such that the loads might contact the scaffold, tag lines or equivalent measure to control the loads shall be used.
- Work on or from scaffolds is prohibited during storms or high winds unless a competent person has determined that it is safe for employees to be on the scaffold and those employees are protected by a personal fall arrest system or wind screens. Wind screens shall not be used unless the scaffold is secured against the anticipated wind forces imposed.
- Debris shall not be allowed to accumulate on platforms.
- Makeshift devices, such as but not limited to boxes and barrels, shall not be used on top of scaffold platforms to increase the working level height of employees.
- Ladders shall not be used on scaffolds to increase the working level height of employees, except on large area scaffolds where employees have satisfied the following criteria:
  - When the ladder is placed against a structure which is not part of the scaffold.
  - The platform units shall be secured to the scaffold to prevent their movement.

- ❖ The ladder legs shall be on the same platform or other means shall be provided to stabilize the ladder against unequal platform deflection.
- ❖ The ladder legs shall be secured to prevent them from slipping or being pushed off the platform.
- ❖ Platform shall not deflect more than 1/60 of the span when loaded.
- ❖ Caution Signs – Caution signs shall be used only to warn against potential hazards or to caution against unsafe practices.

(f) Fall Protection

- ➢ Each employee on a scaffold more than 10 feet above a lower level shall be protected from falling to that lower level.
- ➢ The employer shall have a competent person determine the feasibility and safety of providing fall protection for employees erecting or dismantling supported scaffolds. Employers are required to provide fall protection for employees erecting or dismantling supported scaffolds where the installation and use of such protection is feasible and does not create a greater hazard.
- ➢ Personal fall arrest systems used on scaffolds shall be attached by a lanyard to a vertical lifeline, horizontal lifeline, or scaffold structural member.
- ➢ Guard rail systems installed to meet the requirements of the section shall comply with the following provisions:
  - ❖ Guard rail systems shall be installed along all open sides and ends of platforms.
  - ❖ Guard rail systems shall be installed before the scaffold is released for use by employees other than erection/dismantling crews.
  - ❖ The top edge height of top rails or equivalent member on supported scaffolds manufactured or placed in service after January 1, 2000 shall be installed between 38 inches and 45 inches above the platform surface. The top edge height on supported scaffolds manufactured and placed in service before January 1, 2000, and on suspended scaffolds where both a guard rail and a personal fall arrest system are required shall be between 36 and 45 inches.
  - ❖ When mid-rails, screens, mesh, intermediate vertical members, solid panels, or equivalent structural members are used, they shall be installed between the top edge of the guard rail system and the scaffold platform.
  - ❖ Each top rail or equivalent member of a guard rail system shall be capable of withstanding, without failure, a force applied in any

downward or horizontal direction at any point along its top edge of at least 100 pounds for guard rail systems installed on a single-point adjustable suspension scaffolds or two-point adjustable suspension scaffolds, and at least 200 pounds for guard rail systems installed on all other scaffolds.

- ❖ Mid-rails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members of a guard rail system shall be capable of withstanding, without failure, a force applied in any downward or horizontal direction at any point along the mid rail or other member of at least 75 pounds for guard rail systems with a minimum 100-pound top rail capacity, and at least 150 pounds for a guard rail system with a minimum 200-pound top rail capacity.
- ❖ Guard rails shall be surfaced to prevent injury to an employee from punctures or lacerations, and to prevent snagging of clothing.
- ❖ The ends of all rails shall not overhang the terminal posts except when such overhang does not constitute a projection hazard to employees.
- ❖ Manila or plastic rope being used for top rails or mid-rails shall be inspected by a competent person as frequently as necessary to ensure that it continues to meet the strength requirements of this section.
- ❖ Cross bracing is acceptable in the place of a mid-rail when the crossing point of the two braces is between 20 inches and 30 inches above the work platform or as a top rail when the crossing point of the two braces is between 38 inches and 48 inches above the work platform. The end points at each upright shall be no more than 48 inches apart.

(g) Falling Object Protection

- ➢ In addition to wearing hardhats each employee on a scaffold shall be provided with additional protection from falling hand tools, debris, and other small objects through the installation of toe boards, screens, or guard rails systems, or through the erection of debris nets, catch platforms, or canopy structures that contain or deflect the falling objects.
- ➢ Where there is danger of tools, material, or equipment falling from a scaffold and striking employees below, the following provisions apply:
  - ❖ The area below the scaffold to which objects can fall shall be barricaded, and employees shall not be permitted to enter the hazard area.
  - ❖ A toe board shall be erected along the edge of the platforms more than 10 feet above lower levels for a distance sufficient to protect employees below.

- ❖ Where tools, materials, or equipment are piled to a height higher than the top edge of the toe board, paneling or screening extended from the toe board or platform to the top of the guard rail shall be erected for a distance stuffiest to protect employees below.
- ❖ A guard rail system shall be installed with openings small enough to prevent passage of potential falling objects.
- ❖ A canopy structure, debris net, or catch platform strong enough to withstand impact forces of the potential falling objects shall be erected over the employees below.

➢ **Where used, toe boards shall be:**

- ❖ Capable of withstanding, without failure, a force of at least 50 pounds applied in any downward or horizontal direction at any point along the toe board.
- ❖ At least three and one-half inches high from the top edge of the toe board to the level of the walking/working surface. Toe boards shall be securely fastened in place at the outermost edge of the platform and have not more than ▤ inch clearance above the walking/working surface. Toe boards shall be solid or with openings not over one inch in the greatest dimension.

➢ **Criteria for Supported Scaffolds**

- ❖ Supported Scaffolds with a height to base width ratio of more than four to one (4:1) shall be restrained from tipping by guying, tying, bracing, or equivalent means.
- ❖ Guys, ties, and braces shall be installed according to the scaffold manufacturer's recommendations or at the closest horizontal member to the 4:1 height and be repeated vertically at locations of horizontal members every 20 feet or less thereafter for scaffolds 3 feet wide or less, and every 26 feet or less thereafter for scaffolds greater than 3 feet wide.
- ❖ The top guy, tie or brace of completed scaffolds shall be placed no further than 4:1 height from the top. Such guys, ties and braces shall be installed at each end of the scaffold and at horizontal intervals not to exceed 30 feet.
- ❖ Supported scaffold poles, legs, posts, frames, and uprights shall be on base plates, mud sills or other adequate firm foundations.
- ❖ Supported scaffold poles, legs, posts, frames, and uprights shall be plumb and braced to prevent swaying and displacement.

➢ Criteria for Suspension Scaffolds

- ❖ All suspension scaffold support devices, such as outrigger beams,

cornice hooks, parapet clamps, and similar devices, shall rest on surfaces capable of supporting at least 4 times the load imposed on them by the scaffold operating at the rated load of the hoist.

- ❖ Suspension scaffold outrigger beams, when used, shall be made of structural metal or equivalent strength material, and shall be restrained to prevent movement.
- ❖ Inboard ends of suspension scaffold outrigger beams shall be stabilized by bolts or other direct connections to the floor or roof deck, or they shall have their inboard ends stabilized by counterweights, except for mason's multi-point adjustable suspension scaffold outrigger beams which shall not be stabilized by counterweights.

- ➢ Suspension scaffold outrigger beams shall be:
  - ❖ Provided with stop bolts or shackles at both ends.
  - ❖ Securely fastened together with the flanges turned out when channel iron beams are used in place of I-beams.
  - ❖ Installed with all bearing supports perpendicular to the center line.
  - ❖ Set and maintained with the web in a vertical position.
  - ❖ When an outrigger beam is used, the shackle or clevis with which the rope is attached to the outrigger beam shall be placed directly over the center line of the stirrup.
- ➢ Suspension scaffolds support devices such as cornice hooks, roof hooks, roof irons, parapet clamps, or similar devices shall:
  - ❖ Made of steel, wrought iron, or material or equivalent strength.
  - ❖ Supported by bearing blocks
  - ❖ Secured against movement by tiebacks installed at right angles to the face of the building or structure, or opposing angle tiebacks shall be installed and secured to a structurally sound point of anchorage on the building or structure.
  - ❖ Tiebacks shall be equivalent in strength to the hoisting rope.
- ➢ When winding drum hoists are used on a suspension scaffold, they shall contain not less than four wraps of the suspension rope at the lowest point of scaffold travel. The use of repaired wire rope as suspension rope is prohibited.
- ➢ Wire suspension ropes shall not be joined together except through the use of eye splice thimbles connected with shackles or cover plates and bolts.
- ➢ The load end of wire suspension ropes shall be equipped with proper size thimbles and secured by eye splicing or equivalent means.

- Ropes shall be inspected for defects by a competent person prior to each work shift and after every occurrence which could affect a rope's integrity.
- Swaged attachments or spliced eyes on wire suspension ropes shall not be used unless they are made by the wire rope manufacturer or qualified person.
- When wire rope clips are used on suspension scaffold:
  - There shall be a minimum of 3 wire rope clips installed, with the clips a minimum of 6 rope diameters apart.
  - Clips shall be installed according to the manufacturer's recommendations.
  - Clips shall be retightened to the manufacturer's recommendations at the start of each work shift thereafter.
  - U-bolts clips are used, the U-bolt shall be placed over the dead end of the rope, and the saddle shall be placed over the live end of the rope.
- Suspension scaffold power-operated hoists and manual hoists and manual hoists shall be tested and listed by a qualified testing laboratory.
- Gasoline-powered equipment and hoists shall not be used on suspension scaffolds.
- Gears and brakes of power-operated hoists used on suspension scaffolds shall be enclosed.
- In addition to the normal operating brake, suspension scaffold power-operated hoists and manually operated hoists shall have a braking device or locking pawl which engages automatically when a hoist makes either of the following uncontrolled movements: an instantaneous change in momentum or an accelerated over speed.
- Manually operated hoists shall require a positive crank force to descend.
- Two-point and multi-point suspension scaffolds shall be tied or otherwise secured to prevent them from swaying, as determined to be necessary based on an evaluation by a competent person.
- Devices whose sole function is to prevent emergency escape and rescue shall not be used as working platforms.
- Suspension ropes supporting adjustable suspension scaffolds shall be of a diameter large enough to provide sufficient surface area for the functioning of brake and hoist mechanisms.
- Suspension ropes shall be shielded from heat-producing processes. When acids or other corrosive substances are used on a scaffold, the

ropes shall be shielded, treated to protect against the corrosive substances, or shall be of a material that will not be damaged by the substance being used.

- Suspension scaffold hoists and non-walk-through stirrups may be used as end guard rails, if the space between the hoist or stirrup and the side guard rail or structure does not allow passage of an employee to the end of the scaffold.
- To reduce the possibility of welding current arcing through the suspension wire ropes when performing welding from suspension scaffolds the following precautions shall be taken, as applicable:
  - An insulated thimble shall be used to attach each suspension wire rope to its hanging support. Excess suspension wire rope and any additional lines independent lines from grounding shall be insulated.
  - The suspension wire rope shall be covered with insulating material extending at least 4 feet above the hoist.
  - Each hoist line shall be covered with insulated protective covers.
  - In addition to a work lead attachment required by the welding process, a grounding conductor shall be connected from the scaffold to the structure.
  - If the scaffold grounding lead is disconnected at any time, the welding shall be shut off.
  - An active welding rod or UNINSULATED welding lead shall not be allowed to contact the scaffold or its suspension system.

Training

Each employee who performs work while on a scaffold must be trained by a person qualified in the subject matter to recognize the hazards associated with the type of scaffold being use and to understand the procedures to control or minimize those hazards.

Each employee is involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting a scaffold must be trained by a competent person to recognize any hazards associated with the work in question.

When there is a reason to believe that an employee lacks the skill or understanding needed for safe work involving the erection, use or dismantling of scaffolds, the employee shall receive retraining so that the requisite proficiency is regained.

Sexual Harassment

PURPOSE:

This policy is to define procedures that will eliminate and/or remove any potential or existing harassment issues or concerns of BOB MOORE CONSTRUCTION, INC. employees.

APPLIES TO:

This policy applies to all employees of BOB MOORE CONSTRUCTION, INC. .

EXCEPTIONS:

BOB MOORE CONSTRUCTION, INC. reserves the right to change or modify this policy at management's discretion.

CONTENTS:

DEFINITIONS:

For purposes of this policy, the following definitions apply:

HARASSMENT is defined as persistent remarks or behavior, which interferes with an individual's work, or creates an intimidating or unpleasant work environment. Harassment may be of a sexual, racial, religious or personally insulting nature. Harassment may consist of communication with an employee or another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses. Harassment may include following an employee or another' person in or about a public place for no legitimate purpose after being asked to desist, or a repeated act or acts that harass another person. For purposes of this section, "harassment" means conduct directed at a specific individual, which would cause a reasonable person to be seriously alarmed, annoyed or harassed, and the conduct in fact seriously alarms, annoys or harasses the person.

SEXUAL HARASSMENT may consist of unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct of a sexual nature if:

- Submission to or rejection of the conduct is used as the basis for an employment decision, or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender specific traits, objectionable or obscene language or displays of objectionable or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another body.

POLICY GUIDELINES:

I. **Responsibilities**

A. Employees

1. All employees of BOB MOORE CONSTRUCTION, INC. have the responsibility to treat each other with respect and dignity.
2. Any employee who believes that he or she has been subjected to harassment is encouraged to tell the harasser that their behavior is offensive and if it continues they will make a formal complaint.
3. If the harassment or inappropriate conduct continues, or if it is considered inappropriate or uncomfortable to make such a request, the complainant shall report the complaint to their supervisor, the Human Resources Manager or the company owner.

B. Management or Supervisors

All levels of management including supervisors have a responsibility to: (1) ensure a workplace free of insulting, degrading or exploitative treatment to any employee, and (2) report immediately to the HR Department complaint of harassment or conduct in violation of this policy and to assist in the investigation of the complaint or complaints.

C. Upper Management

1. The Human Resources Manager will receive and promptly investigate all complaints of harassment except as described in section C.2 below. Investigations will include an interview with the employee who submitted the complaint, the accused and any witnesses. Interviews are to be conducted in private and precautions taken to protect confidentiality.

2. In the event a complaint is received concerning division/business unit leadership (i.e. Presidents, Vice Presidents, Sr. Vice Presidents, RVP's, People Department staff) or any situation that may create a conflict of interest, the complaint will be referred to the HR Department for investigation as determined by Legal and/or VP People.

3. Detailed written records must be kept in Corporate Office in a separate file located in the respective HR Department, to include names of witnesses as well as notes taken of statements made by all persons interviewed.

4. An impartial and confidential investigation of the complaint, as well as appropriate action, including the recommendation for any corrective or disciplinary measures that are deemed fitting will be submitted to the appropriate level of management. The alleged harasser will be advised in writing of any outcome and recommendations upon completion of the investigation.

II. **Retaliation**

BOB MOORE CONSTRUCTION, INC. prohibits retaliation for making a complaint of harassment or for cooperating in an investigation as a witness.

A. If an individual has a complaint of retaliation, the complaint should be reported to HR Immediately.

B. If a complaint of retaliation is substantiated after a thorough investigation, corrective action up to and including separation of employment will be taken.

TEMPERATURE EXTREMES

Cold Related Disorders

Cold-related injuries, such as hypothermia and frostbite, occur when low temperatures damage the body. In hypothermia, the body's internal temperature falls, causing blood flow and breathing to get dangerously slow. In frostbite, outer parts of the body, such as fingers and toes, start to freeze. Other cold-related injuries include chilblains and trench foot.

Hypothermia

Anyone who spends time outdoors in cold weather can be at risk for cold-related injuries. That includes people who work where temperatures can drop quickly and icy rain or snow can occur with little warning.

Indoors or outdoors, elderly people, the very young, and those who abuse alcohol or drugs also are at extra risk. Hypothermia, in which body temperature falls, is most common in cold, wet weather. In the United States, from 500 to 1,000 people are known to die each year from the cold.

Frostbite

Frostbite is the freezing of any part of the body. Ice crystals form within or between the cells. Red blood cells and platelets clump and restrict blood flow, especially to the ears, fingers, toes and nose. These areas usually are the first to turn cold, white, hard, and numb. Frostbite can be deceptive—because it causes numbness, rather than pain, people may not know it is happening in time to prevent serious damage.

How Is Frostbite Treated?

In dealing with frostbite, doctors usually recommend that the affected body parts be warmed rapidly in warm, not hot, water. Rubbing the frostbitten parts is not advisable because more tissue damage can be caused by this process. Another myth is that the frostbitten area should be rubbed with snow. This can also cause more damage.

Thawing is occurring when the affected part begins to become pink or red. If it remains white that means more time has to be allowed for thawing in the warm water.

Small blisters appear right after the rapid thawing. They break in about a week. A black scab forms after the blisters rupture. Normal tissue may have already formed below. The thawed part is usually protected to avoid both refreezing and excessive heat. Usually neither bandages nor dressings are used, and the area is cleaned with mild soaps.

A doctor will recommend exercises to preserve joint motion in hands and feet. Early surgical removal of the dead tissue may save the part from amputation. Antibiotics may be prescribed, if necessary.

Hypothermia

Hypothermia (hy-po-THER-mee-a) is the lowering of the body temperature below 95 degrees. It results from prolonged exposure to cold when the body heat loss is greater than heat production. Hypothermia can be life-threatening. As in the case of frostbite, the sooner the affected person receives treatment the better the chances for survival.

The Wind-Chill Factor

The wind-chill factor can increase heat loss from the body. If the skin is wet, there is an even greater transfer of heat to the surrounding air from the body. Those who are at risk from these circumstances are people who fish on ice, hunters, skiers, campers, and hikers in the mountains. Anyone exposed to wind and low temperatures can develop serious frostbite.

The actual temperature and the wind speed determine the wind-chill temperature.

The lower the wind-chill temperature, the greater risk to human beings.

Temperature	35°F	15°F	0°F	-15°F
Wind Speed	10 mph	20 mph	30 mph	45 mph
Wind Chill Temperature	22°F	-17°F	-49°F	-78°F

What Are the Symptoms of Hypothermia?

Some of the symptoms of hypothermia are slurred or incoherent speech, a drop in the level of awareness, irritability, slowed rate of breathing, and violent shivering. When shivering stops, it indicates exhaustion, and the body temperature drops even more rapidly. Children and the elderly are more susceptible to hypothermia, because their body temperature drops more rapidly.

How Is Hypothermia Treated?

Hypothermia is treated by keeping the patient warm and by getting immediate medical attention. If wet, the clothes should be removed carefully. The skin should not be rubbed. If the person is unconscious and not breathing, cardiopulmonary resuscitation (CPR) should be attempted by someone who has been trained and certified.

Trench Foot

Trench foot is a painful disorder of the foot involving damage to the skin, nerves, and muscle that is caused by prolonged exposure to cold or dampness or by prolonged immersion in cold water.

Frostbite and Hypothermia Prevention

It is important to dress properly in cold, damp weather. Wearing several layers of dry, loose- fitting clothing that allows perspiration to evaporate is important. Exposed flesh should be protected from the wind. Face masks, hoods, and ear muffs are helpful. Hats are important because 30 percent of the body's heat is lost through the head. Gloves and socks should be kept dry. Consuming adequate amounts of food and

fluid will help the body to generate heat.

- Heat Related Disorders

Heat disorders are a group of physically related illnesses caused by prolonged exposure to hot temperatures, restricted fluid intake, or failure of temperature regulation mechanisms of the body. Disorders of heat exposure include heat cramps, heat exhaustion, and heat stroke (also called sunstroke). Hyperthermia is the general name given to heat-related illnesses. The two most common forms of hyperthermia are heat exhaustion and heat stroke, which is especially dangerous and requires immediate medical attention.

Description:

Heat disorders are harmful to people of all ages, but their severity is likely to increase as people age. Heat cramps in a 16-year-old may be heat exhaustion in a 45-year-old and heat stroke in a 65-year-old. In hot weather, a healthy body will lose enough water to cool the body while creating the lowest level of chemical imbalance. Regardless of extreme weather conditions, the healthy human body keeps a steady temperature of approximately 98.6°F. In hot weather, or during vigorous activity, the body perspires. As perspiration evaporates from the skin, the body is cooled. If the body loses too many fluids, the symptoms of dehydration can occur.

Heat cramps

Heat cramps are the least severe of the heat-related illnesses. This heat disorder is often the first signal that the body is having difficulty with increased temperature. Individuals exposed to excessive heat should think of heat cramps as a warning sign to a potential heat-related emergency.

Heat exhaustion

Heat exhaustion is a more serious and complex condition than heat cramps. Heat exhaustion can result from prolonged exposure to hot temperatures, restricted fluid intake, or failure of temperature regulation mechanisms of the body. It often affects athletes, firefighters, construction workers, factory workers, and anyone who wears heavy clothing in hot humid weather.

Heat stroke

Heat exhaustion can develop rapidly into heat stroke. Heat stroke can be life threatening and because the percentage of victims dying from heat stroke is very high, immediate medical attention is critical when problems first begin. Heat stroke, like heat exhaustion, is also a result of prolonged exposure to hot temperatures, restricted fluid intake, or failure of temperature regulation mechanisms of the body. However, the severity of impact on the body is much greater with heat stroke.

Causes and symptoms:

Heat cramps

Heat cramps are painful muscle spasms caused by the excessive loss of salts (electrolytes), due to heavy perspiration. The muscle tissue becomes less flexible, causing pain, difficult movement, and involuntary tightness. Heavy exertion in extreme heat, restricted fluid intake, or failure of temperature regulation mechanisms of the body may lead to heat cramps. This disorder occurs more often in the legs and abdomen than in other areas of the body. Individuals at higher risk are those working in extreme heat, people with health problems, and those who are unable to naturally and properly cool their bodies. Individuals with poor circulation and who take medications to reduce excess body fluids can be at risk when conditions are hot and humid.

Heat exhaustion

Heat exhaustion is caused by exposure to high heat and humidity for many hours, resulting in excessive loss of fluids and salts through heavy perspiration. The skin may appear cool, moist, and pale. The individual may complain of headache and nausea with a feeling of overall weakness and exhaustion. Dizziness, faintness, and mental confusion are often present, as is rapid and weak pulse. Breathing becomes fast and shallow. Fluid loss reduces blood volume and lowers blood pressure. Yellow or orange urine often is a result of inadequate fluid intake, along with associated intense thirst. Insufficient water places an individual at high risk for heat exhaustion.

Heat stroke

Heat stroke is caused by overexposure to extreme heat, resulting in a breakdown in the body's heat regulating mechanisms. The body's temperature reaches a dangerous level, as high as 106°F (41.1°C). An individual with heat stroke has a body temperature higher than 104°F (40°C). Other symptoms include mental confusion with possible combativeness and bizarre behavior, staggering, and faintness.

The pulse becomes strong and rapid (160-180 beats per minute) with the skin taking on a dry and flushed appearance. There is often very little perspiration. The individual can quickly lose consciousness or have convulsions. Before heat stroke, an individual suffers from heat exhaustion and the associated symptoms. When the body can no longer maintain a normal temperature, heat exhaustion becomes heat stroke. Heat stroke is a life-threatening medical emergency that requires immediate initiation of life-saving measures.

Treatment

Heat cramps

The care of heat cramps includes placing the individual at rest in a cool environment, while giving cool water, or a commercial sports drink. Usually rest and liquids are all that is needed for the patient to recover. Mild stretching and massaging of the muscle

area follows once the condition improves. The individual should not take salt tablets, since this may actually worsen the condition. When the cramps stop, the person can usually start activity again if there are no other signs of illness. The individual needs to continue drinking fluids and should be watched carefully for further signs of heat-related illnesses.

Heat exhaustion

The individual suffering from heat exhaustion should stop all physical activity and move immediately to a cool place out of the sun, preferably a cool, air-conditioned location. She or he should then lay down with feet slightly elevated, remove or loosen clothing, and drink cold (but not iced), water or commercial sports drink. Rest and replacement of fluids and salt is usually all the treatment that is needed, and hospitalization is rarely required. Following rehydration, the person usually recovers rapidly.

Heat stroke

Simply moving the individual afflicted with heat stroke to a cooler place is not enough to reverse the internal overheating. Emergency medical assistance should be called immediately. While waiting for help to arrive, quick action to lower body temperature must take place. Treatment involves getting the victim to a cool place, loosening clothes or undressing the heat stroke victim, and allowing air to circulate around the body. The next important step is wrapping the individual in wet towels or clothing, and placing ice packs in areas with the greatest blood supply. These areas include the neck, under the arm and knees, and in the groin. Don't attempt to give a person having heat stroke water. After severe heat stroke, bed rest may be recommended for several days.

Walking/Working Surfaces Safety Program

Purpose
The purpose of this safety policy and procedure is to establish guidelines for the protection of BOB MOORE CONSTRUCTION, INC. employees who work on the following work surfaces: Ladders, Stairways, Dock-boards, Scaffolds and rope decent systems.

Applicability
Walking and Working Surfaces have a variety of applications. They are used in new construction, alteration, routine maintenance, renovation, painting, repairing, and removal activities. Scaffolding and Ladders offer a safer and more comfortable work arrangement compared to leaning over edges, and stretching overhead. Scaffolding provides employees safe access to work locations, level and stable working platforms, and temporary storage for tools and materials for performing immediate tasks, while ladders offer the ability to access areas that scaffolds cannot. Scaffolding and ladder accidents mainly involve personnel falls and falling materials caused by equipment failure, incorrect operating procedures, and environmental conditions. Additionally, scaffold overloading is a frequent single cause of major scaffold failure. This safety policy and procedure provides guidelines for the safe use of scaffolds and ladders. It includes training provisions and guidelines for scaffold and ladder erection and use.

Reference
This safety policy and procedure is established in accordance with Occupational Safety and Health Standards for General Industry (29 CFR 1910 Sub part D)) and Occupational Safety and Health Standards for Construction Industry (29 CFR 1926 Sub part M).

Policy
Scaffolds shall be erected, moved, dismantled, or altered only under the supervision of a competent person and will have guardrails and toe-boards installed. When scaffolding hazards exist that cannot be eliminated, then engineering practices, administrative practices, safe work practices, Personal Protective Equipment (PPE), and proper training regarding Scaffolds will be implemented. These measures will be implemented to minimize those hazards to ensure the safety of employees and the public.
Ladders shall be set-up, moved, only once trained in the correct methods.

Responsibilities
It is the responsibility of each manager/unit head, supervisor, and employee to ensure implementation of BOB MOORE CONSTRUCTION, INC. ’s safety policy and procedure on Scaffolds and Ladders. It is also the responsibility of each employee to report immediately any unsafe act or condition to his or her supervisor.
Procedure
This section provides applicable definitions, establishes general provisions, and identifies specific responsibilities required by BOB MOORE CONSTRUCTION, INC. ’s safety policy and procedure on Scaffolds and Ladders.
Definitions
Brace: A tie that holds one scaffold member in a fixed position with respect to another member. Brace also means a rigid type of connection holding a scaffold to a building or structure.
Coupler: A device for locking together the component tubes of a tube and coupler scaffold.
Harness: A design of straps which is secured about the employee in a manner to distribute the arresting forces over at least the thighs, shoulders, and pelvis, with provisions for attaching a lanyard, lifeline, or deceleration device.
Hoist: A mechanical device to raise or lower a suspended scaffold. It can be mechanically powered or manually operated.
Maximum Intended Load: The total load of all employee, equipment, tool, materials, transmitted, wind, and other loads reasonably anticipated to be applied to a scaffold or scaffold component at any one time.
Mechanically Powered Hoist: A hoist which is powered by other than human energy.
Outriggers: The structural member of a supported scaffold used to increase the base width of a scaffold in order to provide greater stability for the scaffold.
Platform: The horizontal working surface of a scaffold.
Safety Belt: A strap with means for securing about the waist or body and for attaching to a lanyard, lifeline, or deceleration device.
Scaffold: Any temporary elevated or suspended platform and its supporting structure used for supporting employees or materials or both, except this term does not include crane or derrick suspended personnel platforms.
Training
Affected employees will receive instruction on the particular types of scaffolds and ladders which they are to use. Training should focus on proper erection, handling, use, inspection, and care of the scaffolds and ladders. Training must also include the installation of fall protection, guardrails, and the proper use and care of fall arrest equipment.
This training should be done upon initial job assignment. Retraining shall be done when job conditions change. Periodic refresher training shall be done at the discretion of the supervisor.
Company designated “competent person(s)” will receive additional training regarding the selection of scaffolds and ladders, recognition of site conditions, recognition of scaffold and ladder hazards, protection of exposed personnel and public, repair and replacement options, and requirements of standards.
Safe Scaffold Erection and Use

Safe scaffold erection and use is important in minimizing and controlling the hazards associated with their use. Scaffold work practices and rules should be based on:
• Sound design
• Selecting the right scaffold for the job
• Assigning personnel
• Fall protection
• Guidelines for proper erection
• Guidelines for use
• Guidelines for alteration and dismantling
• Inspections
• Maintenance and storage

Types of Scaffolds
There are many different types of scaffolds used by BOB MOORE CONSTRUCTION, INC. . The three major
Categories are:
• Self-supporting scaffolds
• Suspension scaffolds
• Special use scaffolds
Self-supporting scaffolds are one or more working platforms supported from below by outriggers, brackets, poles, legs, uprights, posts, frames, or similar supports. The types of self-supporting scaffolds include:
• Fabricated Frame
• Tube and Coupler
• Mobile
• Pole
Suspension scaffolds are one or more working platforms suspended by ropes or other means from an overhead structures(s). The types of suspension scaffolds include:
• Single-Point Adjustable (Boatswain’s Chairs)
• Two-Point Adjustable (Swing Stage)
• Multiple-Point Adjustable
• Multi-Lend
• Category
• Float (Ship)
• Interior Hung
• Needle Beam
Special use scaffolds and assemblies are capable of supporting their own weight and at least 4 times the maximum intended load. The types of special use scaffolds include:
• Form and Carpenter Bracket
• Roof Bracket
• Outrigger
• Pump Jack
• Ladder Jack
• Window Jack
• Horse
• Crawling Boards

• Step, Platforms, and Trestle Ladder

Safe Ladder Set-up and Use

Step, Extension, and job-built ladders are to be inspected before use each day by the equipment user. This is important in minimizing and controlling the hazards associated with their use.

• Selecting the right ladder for the job
• Assigning personnel
• Fall protection
• Guidelines for proper set-up
• Guidelines for use
• Inspections
• Maintenance and storage

Types of Ladders

There are many different types of ladders used by BOB MOORE CONSTRUCTION, INC. . The three major
types are:

• Step or platform ladders
• Extension ladders
• Job built ladders

Ladder varieties

Ladders come in a variety of weight ratings (colors), lengths or heights and purposes.
Weight ratings:

- 225 lb, Green in color
- 250 lb, Blue in color
- 300 lb. Orange in color Type 1A
- 375 lb. Red in color. Type 1AA
  Colors will vary by manufacturer, so always check the labeling for the rated weight.

Ladder lengths or heights

- Step ladders will range from 2 feet to 20 feet.
- Extension ladders will range from 16 feet to 60 feet.
- Job built are built to fit the required height.

Responsibilities

Managers/Unit Heads

Managers/Unit Heads will ensure adequate funds are available and budgeted for the rental or purchase of scaffolds and ladders in their areas. They will also identify the employees affected by this safety policy and procedure. Managers/Unit Heads will obtain and coordinate the required training for the affected employees. Managers/Unit Heads will also ensure compliance with this safety policy and procedure through their auditing process.

Supervisors

Supervisors will not allow any employee who has not received the required training to perform any of the tasks or activities related to scaffold erection and/or dismantling or usage, the same for ladders.

Supervisors will communicate appropriate needs to managers/unit heads and/or supervisors. Supervisors will ensure that employees are provided with PPE as necessary for their job. Supervisors will ensure that a competent person is in charge of scaffold erection according to the manufacturer's specifications.

Competent Person

The competent person will oversee the scaffold selection, erection, use, movement, alteration, dismantling, maintenance, and inspection. The competent person will be knowledgeable about proper selection, care, and use of the fall protection equipment. Additionally, the competent person shall assess hazards.

Employees

Employees shall comply with all applicable guidelines contained in this safety policy and procedure. Employees will report damaged ladders and scaffolds, accessories, and missing or lost components. Employees will assist with inspections as requested.

Safety Department

Safety and Loss Control will provide prompt assistance to managers/unit heads, supervisors, or others as necessary on any matter concerning this safety policy and procedure. Safety and Loss Control will assist in developing or securing required training. Safety and Loss Control will also work with Purchasing and Central Equipment Unit to ensure that all newly purchased scaffolds comply with current safety regulations and this safety policy and procedure. Safety Engineers will provide consultative and audit assistance to ensure effective implementation of this safety policy and procedure.

Purchasing Department

Purchasing Department is responsible for ensuring that purchased scaffolds and ladders and related material and equipment meet or exceed current safety regulations.

Safety Requirements for Scaffolds, Ladders, Stairways, and Dock boards

• The footing or anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.

• No scaffold shall be erected, moved, dismantled, or altered except under the supervision of competent persons or as requested for corrective reasons by Safety and Loss Control Personnel.

• Guardrails and toe-boards shall be installed on all open sides and ends of platforms more than 10 feet above the ground or floor, except needle beam scaffolds and floats. Scaffolds 4 feet to 10 feet in height having a minimum horizontal dimension in either direction of less than 45 inches shall have standard guardrails installed on all open sides and ends of the platform.

• Guardrails must be 2 X 4 inches, or the equivalent, not less than 36 inches or more than approximately 42 inches high, with a mid-rail when required, of 1 X 4 inch lumber, or the equivalent. Supports must be at intervals not to exceed 8 feet. Toe-board and the guardrail shall extend along the entire opening.

• Scaffolds and their components must be capable of supporting without failure at least 4 times the maximum intended load.

• Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, couplers, etc., damaged or weakened from any cause must be repaired or replaced immediately, and shall not be used until repairs have been completed.
• All load-carrying timber members of scaffold framing shall be a minimum of 1,500 fiber (Stress Grade) construction grade lumber.
• All planking must be Scaffold Grades, or equivalent, as recognized by approved grading rules for the species of wood used. The maximum permissible span for 2 X 10 inch or wider planks is shown in the following:
• The maximum permissible span for 1-1/4 X 10 inch or wider plank of full thickness shall be 4 feet with medium duty loading of 50 p.s.i.
• All planking or platforms must be overlapped (minimum 6 inches) or secured from movement.
• An access ladder or equivalent safe access must be provided.
• Scaffold plank must extend over their end supports not less than 6 inches or more than 18 inches.
• The poles, legs, or uprights of scaffolds must be plumb and securely and rigidly braced to prevent swaying and displacement.
• Overhead protection must be provided for all personnel on a scaffold exposed to overhead hazards.
• Slippery conditions on scaffolds shall be eliminated immediately after they occur.
• No welding, burning, riveting, or open flame work shall be performed on any staging suspended by means or fiber of synthetic rope. Only treated or protected fiber or synthetic ropes shall be used for or near any work involving the use of corrosive substances or chemicals.
• Wire, synthetic, or fiber rope used for scaffold suspension shall be capable of supporting at least 6 times the intended load.
• Scaffolds shall be provided with a screen between the toe-board and guardrail, extending along the entire opening, consisting of No. 18 gauge U.S. Standard wire one-half inch mesh or the equivalent, when personnel are required to work or pass underneath the scaffolds.
• A safe distance from energized power lines shall be maintained.
• Tag lines shall be used when hoisting materials to prevent contact with other objects.
• Suspension ropes shall be protected from contact with heat sources (welding, cutting, etc.) and from acids or other corrosive substances.
• Scaffolds shall not be used during high wind and storms.
• Ladders and other devices shall not be used to increase working heights on scaffold platforms.
• Scaffolds shall not be moved while employees are on them.
• Loose materials, debris, and/or tools shall not be accumulated to cause a hazard.
• Employees working on suspended scaffolds shall employ a fall-arrest system.
• Scaffold components shall not be mixed or forced to fit which may reduce design strength.
• Scaffolds and components shall be inspected at the erection location. Scaffolds shall be inspected before each work shift, after changing weather conditions, or after prolonged work interruptions.

• Casters and wheel stems shall be pinned or otherwise secured in scaffold legs. Casters and wheels must be positively locked if in a stationary position.
• Tube and coupler scaffolds shall be tied to and securely braced against the building at intervals not to exceed 30 feet horizontally and 26 feet vertically.
- Dock boards: All employees when using a dock board are protected from falling 4 feet or more to a lower level.
- Portable dock boards must be secured in place before using.

BOB MOORE CONSTRUCTION, INC.

WELDING, CUTTING, AND BRAZING SAFETY RELATED WORK PRACTICES PROGRAM

Regulatory Status: OSHA-29 CFR 1910.251-252

NFPA-Standard 51B, 1962

- **BASIS**

  The welding, cutting, and brazing processes expose workers to a variety of hazards including; burns, fire, eye damage, possible lung irritation and damage, electric shock, slips and falls. Numerous injuries and deaths occur each year from the hazards associated with welding, cutting, and brazing operations in the American workplace. Most of these injuries and deaths are preventable.

- **GENERAL**

  BOB MOORE CONSTRUCTION, INC. will ensure that work practices that involve Welding, Cutting and Brazing equipment/operations are evaluated to determine if proper safety precautions are instituted. The Occupational Safety and Health Administration (OSHA) recommend that certain guidelines be adhered to regarding these hazards. This standard practice instruction is intended to address comprehensively the issues of; evaluating and identifying the specific hazards where hot work is performed, communicating information concerning these hazards, and establishing procedures, and protective measures for our employees.

- **WRITTEN PROGRAM**

  BOB MOORE CONSTRUCTION, INC. will review and evaluate this standard practice instruction:

  - ***On an annual basis.***
    - When changes occur to 29 CFR that prompt a revision.

- When changes occur to any related regulatory document that prompts a revision of this document.
- When work site operational changes occur that require a revision of this document.

▪ Fire Prevention and Protection

Fire and explosion pose a serious risk to our employees during welding, cutting, and brazing operations. Sparks can travel as much as 35 feet, and spatter can bounce on the floor or fall through openings creating hazards in other work areas of our work site.

➢ ***Basic safety precautions.*** The below listed basic safety precautions will be followed by company employees performing welding, cutting, and brazing operations.

The basic precautions for fire prevention in welding or cutting work are:

a) Fire hazards. If the object to be welded or cut cannot readily be moved, all movable fire hazards in the vicinity shall be taken to a safe place.

b) Guards. If the object to be welded or cut cannot be moved and if all the fire hazards cannot be removed, then guards shall be used to confine the heat, sparks, and slag, and to protect the immovable fire hazards.

c) Restrictions. If the requirements stated in paragraphs a) and b) cannot be followed, then welding and cutting shall not be performed.

➢ ***Special precautions.*** When the nature of the work to be performed requires the use of guarding devices certain additional precautions may be necessary.

a) **Combustible material.** Wherever there are floor openings or cracks in the flooring that cannot be closed, precautions shall be taken so that readily combustible materials on the floor below will not be exposed to sparks which might drop through the floor.

The same precautions shall be observed with regard to cracks or holes in walls, open door-ways and open or broken windows.

b) **Fire extinguishers.** Suitable fire extinguishing equipment shall be maintained in a state of readiness for instant use. Such equipment may consist of pails of water, buckets of sand, hose or portable extinguishers depending upon the nature and quantity of the combustible material

exposed.

c) **Fire watch**.

- Firewatchers shall be required whenever welding or cutting is performed in locations where other than minor fire might develop, or any of the following conditions exist:
    - Appreciable combustible material, in building Construction or contents, closer than 35 feet (10.7 m) to the point of operation.
    - Appreciable combustibles are more than 35 feet (10.7 m) away but are easily ignited by sparks.
    - Wall or floor openings within a 35-foot (10.7 m) radius expose combustible material in adjacent areas including concealed spaces in walls or floors.
    - Combustible materials are adjacent to the opposite side of the metal partitions, walls, ceilings, or roofs and are likely to be ignited by conduction or radiation.
- Firewatchers shall have fire-extinguishing equipment readily available and be trained in its use. They shall be familiar with facilities for sounding an alarm in the event of a fire. They shall watch for fires in all exposed areas, try to extinguish them only when obviously within the capacity of the equipment available, or otherwise sound the alarm. A fire watch shall be maintained for at least a half hour after completion of welding or cutting operations to detect and extinguish possible smoldering fires.

d) **Authorization.** Before cutting or welding is permitted, the area shall be inspected by the individual responsible for authorizing cutting and welding operations. He/she shall designate precautions to be followed in granting authorization to proceed preferably in the form of a written hot work permit.

PROTECTION OF PERSONNEL

- **General**
    - ***Railings*.** Employees working on platforms, scaffolds, or runways shall be protected against falling. This may be accomplished by the use of railings, safety belts, lifelines, or some other equally effective safeguards.
    - ***Welding cables*.** Employees shall place welding cables and other Equipment so that it is clear of passageways, ladders, and stairways.

- **Eye Protection**
  - ***Selection***
    - Helmets or hand shields shall be used during all arc welding or arc cutting operations, excluding submerged arc welding. Helpers or attendants shall be provided with proper eye protection.
    - Goggles or other suitable eye protection shall be used during all gas welding or oxygen cutting operations. Spectacles without side shields, with suitable filter lenses are permitted for use during gas welding operations on light work, for torch brazing or for inspection.
    - All operators and attendants of resistance welding or resistance brazing equipment shall use transparent face shields or goggles, depending on the particular job, to protect their faces or eyes, as required.
    - Eye protection in the form of suitable goggles shall be provided where needed for brazing operations.
  - ***Specification for Protectors.***
    - Helmets and hand shields shall be made of a material, which is an insulator for heat and electricity. Helmets, shields and goggles shall be not readily flammable and shall be capable of withstanding sterilization.
    - Helmets and hand shields shall be arranged to protect the face, neck and ears from direct radiant energy from the arc.
    - Helmets shall be provided with filter plates and cover plates designed for easy removal.
    - All parts shall be constructed of a material, which will not readily corrode or discolor the skin.
    - Goggles shall be ventilated to prevent fogging of the lenses as much as practicable.
    - All glass for lenses shall be tempered, substantially free from air bubbles, waves and other flaws. Except when a lens is ground to provide proper optical correction for defective vision, the front and rear surfaces of lenses and windows shall be smooth and parallel.
  - ***Protection from arc welding rays.*** Where the work permits, the welder should be enclosed in an individual booth painted with a finish of low reflectivity such as zinc oxide (an important factor for absorbing ultraviolet radiation) and lamp black, or shall be enclosed with noncombustible screens similarly painted. Booths and screens shall permit circulation of air at floor level. Workers or other persons adjacent to the welding areas shall be

protected from the rays by noncombustible or flameproof screens or shield or shall be required to wear appropriate goggles.

- ***Protective clothing*.**
    - **General requirements.** Supervisors will ensure that employees exposed to the hazards created by welding, cutting, or brazing operations be protected by personal protective equipment in accordance with the requirements of 29 CFR 1910.132 (Personal Protective Equipment, General Requirements). Appropriate protective clothing required for any welding operation will vary with the size, nature and location of the work to be performed.

HEALTH PROTECTION AND VENTILATION

- ***General***
- ***Contamination.*** The requirement for contamination control have been established on the basis of the following three factors in arc and gas welding which govern the amount of contamination to which welders may be exposed:
    - Dimensions of space in which welding is to be done (with special regard to height of ceiling).
    - Number of welders.
    - Possible evolution of hazardous fumes, gases, or dust according to the metals involved.
- ***Screens*.** When welding must be performed in a space entirely screened on all sides, the screens are arranged so that no serious restriction of ventilation exists. It is desirable to have the screens so mounted that they are about 2 feet (0.61 m) above the floor unless the work is performed at so low a level that the screen must be extended nearer to the floor to protect nearby workers from the glare of welding.
- ***Maximum allowable concentration*.** Local exhaust or general ventilating systems shall be provided and arranged to keep the amount of toxic fumes, gases, or dusts below the maximum allowable concentration as specified in 29 CFR 1910.1000 (Toxic and Hazardous Substances).
- ***Precautionary labels.*** A number of potentially hazardous materials are employed in fluxes, coatings, coverings, and filler metals used in welding and cutting or are released to the atmosphere during welding and cutting. Supervisors will ensure employees under their control are familiar with the Safety Data Sheets (SDS) applicable to the welding, materials they are

using.

VENTILATION FOR GENERAL WELDING AND CUTTING

- **General.**

  Mechanical ventilation shall be provided when welding or cutting is done on metals other than the following:

  - Fluorine compounds, Zinc, Lead, Cadmium, Mercury, and stainless steels.
  - In a space of less than 10,000 cubic feet (284 m3) per welder.
  - In a room having a ceiling height of less than 16 feet (5m).
  - In confined spaces or where welding space contains partitions, balconies, or other structural barriers to the extent that they significantly obstruct cross ventilation.

- ***Minimum rate.*** Such ventilation shall be at the minimum rate of 2,000 cubic feet (57 m3) per minute per welder, except where local exhaust hoods and booths provide an equivalent or better rate, or airline respirators approved by the Mine Safety and Health Administration and the National Institute for Occupational Safety and Health, pursuant to the provisions of 30 CFR part 11, are provided. Natural ventilation is considered sufficient for welding or cutting operations where the following restrictions are not present:
  - In a space of less than 10,000 cubic feet (284 m3) per welder.
  - In a room having a ceiling height if less that sixteen (16) feet (5 m).
  - In confined spaces or where the welding space contains partitions, balconies, or other structural barriers to the extent that they significantly obstruct cross ventilation.
  - Local exhaust hoods and booths. Mechanical local exhaust ventilation may be by means of either of the following:
    - ***Hoods.*** Freely movable hoods intended to be placed by the welder as near as practicable to the work being welded and provided with a rare of air0flow sufficient to maintain a velocity in the direction of the hood of 100 linear (30 m) per minute in the zone of welding when the hood is at its most remote distance from the point of welding. The rates of ventilation required to accomplish this control velocity using a 3 inch (7.6 cm) wide flanged suction opening are shown in the following table:

Welding Zone	Minimum Air Flow*(1) Cubic Feet/Minute	Duct Diameter Inches*(2)
4 to 6 inches from arc or torch	150	3
6 to 8 inches from arc or torch	275	3 ½
8 to 10 inches from arc or torch	425	4 ½
10 to 12 inches from arc or torch	600	5 ½

{Footnote}* (1) When brazing with cadmium bearing materials or when cutting on such materials increased rates of ventilation may be required.

{Footnote}*(2) Nearest half-inch duct diameter based on 4,000 feet per minute velocity in pipe.

- ***Fixed enclosure.*** A fixed enclosure with a top and not less than two sides which surround the welding or cutting operations and with a rate of airflow sufficient to maintain a velocity away from the welder of not less than 100 linear feet (30 m) per minute.

- Ventilation in confined spaces.
  - ***Air replacement.*** All welding and cutting operations carried on in confined spaces shall be adequately ventilated to prevent the accumulation of toxic materials or possible oxygen deficiency. This applies not only to the welder but also to helpers and other personnel in the immediately vicinity. All replacement air shall be clean and respirable.
  - ***Airline respirators.*** In such circumstances where it is impossible to provide such ventilation, airline respirators or hose masks approved by the Mine Safety and Health Administration and the National Institute for Occupational Safety and Health, shall be used.
  - ***Self-contained units.*** In areas immediately dangerous to life and health (IDLH), hose masks with blowers or self-contained breathing equipment shall be used. The breathing equipment shall be approved by the Mine Safety and Health Administration and the National Institute for Occupational Safety and Health.
  - ***Outside helper.*** Where company welding operations are carried on in confined spaces and where welders and helpers are provided with hose

masks, hose masks with blowers, or self-contained breathing equipment approved by the Mine Safety and Health Administration and the National Institute for Occupational Safety and Health, a worker shall be stationed on the outside of such confined spaces to insure the safety of those working within. This will be done in accordance with ***BOB MOORE CONSTRUCTION, INC.*** confined space standard practice instructions.

- ***Oxygen for ventilation*.** Because of its flammable properties, Oxygen shall never be used for ventilation.

FLUORINE COMPOUNDS

- **General.**

  In confined spaces, welding or cutting involving fluxes, coverings, or other materials which contain fluorine compounds shall be done in accordance with the safety precautions and work practices delineated on the SDS. A fluorine compound is one that contains fluorine, as an element in chemical combination, not as a free gas.

  Maximum allowable concentration*.* The need for local exhaust ventilation or airline respirators in welding or cutting in other than confined spaces will depend upon the individual circumstances. However, experience has shown such protection to be desirable for fixed-location production welding and for all production welding on stainless steels. Where air samples taken at the welding locations indicate that the fluorides liberated are below the maximum allowable concentration, such protection is not necessary.

INDUSTRIAL APPLICATIONS

- **Transmission pipeline.**
  - ***General:***

    The requirements of the “Protection of personnel” and “Health protection and ventilation” sections of this SPI shall be observed.

  - ***Field Shop Operations:***

    Where field shop operations are involved for Fabrication of fittings, river crossing, road crossings, and pumping and compressor stations the requirements of the “Fire prevention and protection”, “Protection of personnel” and the Health protection and ventilation” sections of this SPI shall be observed.

- ***Electric shock:***

  When arc welding is performed in wet conditions, or under conditions of high humidity, special protection against electric shock shall be supplied.

- ***Pressure testing.***

  In pressure testing of pipelines, the workers and the public shall be protected against injury by the blowing out of closures or other pressure restraining devices. Also, protection shall be provided against expulsion of loose dirt that may have become trapped in the pipe.

- ***Construction standards.***

  The welded construction of transmission pipelines shall be conducted in accordance with the Standard for Welding Pipe Lines and Related Facilities, API Std 1104-1968.

- ***Flammable substance lines.***

  The connection, by welding, of branches to pipelines carrying flammable substances shall be performed in accordance with Welding or Hot Tapping in Equipment Containing Flammables, API Std. PSD No. 2201-1963.

- ***X-ray inspection.***

  The use of X-rays and radioactive isotopes for the inspection of welded pipeline joints shall be carried out in conformance with the American National Standard Safety Standard for Non-Medical X-ray and Sealed Gamma-Ray Sources, ANSI Z54.1-1963.

- **Training**
  - ***Types of training.***

    Supervisors will determine whether training required for specific jobs will be conducted in a classroom or on-the-job. The degree of training provided shall be determined by the complexity of the welding, brazing, or cutting requirements of the individual job and the associated hazards.

Hot Work Permit

BEFORE INITIATING HOT WORK, CAN THIS JOB BE AVOIDED? IS THERE A SAFER WAY?

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch Applied Roofing and Welding.

Part 1

INSTRUCTIONS

1. **Fire safety Supervisor:**
   - **A. Verify precautions listed at right (or do not proceed with the work).**
   - **B. Complete and retain PART 1.**
   - **C. Issue PART 2 to person doing job.**

HOT WORK BEING DONE BY: 9 **EMPLOYEE** 9 **CONTRACTOR** _____		
DATE	JOB NO.	
LOCATION/BUILDING & FLOOR		
NATURE OF JOB		
NAME OF PERSON DOING HOT WORK		
I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for this work.		
SIGNED: (FIRESAFETY SUPERVISOR/OPERATIONS SUPERVISOR)		
PERMIT EXPIRES:	DATE	TIME AM PM

REQUIRED PRECAUTIONS CHECKLIST

- ☐ Available sprinklers, hose streams and extinguishers are in service/operable.
- ☐ Hot Work equipment in good repair.

Requirements within 35 ft. (11m) of work

- ☐ Flammable liquids, dust, lint and oily deposits removed.
- ☐ Explosive atmosphere in area eliminated.
- ☐ Floors swept clean.
- ☐ Combustible floors wet down, covered with damp sand or fire-resistive sheets.
- ☐ Remove other combustibles where possible. Otherwise protect with fire-resistive tarpaulins or metal shields.
- ☐ All wall and floor openings covered.
- ☐ Fire-resistive tarpaulins suspended beneath work.

Work on walls or ceilings

- ☐ Construction is noncombustible and without combustible covering or insulation.
- ☐ Combustibles on other side of walls moved away.

Work on enclosed equipment

- ☐ Enclosed equipment cleaned of all combustibles.
- ☐ Containers purged of flammable liquids/vapors.
- ☐ Pressurized vessels, piping and equipment removed from service, isolated and vented.

Fire watch/Hot Work area monitoring

- ☐ Fire watch will be provided during and for 60 minutes after work, including any coffee or lunch breaks.
- ☐ Fire watch is supplied with suitable extinguisher, and, where practical, charged small hose.
- ☐ Fire watch is trained in use of this equipment and in sounding alarm.
- ☐ Fire watch may be required for adjoining areas, above, and below.
- ☐ Monitor Hot Work area for 4 hours after job is completed

Other Precautions Taken

- ☐ _____
  _____

WARNING!

HOT WORK IN PROGRESS
WATCH FOR FIRE!

IN CASE OF AN EMERGENCY:

CALL: _____
AT: _____
_____
_____

WARNING!

Section 7
MISCELLANEOUS FORMS

BOB MOORE CONSTRUCTION, INC.

NEW EMPLOYEE ORIENTATION

Employee Name: _____

	DISCUSSED	YES	NO
1.	Safety Policy	_____	_____
2.	Mandatory Safety Requirements (Alcohol & Drug, Disciplinary Program)	_____	_____
3.	Hazard Communication Program/GHS/Silica	_____	_____
4.	Fleet Safety	_____	_____
5.	Excavation and Trench Safety	_____	_____
6.	Aerial Lifts/Ladder/Scaffold Safety	_____	_____
7.	Use of Personal Protective Equipment	_____	_____
8.	Electrical Safety	_____	_____
9.	Emergency Response/Fire Protection	_____	_____
10.	Competent Person	_____	_____
11.	Confined Spaces	_____	_____
12.	Respiratory Policy	_____	_____
13.	Fall Protection	_____	_____
14.	Lockout Tagout	_____	_____
15.	Reporting Unsafe Situations	_____	_____
16.	Reporting of Injuries	_____	_____
17.	Bloodborne Pathogen	_____	_____
18.	Walking and Working Spaces	_____	_____

The above items were discussed with me today and I had an opportunity to ask questions. I understand the company policy and position on these items.

Signed: _____ Signed: _____

Employee (Facilitator)

Date: _____

BOB MOORE CONSTRUCTION, INC.

Employee Notice of Failure to Comply with Company Policy or Rules

Company Name	Employee Name
Division	Date Notice Issued
Date of Non-Compliance	Location of Non-Compliance
Policy / Rule Number	Witness

Describe Non-Compliance in Detail:

Signature of Supervisor Issuing Notice	Signature of Division Superintendent

Employee Remarks Regarding Violation:

I have entered my version of the above matter.

Employee's Signature	Date

Personnel Department Use ONLY

Number of Prior Notices: This Rule: Total Notices All Rules:

Posted to Permanent File Jacket by:

Personnel Department Copy Filed by:

Copies:

_____ Employee
_____ Supervisor
_____ Division Superintendent
_____ Personnel Department
_____ C.E.O.

COMPANY POLICY AND RULES OF EMPLOYMENT

All new employees hired by BOB MOORE CONSTRUCTION are hired under the condition that they are on probation for three months from date of hire. During the probationary period, an employee may be terminated without notice for violation of any Company policy or Company rule which is listed below. After the probationary period, any employee may be fired without notice or warning for violating any inexcusable Company Conduct Policy (numbers 1 through 6), and after four total warnings in any 12-months period for not complying with different rules as habitual non-compliance. This system of progressive discipline does not create any form of employment contract.

INEXCUSABLE COMPANY CONDUCT POLICY

(1) The use, possession or sale of marijuana, alcohol in any form, drugs or other controlled substances at any time on company property, job sites, in company vehicles and any location after reporting to work and before the end of the work day, including lunch breaks and any other time during the work day.

(2) Theft of company property or the conversion of company property to your own use, or any act of dishonesty directly or indirectly involving the Company or its property. All scrap material, either from material purchased by Company, or removed from customers' property during remodel or demolition work is the property of the Company and is to be returned to the shop as is all material not actually installed at the job.

(3) Refusal to follow the instructions of supervisory personnel, which do not violate OSHA or Company safety policy, to perform assigned tasks in your work.

(4) Insubordination involving refusal to perform assigned tasks common to the trade, or either physical or verbal abuse of supervisory personnel.

(5) The use of profane language, harassment, racial or sexual slurs, or other abusive behavior by any employee (including supervisors) to any person.

(6) Entering time card that was not actual time worked or by falsifying any company report, receipt of document.

COMPANY RULES An employee who is still under probation may be terminated without notice for violation of the following rules (numbers 7 through 16), and after two warnings for permanent employees; or according to the discipline provisions of the company policy on alcohol and drug abuse.

(7) Reporting to work under the influence or any drug (including alcohol) or being physically impaired by lack of sleep or the side effects from withdrawal from drugs (including alcohol) (see drug and alcohol policy in this Manual).

(8) Disregard of work schedules, rules for starting work and picking up tools, and returning to the shop or job trailer as set forth by your individual supervisor.

(9) Excessive unexcused failure to show up for work or being late for work (more than once per month or three times in a one year period). Car trouble, transportation problems, etc..., will not be accepted as an excuse.

(10) Failure to notify your supervisor that you will be absent due to illness or family emergency. Notification is to be made by telephone prior to 8:00 am to your supervisor or division superintendent. If you must leave town after office hours, leave a message with BOB MOORE CONSTRUCTION answering service.

(11) Abuse of company tools, trucks and/or equipment.

(12) Playing any radio or recording transmitter during work hours on job sites.

(13) Willful or negligent violation of company safety policy.

(14) The inability to progress satisfactory in technical training (either in the classroom or on the job).

(15) Failure to maintain adequate standards of production. This can be due to lack or mechanical aptitude for the craft, lack or sufficient physical coordination or strength to safety and adequately perform assigned tasks, or work habits that are not conductive to production. Non-productive work habits include, but are not limited to, loafing, malingering, standing around talking, engaging in horse play, or other unauthorized activities instead or working.

(16) The failure of employees who represented themselves as possessing certain skills of the trade in order to obtain employment, to possess or demonstrate the required technical knowledge and skills of the trade upon which their employment is based.

LAYOFFS DUE TO LACK OF WORK: The Company reserves the right to lay personnel off in cases or bad weather or lack or work. No "show up" time will be paid when weather conditions are too bad to go to work. Call the office after 7:00 am to find out if you are to report to work.

Your time will be turned in as follows if you are injured on the job:

(1) If you receive first aid on the job, you will be paid for treatment and all hours actually worked on the job that day.

(2) If you receive medical treatment at a medical facility and are released by the doctor to return to work, you will be paid for the treatment time and travel time back to the job and all hours worked on the job.

(3) If you receive treatment at a medical facility and are not released by a doctor to return to work, you will be paid for that full day and then the provisions of the Workman's Compensation Law will apply until you return to work.

I have read, or have had someone read to me, and understand the above Company Policy, Rules and Conditions of Employment. I have received a copy of the Policy, Rules and Conditions of Employment, and alcohol and drug abuse policy, and I agree to comply with them as a condition of my employment with BOB MOORE CONSTRUCTION.

Signed:_____

Date:_____

BOB MOORE CONSTRUCTION, INC.

SAFETY MEETING REPORT

PROJECT NAME: JOB NUMBER:

NAME	DEPT	NAME	DEPT

REVIEWED MSDS:

SUBJECT MATTER DISCUSSED AND/OR SAFETY TALK NUMBER: _____

COMMENTS:

SAFETY MEETING CONDUCTED BY: DATE:

TITLE (CHECK ONE)

SUPERVISOR: PROJECT MANAGER:

SAFETY REP: OTHER (SPECIFY):

BOB MOORE CONSTRUCTION, INC.

SUPERVISOR ACCIDENT INVESTIGATION SUPPLEMENTAL REPORT

Name of Supervisor:_____

Date of Accident:
_____

Date of this Report: _____

Name of Employee involved: _____

Location of Accident: _____

Drivers License # if Co. Driver: _____

Was a Police Report Made? _____

Did Employee See a Doctor? _____

Describe in detail below (1) How the accident happened, (2) Names or all witnesses, (3) The cause of the accident, (4) How it could have been prevented, (5) And any steps taken to avoid similar accidents.

1. _____
   _____
2. _____
   _____
3. _____
   _____
4. _____
   _____
5. _____
   _____

Signed: Supervisor _____

Signed: Department Head _____

BOB MOORE CONSTRUCTION, INC.

PREVENTIVE MAINTENANCE

Auto/Pickup/Van Inspection Report

Drivers Name		Date
Vehicle Make	Vehicle Year	Co. Vehicle No.
		Lic. Plate No.
Vehicle Model		Mileage

Check Each Item	Needs Attn.	O.K.	Check Each Item	Needs Attn.	O.K.
Instruments - Gauges			Exhaust System		
Horn			Suspension		
Windows - Windshield			Fuel System		
Rear - Side View Mirrors			Oil - Water Leaks		
Windshield Wipers & Washers			Oil Level		
Speedometer			Water Level		
Seat Belts			Transmission		
Seats - Upholstery			Engine performance		
Heater - Defroster			First Aid Kit		
Headlights			Fire Extinguisher		
Turn Signals			Power Tools and Ext. Cords		
Brake Lights			Lock Out /Tag Out Equipment		
Tail Lights			Ladders		
Reflectors			Personal Protective Equipment		
Tire & Rims			General Neatness		
Steering			Vehicle Accident Report		
Brake System			Packet in Glove Compartment	Yes	No
Battery			General Condition of the Body		
			☐ Good ☐ Fair ☐ Poor		

Use Tire Gauge and report 32nd of inch remaining in each position (sides and center).				
Left Front	Right Front	Left Rear	Right Rear	Spare
Outside	Outside	Outside	Outside	Outside
Center	Center	Center	Center	Center
Inside	Inside	Inside	Inside	Inside

Remarks (If additional space is needed, please use reverse side.) _____

_____

_____

_____

Signed By: _____ _____

Inspector Driver

BOB MOORE CONSTRUCTION, INC.

JOB SITE SAFETY INSPECTION

JOB NAME: **COMPANY NAME:**

SITE SUPT: **SAFETY REP:** **DATE:**

(OSHA's most frequently cited violations)	MEETS OSHA YES	MEETS OSHA NO	VIOLATION CORRECTED
GENERAL			
1) Monthly safety meeting being held & records kept.	☐	☐	
2) Monthly safety meeting reports being sent to Cornerstone Safety office.	☐	☐	
3) Safety Manual & MSDS's on site.	☐	☐	
4) All OSHA required Posters on site and posted.	☐	☐	
5) OSHA Log #300 & #301 (or 1st report) up to date.	☐	☐	
6) Copies of OSHA Log #300 & #301 (or 1st report) being sent to Cornerstone Safety Office.	☐	☐	
7) OSHA Log #300 posted when required. (Feb 1st to March 1st)	☐	☐	
8) Copies of injury reports kept . (1st report)	☐	☐	
9) Copies of last inspection result kept.	☐	☐	
10) Adequate First Aid Kit kept on job site.	☐	☐	
11) At least on employee certified in First Aid & CPR.	☐	☐	
12) Pre-job Safety Meeting held with Subcontractor(s).	☐	☐	
13) Monthly Safety Meeting held with Supervisor & Subcontractor(s).	☐	☐	
14) Competent person, on site, assigned responsibility to inspect job site & records kept.	☐	☐	
SANITATION * MISCELLANEOUS			
15) Portable containers used to dispense drinking water. 1926.51 a-2	☐	☐	
16) Where single service cups are used for drinking water, are containers provided for new and used cups. 1926.51 a-5	☐	☐	
17) Adequate # of toilet facilities provided. 1926.51 Table D	☐	☐	
18) Special washing facilities provided for workers handling materials which may be harmful to their health. 1926.51 f	☐	☐	
19) Illumination in work areas (including offices, shops) adequate. 1926.152 a	☐	☐	
20) Required portable fire fighting equipment available properly located & maintained. 1926.150 C	☐	☐	
21) Approved metal safety cans used for handling & use of flammable. 1926.152 a	☐	☐	
22) In areas where flammables are stored or where operations present a fire hazard, "No Smoking or Open Flame: sign posted. 1926.151 a-3	☐	☐	
23) Workers required to wear reflective vest.	☐	☐	

(OSHA's most frequently cited violations)	MEETS YES	OSHA NO	VIOLATION CORRECTED
24) Indoor & Outdoor storage of flammables in approved containers or cabinets with warning signs posted. 1926-152 b	☐	☐	
25) Form & scrap lumber, and all other debris kept clear from work area. 1926.252 c	☐	☐	
26) Combustible scrape and debris removed from work areas at regular intervals. 1926.151 c-3	☐	☐	
27) Containers provided for collection, separation of waste, trash, oily and used rags. 1926.252 c-8	☐	☐	
28) Solvent waste, oily rages, and flammable liquids kept in fire resistant covered containers until removed from work site. 1926.252 e	☐	☐	
PERSONAL PROTECTION			
29) Hearing protective devices provided for and worn by workers where noise levels are excessive. 1926.101	☐	☐	
30) Hard hats provided for and worn by workers. 1926.100	☐	☐	
31) Eye and face protection provided and worn by workers where exposed to potential eye or face injury. 1926.102	☐	☐	
32) Workers required to wear footwear adequate for their assigned work. 1910.136	☐	☐	
33) Respiratory protective equipment provided and worn when workers are exposed to harmful dusts, fumes, and gases. 1926.103	☐	☐	
HAND & POWER TOOLS			
34) Hand held powered tools (saws, air impact) equipped only constant pressure switch. 1926.300 d-2	☐	☐	
35) Hand held powered tools (drills, tappers, fastener drivers, disc and belt sanders, angle grinders) provided with momentary contact "on-off" switch with lock-on control only it turn off is by single motion of same finger/fingers that turn it on. 1926.300 d-2	☐	☐	
36) Devices provided on air powered tools to prevent tools from becoming accidentally disconnected from hose. 1926.302 b-1	☐	☐	
37) Air hose connections secured across each such connection between air receiver and tool. 1926.302 b-2	☐	☐	
38) Defective tools, equipment tagged as unsafe, or controls locked in the off position, or physically removed from hob site. 1926.20 b-3	☐	☐	
ELECTRICAL			
39) For power circuits, exposed or concealed, where accidental contact by tools/equipment nay be hazardous, warning signs posted and all workers advised of hazard. 1926.416 a-3	☐	☐	
40) Regular inspections made to assure effective grounding of non-current carrying metal parts of portable and/or plug connected equipment, or GFCI's installed on all 100-220v temporary circuits. 1926.404 b i	☐	☐	
41) Temporary lights equipped with guards to prevent accidental contact with bulb. 1926.405 a-2-ii-e	☐	☐	
42) Receptacles, attachment plugs not interchangeable on circuits of different voltages, current ratings or types of current (AC or DC). 1926.405 j-1-v-2-i	☐	☐	
LADDERS			
43) Ladders regularly inspected and destroyed when found defective. 1926.1053 b-16	☐	☐	
44) Side rails extend 36" above landing or provision of grab rails. 1926.1053 b-1	☐	☐	

45)	Top of ladders tied-in to prevent displacement. 1926.1053 b-1	☐	☐	
46)	Double cleat ladders provided for working areas having 25 or more workers and two-way traffic is expected. 1926.1051 a-2	☐	☐	
47)	Double cleat ladders not exceeding 24 feet in length. 1926.450 b-2	☐	☐	
48)	Single cleat ladders not exceeding 30 feet in length. 1926.450 b-3	☐	☐	
49)	Cleats inset into edges of side rails or filler blocks used. 1926.450 b-12	☐	☐	
50)	All job built ladders constructed to conform with standards. 1926.450 Tables	☐	☐	
51)	No metal ladders used within 10 feet of electrical lines 1926.450 a-11	☐	☐	
52)	Stepladders used only in full open position. 1926.450 a-1	☐	☐	
53)	Stepladders of sufficient height so that top two steps do not have to be used to perform work and only the front steps of a stepladder being used. 1926.450 a-1	☐	☐	
54)	All manufactured single and extension ladders equipped with ladder shoes. 1926.450 a-6	☐	☐	
	ROLLING SCAFFOLDS (Manually propelled)			
55)	Wheel brakes set while in use. 1926.451 e-2	☐	☐	
56)	No riders on work platform while moving. 1926.451 e-7	☐	☐	
57)	Work levels 10' or more above ground of floor level have guard rails and toeboards. 1926.451 e-10	☐	☐	
58)	All cross and diagonal bracing in place and properly connected. 1926.451 e-9	☐	☐	
59)	Height does not exceed 4 times base dimension unless outriggers are used. 1926.451 e-1	☐	☐	
60)	Ladder access to work platform 1926.451 e-5	☐	☐	
	ARIEL LIFTS (MAN LIFTS)			
61)	Lift controls tested to determine they are in safe working condition.	☐	☐	
62)	Belting off to an adjacent pole, structure, or equipment not permitted.	☐	☐	
63)	Body belts worn and lanyard attached to boom or basket.	☐	☐	
64)	Brakes set while in use and if outriggers used, they are positioned on pads or solid surface.	☐	☐	
65)	Ariel lift truck not moved while boom is elevated and personnel in basket.	☐	☐	
	FLOOR & WALL OPENING			
66)	Wall openings (30" high, 18" wide or greater) from which there is a drop of 4' or more and bottom opening less than 3' above working surface provided with guard rails. 1926.500 c-1	☐	☐	
67)	Bottom of wall openings less than 4" above work surface provided with standard toeboard (4' high). 1926.500 c-1-ii	☐	☐	
68)	Open sided floors 6' or more above floor or ground level provided with standard railing and toeboard or other equivalent perimeter protection. 1926.500 d-1	☐	☐	
69)	Stairways when used during construction have hand rails on all open sides, guardrails at landing and filler blocks in all recessed treads. 1926.500 e-f	☐	☐	
70)	During construction, stairways provided with standard railings and guardrails at floor openings. 1926.500 e	☐	☐	
	EXCAVATIONS * TRENCHING & SHORING			
71)	Excavated material effectively stored and retained at least 2' or more from edge of excavations. 1926.651 i-1	☐	☐	
72)	Utility company contacted and advised of proposed excavation work to determine underground utility exposures or when overhead power lines are involved. 1926.651 a	☐	☐	

73)	Substantial stop logs or barricades installed when mobile equipment working adjacent to excavation. 1926.651 s	☐	☐	
74)	Trenches over 5' in depth shored to standard, laid back to stable slopes or provided with other equivalent protection where hazard of moving ground exists. 1926.652 a	☐	☐	
75)	Trenches less than 5' deep protected where hazardous ground movement exists. 1926.652 a-ii	☐	☐	
76)	Trenches in hard or compact soil shored to standard when depth is more than 5' and 8' in length. 1926.652 c	☐	☐	
77)	Inspect surrounding work area to assure safe means of entry and exit.	☐	☐	
78)	Trenches 4' deep or more provided with ladder located no more than 25' of lateral travel. 1926.652 H	☐	☐	
79)	Excavation inspected and adequate precautions were utilized to prevent the accumulation of water.	☐	☐	
	FLAT ROOFS LESS THAN 4/1 PITCH			
80)	Warning line 6' from roof edge in the work area. 1926.500	☐	☐	
81)	Safety belts and lines in use at perimeter or standard handrails or equivalent. 1926.500	☐	☐	
82)	Material stored 6' from edge. 1926.500	☐	☐	
83)	All openings covered or protected by guardrails. 1926.500 a-4	☐	☐	
	PITCHED ROOFS OVER 4/1 PITCH			
84)	Safety belts and life lines or catch platform w/roofing bracket scaffolds secured. 1926.451 u-2	☐	☐	
85)	Crawl or chicken ladders secured - with evenly spaced cleats. 1926.451 v	☐	☐	
86)	Ladders extend 36" above eaves and secured at top and bottom. 1926.450 a-9	☐	☐	
	DEMOLITION			
87)	Dust controlled by wetting.	☐	☐	
88)	Employees provided with dust respirators and goggles.	☐	☐	
89)	Chutes properly erected and drop area barricaded off. 1926.852	☐	☐	
90)	Floor openings protected. 1926.850 J	☐	☐	
91)	Employee access to building provided with overhead protection. 1926.850 K	☐	☐	
92)	Stairways in building used for access properly lighted, and maintained. 1926.851 a	☐	☐	
	CONCRETE FORMING & POURING			
93)	Vertical re-steel protected by covering when employees working above. 1926.700 b-2	☐	☐	
94)	Employees wearing safety belts or equivalent when 6' or more above adjacent work surfaces. 1926.700 b-1	☐	☐	
95)	Walk and standing boards when pouring horizontal surfaces on re-steel. 5-a-1	☐	☐	
96)	All pump crete lines secured at all joints. 1926.700 d-6	☐	☐	
97)	Concrete trucks blocked when discharging on a slope. 1926.700 d-8	☐	☐	
98)	Shoring and re-shoring adequate for support. 1926.700 a-1	☐	☐	
99)	Properly guarded work platform for walls, columns, beams, etc... 5-a-1	☐	☐	
	OTHERS			
100)	Stairs and handrails provided for entry to office or storage trailers. 1926.500 e-i-v	☐	☐	

101) All heavy equipment provided with a back-up bell and horn, canopy guards on fork lift trucks and roll over protection on all earth moving equipment.	☐	☐	
102) All stationary cranes guarded properly for foot traffic.	☐	☐	
103) No riding concrete buckets, steel beams, material crates, hook, etc... 1926.700 d-7-ii	☐	☐	

COMMENTS

OSHA's Form 300 (Rev. 01/2004)

Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20__ __

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name _____

City _____ State _____

Identify the person			**Describe the case**			**Classify the case** CHECK ONLY ONE box for each case based on the most serious outcome for that case:				**Enter the number of days the injured or ill worker was:**		**Check the "Injury" column or choose one type of illness:**					
								Remained at Work				(M)					
(A) Case no.	(B) Employee's name	(C) Job title (*e.g., Welder*)	(D) Date of injury or onset of illness	(E) Where the event occurred (*e.g., Loading dock north end*)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (*e.g., Second degree burns on right forearm from acetylene torch*)	Death (G)	Days away from work (H)	Job transfer or restriction (I)	Other record-able cases (J)	Away from work (K)	On job transfer or restriction (L)	Injury (1)	Skin disorder (2)	Respiratory condition (3)	Poisoning (4)	Hearing loss (5)	All other illnesses (6)
____	_____	_____	____/ month/day	_____	_____	☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
____	_____	_____	____/ month/day	_____	_____	☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
____	_____	_____	____/ month/day	_____	_____	☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
____	_____	_____	____/ month/day	_____	_____	☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
____	_____	_____	____/ month/day	_____	_____	☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
____	_____	_____	____/ month/day	_____	_____	☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
____	_____	_____	____/ month/day	_____	_____	☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
____	_____	_____	____/ month/day	_____	_____	☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
____	_____	_____	____/ month/day	_____	_____	☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
____	_____	_____	____/ month/day	_____	_____	☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
____	_____	_____	____/ month/day	_____	_____	☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
____	_____	_____	____/ month/day	_____	_____	☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
____	_____	_____	____/ month/day	_____	_____	☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
____	_____	_____	____/ month/day	_____	_____	☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
____	_____	_____	____/ month/day	_____	_____	☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
Page totals ➤						___	___	___	___	___	___	___	___	___	___	___	___

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Injury (1) | Skin disorder (2) | Respiratory condition (3) | Poisoning (4) | Hearing loss (5) | All other illnesses (6)

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 20__ __

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
_____	_____	_____	_____
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
_____	_____
(K)	(L)

Injury and Illness Types

Total number of . . .

	(M)		(M)
(1) Injuries	_____	(4) Poisonings	_____
		(5) Hearing loss	_____
(2) Skin disorders	_____	(6) All other illnesses	_____
(3) Respiratory conditions	_____		

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Establishment information

Your establishment name _____

Street _____

City _____ State _____ ZIP _____

Industry description (*e.g., Manufacture of motor truck trailers*)

_____

Standard Industrial Classification (SIC), if known (*e.g., 3715*)

____ ____ ____ ____

OR

North American Industrial Classification (NAICS), if known (e.g., 336212)

____ ____ ____ ____ ____ ____

Employment information *(If you don't have these figures, see the Worksheet on the back of this page to estimate.)*

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

_____
Company executive — Title

( ) - / /
Phone — Date

OSHA's Form 301
Injury and Illness Incident Report

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary,* these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by _____

Title _____

Phone (_____)_____--_____ **Date** ____/ ____/ ____

Information about the employee

1) **Full name** _____

2) **Street** _____

City _____ **State** _____ **ZIP** _____

3) **Date of birth** _____ / ____ / _____

4) **Date hired** _____ / ____ / _____

5) ❒ **Male**
❒ **Female**

Information about the physician or other health care professional

6) **Name of physician or other health care professional** _____

_____

7) **If treatment was given away from the worksite, where was it given?**

Facility _____

Street _____

City _____ **State** _____ **ZIP** _____

8) **Was employee treated in an emergency room?**
❒ **Yes**
❒ **No**

9) **Was employee hospitalized overnight as an in-patient?**
❒ **Yes**
❒ **No**

Information about the case

10) **Case number from the *Log*** _____ *(Transfer the case number from the Log after you record the case.)*

11) **Date of injury or illness** _____ / ____ / _____

12) **Time employee began work** _____ **AM / PM**

13) **Time of event** _____ **AM / PM** ☐ **Check if time cannot be determined**

14) ***What was the employee doing just before the incident occurred?*** **Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific.** ***Examples:*** **"climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."**

15) ***What happened?*** **Tell us how the injury occurred.** ***Examples:*** **"When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."**

16) ***What was the injury or illness?*** **Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or sore."** ***Examples:*** **"strained back"; "chemical burn, hand"; "carpal tunnel syndrome."**

17) ***What object or substance directly harmed the employee?*** ***Examples:*** **"concrete floor"; "chlorine"; "radial arm saw."** ***If this question does not apply to the incident, leave it blank.***

18) ***If the employee died, when did death occur?*** **Date of death** _____ / ____ / _____

BOB MOORE CONSTRUCTION, INC.

VEHICLE ACCIDENT INVESTIGATION REPORT

PART I – GENERAL INFORMATION

1. Company Branch	2. Drivers Name	3. Dept.	4. Age
5. Date of Accident	6. Time ☐ a.m. ☐ p.m.	7. How long has the driver been operating the vehicle? Years: Months:	

8. Exact location of accident

9. List dates of all vehicle accidents reported by driver in the past 3 years.

PART II – DESCRIPTION OF ACCIDENT (describe what happened – who was involved, where, when, why & how)

10.

PART III – THE CAUSE OF THE ACCIDENT

11. What did our driver or any other employee do or fail to do, that contributed to the accident?

12. Did drivers physical condition (hearing, eye defects, sickness, lack or sleep, etc…) cause or contribute in any way to the accident?
☐ Yes ☐ No

If No, explain:

13. Did the vehicle's condition, scheduling, routing, maintenance, etc…, contribute in any way to the accident occurrence or resulting damage or injury? ☐ Yes ☐ No

If No, explain:

PART IV – CORRECTIVE ACTION TAKEN

14. What is being done to prevent a recurrence? (Be specific. List definite steps taken. Avoid vague or meaningless answers such as, "Told driver to be more carefull"):

PART V – MANAGEMENT REVIEW

15. Preventable by driver? ☐ Yes ☐ No

Signature of Supervisor: Date:

Signature of Management: Date:

BOB MOORE CONSTRUCTION, INC.

Descriptions below assist to determine the cause of the accident (PART III)

CHECK ALL THAT APPLY

Line 12 – Unsafe Acts of Our Driver

400 ☐ Failure to observe clearances
401 ☐ Failure to signal intentions
402 ☐ Failure to yield right of way
403 ☐ Speed too fast for conditions
404 ☐ Following too close for conditions
405 ☐ Improper backing
406 ☐ Improper parking
407 ☐ Improper passing
408 ☐ Improper turning
409 ☐ Operating equipment without authority
410 ☐ Unsafe act of others
411 ☐ Driving while under the influence or alcohol / drugs
412 ☐ Insufficient visibility
413 ☐ Operating beyond vehicle capacity – Overweight
414 ☐ Operating defective equipment
415 ☐ Operating for excess hours of service – Fatigue
416 ☐ Operating without proper equipment
417 ☐ Operating without proper license – Driver
418 ☐ Reckless driving

555 ☐ Other
997 ☐ None

Line 13 – Unsafe Conditions of Vehicle / Road

450 ☐ Carbon monoxide hazard
451 ☐ Defective brakes
452 ☐ Defective personal protection
453 ☐ Defective turn signals
454 ☐ Defective tires
455 ☐ Inoperative lights
456 ☐ Road conditions
457 ☐ Road illumination
458 ☐ Vehicle loaded improperly
459 ☐ Excessive load
460 ☐ Unauthorized / illegal cargo

555 ☐ Other
997 ☐ None

Line 14 – Unsafe Contributing Factors of Our Driver

500 ☐ Personal impairment – Alcohol/Drug Abuse
501 ☐ Distraction
502 ☐ Personal impairment – Emotional/Mental State
503 ☐ Equipment modified
504 ☐ Personal impairment – Fatigue
505 ☐ Inadequate maintenance
506 ☐ Interior hazards / Inside vehicle
507 ☐ Lack of knowledge / skill
508 ☐ Personal impairment – Physical capabilities
509 ☐ Procedure improvised / not followed
510 ☐ Unsafe act of others

555 ☐ Other
☐ None

Your Company Contributory Factory

560 ☐ Inadequate correction of known vehicle hazards
561 ☐ Inadequate design / mechanism
562 ☐ Inadequate enforcement of company rules
563 ☐ Inadequate hazard identification system
564 ☐ Inadequate vehicle inspection program
565 ☐ Inadequate maintenance
566 ☐ Inadequate personal protection
567 ☐ Inadequate pre-job planning
568 ☐ Inadequate purchasing standards
569 ☐ Inadequate company rules
570 ☐ Inadequate employee selection / placement
571 ☐ Inadequate training / orientation
572 ☐ Inadequate / failure to warn driver of hazards

555 ☐ Other
☐ None

Instructions:

1. Begin your investigation as soon as possible after the loss.
2. Parts I and II should be completed within 24 hours after an accident, Parts III, IV and V should be completed 2 weeks after an accident.

BOB MOORE CONSTRUCTION, INC.

Accident Investigator's Checklist

Notified of Accident: Time ☐ a.m. ☐ p.m. Date:

- ☐ 1. Upon arrival at the scene, make visual check to see if scene is properly protected against further accident situations.
- ☐ 2. Have Police and Insurance Company been called?
- ☐ 3. Who was killed; injured; how serious, where are they?
- ☐ 4. Names of the drivers of both vehicles, make, model, license number, occupants, addresses, employer?
- ☐ 5. Time of accident, exact location? Highway number, number miles, direction from nearest town.
- ☐ 6. Brief situation leading to accident.
- ☐ 7. Is your driver isolated from others and has he already discussed his version of the accident with anyone at the scene? If so, who? If sent to the hospital, send company personnel with him.
- ☐ 8. Were there witnessed? Names, addresses; license number. Include those to arrive early to the scene, although they may not be witnesses
- ☐ 9. Were obvious infractions noticed by witnesses? Hostile - Friendly?
- ☐ 10. Pictures made and evidence presented before vehicles moved?
- ☐ 11. Names or license numbers of anyone making pictures?
- ☐ 12. A complete on the scene inspection of vehicles should be made for mechanical defects. Any further damage likely to result from operating vehicle?
- ☐ 13 If vehicles have been removed - where to? Whose wrecker removed them?
- ☐ 14. Is point of impact clearly noted on the roadway?
- ☐ 15. Has all physical evidence been preserved?
- ☐ 16. Make measurements of all physical facts, including length and location of skid marks, and conduct skid test
- ☐ 17. Make a sketch of accident scene and location of vehicles.
- ☐ 18. Have Police issued citations or made arrests? Who? What charge?
- ☐ 19. Name of Police investigators and badge numbers, city, state, etc...?
- ☐ 20. Name of adjuster and firm if an independent.
- ☐ 21. Protect cargo.
- ☐ 22. Arrange for wrecker service (get name of wrecker driver).
- ☐ 23. Note any property damage other than the vehicles involved.
- ☐ 24. Negligence noted. (Speed - Sudden Stop - Overcrowded - Lights out).
- ☐ 25. Final examination of the complete scene before leaving.

BE SURE ALL YOUR INFORMATION IS RECORDED BEFORE LEAVING SCENE

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

FEDERAL MINIMUM WAGE

$7.25 PER HOUR

BEGINNING JULY 24, 2009

OVERTIME PAY At least 1½ times your regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR An employee must be at least **16** years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor.

Youths **14** and **15** years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

No more than

- **3** hours on a school day or **18** hours in a school week;
- **8** hours on a non-school day or **40** hours in a non-school week.

Also, work may not begin before **7 a.m.** or end after **7 p.m.**, except from June 1 through Labor Day, when evening hours are extended to **9 p.m.** Different rules apply in agricultural employment.

TIP CREDIT Employers of "tipped employees" must pay a cash wage of at least $2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least $2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.

ENFORCEMENT The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.

Employers may be assessed civil money penalties of up to $1,100 for each willful or repeated violation of the minimum wage or overtime pay provisions of the law and up to $11,000 for each employee who is the subject of a violation of the Act's child labor provisions. In addition, a civil money penalty of up to $50,000 may be assessed for each child labor violation that causes the death or serious injury of any minor employee, and such assessments may be doubled, up to $100,000, when the violations are determined to be willful or repeated. The law also prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the Act.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.
- Some state laws provide greater employee protections; employers must comply with both.
- The law requires employers to display this poster where employees can readily see it.
- Employees under 20 years of age may be paid $4.25 per hour during their first 90 consecutive calendar days of employment with an employer.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

For additional information:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

U.S. Wage and Hour Division

WWW.WAGEHOUR.DOL.GOV

DERECHOS DEL EMPLEADO

BAJO LA LEY DE NORMAS JUSTAS DE TRABAJO

SECCIÓN DE HORAS Y SUELDOS DEL DEPARTAMENTO DE TRABAJO DE EEUU

SALARIO MÍNIMO FEDERAL

$7.25 POR HORA

A PARTIR DEL 24 DE JULIO DE 2009

PAGO DE SOBRETIEMPO

Por lo menos tiempo y medio (1½) de su tasa regular de pago por todas las horas trabajadas en exceso de 40 en una semana laboral.

EMPLEO DE MENORES DE EDAD

El empleado ha de tener por lo menos **16** años de edad para trabajar en la mayoría de los trabajos no agrícolas y por lo menos tener **18** años para trabajar en trabajos no agrícolas declarados arriesgados por el/la Secretario(a) de Trabajo.

Jóvenes de **14** y **15** años de edad pueden trabajar fuera de horas escolares en varios trabajos que no sean en fabricación, minería, o arriesgados, bajo las siguientes condiciones:

No más de

- **3** horas en un día escolar o **18** horas en una semana escolar;
- **8** horas en un día no escolar o **40** horas en una semana no escolar.

Además, el trabajo no puede empezar antes de las **7 de la mañana** o terminar después de las **7 de la tarde** salvo del primero de junio hasta el Día de Labor, cuando las horas de la tarde se extienden hasta las **9 de la noche**. Se aplican reglas distintas al empleo agrícola.

CRÉDITO POR PROPINAS

Empresarios de empleados que reciben propinas han de pagar un salario en efectivo de por lo menos $2.13 por hora si declaran un crédito por propina contra sus obligaciones hacia el salario mínimo. Si las propinas del empleado combinadas con el salario en efectivo que paga el empresario de por lo menos $2.13 por hora no equivalen al salario mínimo por hora, el empresario ha de suplir la diferencia. También se tiene que cumplir con otras condiciones.

CUMPLIMIENTO

El Departamento de Trabajo puede recuperar salarios atrasados administrativamente o mediante acción legal en los tribunales, para empleados a los cuales se les haya pagado por debajo y en violación de la ley.

A los empresarios se les puede imponer penas pecuniarias civiles de hasta $1,100 por cada infracción intencional o repetida de las provisiones de la ley del pago del salario mínimo y del pago de sobretiempo y hasta $11,000 por cada empleado que sea empleado en violación de las provisiones de la ley sobre el empleo de menores. Adicionalmente, se puede imponer una pena pecuniaria civil de hasta $50,000 por cada infracción de las provisiones sobre el empleo de menores si causa la muerte o una lesión seria de un empleado menor de edad, y se pueden doblar dichas avaluaciones, hasta $100,000, cuando se determinan que las infracciones son intencionales o repetidas. La ley también prohíbe la discriminación o el despido del trabajador por haber presentado una denuncia o por participar en cualquier procedimiento bajo la Ley.

INFORMACIÓN ADICIONAL

- Ciertas ocupaciones y ciertos establecimientos están exentos de las provisiones de pago de salario mínimo y de sobretiempo.
- Se aplican provisiones especiales a trabajadores de Samoa Americana y de la Comunidad de las Islas Marianas del Norte.
- Algunas leyes estatales proveen más protecciones al empleado; el empresario ha de cumplir con ambas.
- La ley exige que los empresarios pongan este cartel donde los empleados lo puedan ver fácilmente.
- A los empleados menores de 20 años de edad se les puede pagar menos de $4.25 por hora durante los primeros 90 días civiles consecutivos de empleo con un empresario.
- Se les puede pagar menos del salario mínimo bajo ciertos certificados especiales emitidos por el Departamento de Trabajo a ciertos estudiantes de tiempo completo, estudiantes aprendices y a trabajadores con impedimentos.

Para información adicional:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

U.S. Wage and Hour Division

WWW.WAGEHOUR.DOL.GOV

Job Safety and Health

It's the law!

OSHA

Occupational Safety and Health Administration
U.S. Department of Labor

EMPLOYEES:

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- You can file a complaint with OSHA within 30 days of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under the *OSH Act*.
- You have the right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violations.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records and records of your exposures to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.
- You must comply with all occupational safety and health standards issued under the *OSH Act* that apply to your own actions and conduct on the job.

EMPLOYERS:

- You must furnish your employees a place of employment free from recognized hazards.
- You must comply with the occupational safety and health standards issued under the *OSH Act*.

This free poster available from OSHA –
The Best Resource for Safety and Health

Free assistance in identifying and correcting hazards or complying with standards is available to employers, without citation or penalty, through OSHA-supported consultation programs in each state.

1-800-321-OSHA
www.osha.gov

OSHA 3165-12-06R

Your Rights
under the
Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

Reasons for Taking Leave:

Unpaid leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA:
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

If you have access to the Internet visit our FMLA website: **http://www.dol.gov/esa/whd/fmla.** To locate your nearest Wage-Hour Office, telephone our Wage-Hour toll-free information and help line at 1-866-4USWAGE (1-866-487-9243): a customer service representative is available to assist you with referral information from 8am to 5pm **in your time zone;** or log onto our Home Page at **http://www.wagehour.dol.gov**.

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210

WH Publication 1420
Revised August 2001

*U.S. GOVERNMENT PRINTING OFFICE 2001-476-344/49051

Sus Derechos
bajo
La Ley de Ausencia Familiar y Médica de 1993

La Ley de Ausencia Familiar y Médica de 1993 (LAFM) requiere que patrones sujetos a la ley provean a sus empleados 12 semanas de ausencia del trabajo sin paga por ciertas razones familiares médicas, con protección del empleo a empleados "elegibles." Se consideran elegibles a los empleados de dicho patrón quienes hayan trabajado un año, y trabajado 1,250 horas o más en los últimos 12 meses, y trabajan dentro de un área de 75 millas donde se ocupan a 50 empleados o más del mismo patrón.

Razones para Solicitar Ausencia:

Tiene derecho un empleado de tomar ausencia del trabajo sin paga por cualquiera de las siguientes razones:

- para cuidar a un niño recién nacido, o llevar a cabo una adopción o crianza, de un niño del empleado;
- para cuidar a un cónyuge (esposo/a), hijo/a, o *cualquiera* de los padres, quien padezca de un estado de salud grave, o;
- por un estado de salud grave que le impide a un empleado desempeñar su trabajo.

Se puede elegir por parte del empleado o el patrón substituir una ausencia sin paga por una ausencia pagada si el empleado tiene el tiempo pagado acumulado.

Notificación por Adelantado y Certificado Médico:

Se le puede exigir a un empleado que notifique por adelantado la necesidad de estar ausente, y además exigirle que provea certificado médico. Se puede negar el permiso si el empleado no cumple con estos requisitos.

- Por lo general se requiere que el empleado notifique al patrón con 30 dias por adelantado cuando la ausencia es "anticipada."
- El patrón puede exigirle un certificado médico al empleado que pide tomar ausencia por motivo de un estado de salud grave, y puede exigir una segunda o tercera opinión médica (a cuenta del patrón), y además puede exigir un certificado médico de la salud, estado fisico y capacidad del empleado para regresar al trabajo.

Beneficios y Protección del Empleo:

Durante una ausencia, el patrón tendrá que mantener en vigor el seguro de salud del empleado bajo cualquier "plan de salud de grupo" en existencia.

- Al regresar de una ausencia los empleados tienen el derecho a su trabajo original o a un trabajo equivalente con sueldo, beneficios, y otras condiciones de empleo equivalentes.
- Una ausencia no puede resultar en la pérdida de ningún beneficio acumulado antes de que el empleado comenzara la ausencia del trabajo.

Actos Ilegales Por Parte del Patrón:

La LAFM le prohibe al patrón lo siguiente:

- que interfiera, restrinja, o niegue que se ejercite cualquier derecho estipulado por la LAFM;
- que se despida o se discrimine en contra de cualquier persona que se oponga a una práctica prohibida por la LAFM, o se involucre en cualquier procedimiento relacionado a esta ley.

Ejecución:

- El "Department of Labor" tiene la autoridad de investigar y resolver quejas de infracciones de la LAFM.
- El empleado elegible puede demandar a un patrón por medio de acción civil por infracciones de la LAFM.

La LAFM no afecta ninguna ley federal o estatal que prohiba la discriminación, ni reemplaza ninguna ley estatal o local, o convenio sindical que provea más amplios derechos de ausencia familiar o médica.

Para Más Información:

Si tiene acceso al internet, visite la pagina de la LAFM: **http://www.dol.gov/esa/whd/fmla**. Para localizar la oficina de horarios y salarios más cercana, llame a nuestra linea gratis de información y ayuda al 1-866-4USWAGE (1-866-487-9243). Representantes estan disponibles para asistir con información desde 8am a 5pm **en su zona horaria**; o visite nuestra pagina de internet **http://www.wagehour.dol.gov.**

US Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210

WH Publication 1420SP
Revised August 2001

*U.S. GOVERNMENT PRINTING OFFICE 2001-476-344/49051

You Have a Right to a Safe and Healthful Workplace.

IT'S THE LAW!

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in the inspection.
- You can file a complaint with OSHA within 30 days of discrimination by your employer for making safety and health complaints or for exercising your rights under the *OSH Act*.
- You have a right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.

The *Occupational Safety and Health Act of 1970 (OSH Act)*, P.L. 91-596, assures safe and healthful working conditions for working men and women throughout the Nation. The Occupational Safety and Health Administration, in the U.S. Department of Labor, has the primary responsibility for administering the *OSH Act*. The rights listed here may vary depending on the particular circumstances. To file a complaint, report an emergency, or seek OSHA advice, assistance, or products, call 1-800-321-OSHA or your nearest OSHA office: • Atlanta (404) 562-2300 • Boston (617) 565-9860 • Chicago (312) 353-2220 • Dallas (214) 767-4731 • Denver (303) 844-1600 • Kansas City (816) 426-5861 • New York (212) 337-2378 • Philadelphia (215) 861-4900 • San Francisco (415) 975-4310 • Seattle (206) 553-5930. Teletypewriter (TTY) number is 1-877-889-5627. To file a complaint online or obtain more information on OSHA federal and state programs, visit OSHA's website at **www.osha.gov**. If your workplace is in a state operating under an OSHA-approved plan, your employer must post the required state equivalent of this poster.

1-800-321-OSHA

www.osha.gov

U.S. Department of Labor • Occupational Safety and Health Administration • OSHA 3165

Usted Tiene el Derecho a un Lugar de Trabajo Seguro y Saludable.

¡LO ESTABLECE LA LEY!

- Tiene el derecho de notificar a su empleador o a la OSHA sobre cualquier peligro en su lugar de trabajo. Puede pedir a la OSHA que mantenga su nombre en reserva.
- Tiene el derecho de solicitar una inspección de la OSHA si considera que existen condiciones peligrosas y poco saludables en su lugar de trabajo. Usted o su representante puede participar en la inspección.
- Puede presentar un reclamo a OSHA durante un plazo de 30 días si su empleador lo discrimina por presentar reclamos de seguridad y sanidad o por ejercer sus derechos de acuerdo con la Ley.
- Tiene el derecho de ver las citaciones de la OSHA enviadas a su empleador. Su empleador debe colocar las citaciones en un lugar visible en el sitio de la supuesta infracción o cerca de él.
- Su empleador debe corregir los peligros en el lugar de trabajo dentro del plazo indicado en la citación y debe certificar que dichos peligros se hayan reducido o eliminado.
- Tiene el derecho de recibir copias de su historial médico o de los registros de su exposición a sustancias o condiciones tóxicas y peligrosas.
- Su empleador debe colocar este aviso en un lugar visible de su lugar de trabajo.

La Ley de Seguridad y Salud Ocupacionales de 1970 (la Ley), P.L. 91-596, garantiza condiciones ocupacionales seguras y saludables para los hombres y las mujeres que desempeñen algún trabajo en toda la Nación. La Administración de Seguridad y Salud Ocupacionales (OSHA), dependiente del Departamento del Trabajo de los Estados Unidos, es la responsable principal de supervisar la Ley. Los derechos que se indican en este documento pueden variar según las circunstancias particulares. Para presentar un reclamo, informar sobre una emergencia o pedir consejo, asistencia o productos de la OSHA, llame al 1-800-321-OSHA o a la oficina de la OSHA más cercana a usted: • Atlanta (404) 562-2300 • Boston (617) 565-9860 • Chicago (312) 353-2220 • Dallas (214) 767-4731 • Denver (303) 844-1600 • Ciudad de Kansas (816) 426-5861 • Nueva York (212) 337-2378 • Filadelfia (215) 861-4900 • San Francisco (415) 975-4310 • Seattle (206) 553-5930. El número TTY es 1-877-889-5627. Para presentar un reclamo en línea u obtener más información sobre los programas federales y estatales de la OSHA, visite el sitio Web de la OSHA en www.osha.gov. Si su lugar de trabajo se encuentra en un estado que funciona según un plan aprobado por la OSHA, su empleador debe colocar en un sitio visible el equivalente estatal de este afiche.

1-800-321-OSHA

www.osha.gov

Departmento del Trabajo de los E.E. UU. • Administracíon de Seguridad y Salud Ocupacionales • OSHA 3167

Equal Employment Opportunity is THE LAW

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA, SPECIAL DISABLED, RECENTLY SEPARATED, AND OTHER PROTECTED VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C., 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans, and other protected veterans. A recently separated veteran is any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

RETALIATION

Retaliation is prohibited against a person who files a charge of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, DC 20210, (202) 693-0101 or call an OFCCP regional or district office listed in most telephone directories under U.S. Government, Department of Labor. For individuals with hearing impairment, OFCCP's TTY number is (202) 693-1337.

Private Employment, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy and sexual harassment) or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990 (ADA), as amended, protect qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability.

The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations, unless such accommodations would impose an undue hardship on the employer.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort and responsibility under similar working conditions, in the same establishment.

RETALIATION

Retaliation is prohibited against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes discrimination under these Federal laws.

If you believe that you have been discriminated against under any of the above laws, and to ensure that you meet strict procedural timelines to preserve the ability of EEOC to investigate your complaint and to protect your right to file a private lawsuit, you should immediately contact:

The U.S. Equal Employment Opportunity Commission (EEOC), Washington, DC 20507 or an EEOC field office by calling toll free (1-800) 669-4000. For individuals with hearing impairments, EEOC's toll free TTY number is 1-800 669-6820.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, SEX, NATIONAL ORIGIN

In addition to the protection of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs.

Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

INDIVIDUALS WITH DISABILITIES

Section, 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance in the federal government, public or private agency. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

Publication OFCCP 1420
Revised August 2008

LA IGUALDAD DE OPORTUNIDADES DE EMPLEO ES LA LEY

Empleadores que tienen contratos o subcontratos con el Gobierno Federal
Los empleados o postulantes a empleos de compañías que tienen contratos o subcontratos del gobierno federal gozan de la protección otorgada por las siguientes instituciones federales:

RAZA, COLOR, RELIGIÓN, SEXO, NACIONALIDAD
El Decreto 11246 (Executive Order 11246), con sus modificaciones, prohíbe la discriminación laboral en razón de raza, color de piel, religión, sexo o nacionalidad, y requiere la acción afirmativa para garantizar la igualdad de oportunidades en todos los aspectos laborales.

PERSONAS CON DISCAPACIDADES

El Artículo 503 de la Ley de Rehabilitación de 1973(The Rehabilitation Act of 1973), con sus modificaciones, prohíbe la discriminación laboral por discapacidad y requiere la acción afirmativa de emplear y avanzar en el empleo de personas discapacitadas idóneas que, mediante una adaptación razonable, puedan llevar a cabo las funciones esenciales de un trabajo.

VETERANOS DE VIETNAM CON DISCAPACIDADES ESPECIALES, RECIENTEMENTE RETIRADOS Y OTROS VETERANOS BAJO PROTECCIÓN

La Ley de Asistencia a la Readaptación de Veteranos de Vietnam de 1974 (The Vietnam Era Vererans' Readjustment Assistance Act of 1974), y sus modificaciones, 38 U.S.C., 4212, prohíbe toda discriminación laboral y requiere la acción afirmativa de emplear y avanzar en el empleo de veteranos de Vietnam idóneos, veteranos idóneos con discapacidades especiales, veteranos recientemente retirados y otros veteranos bajo protección. Un veterano recientemente retirado es todo veterano durante el período de tres años a partir de la fecha en que fue dado de baja o dejó el servicio activo en el Ejército, la Marina o la Fuerza Aérea de los EE. UU.

REPRESALIA
Queda prohibida toda represalia contra una persona que presenta un cargo de discriminación, participa en un procedimiento del Programa OFCCP o, de alguna otra manera, se opone a la discriminación de conformidad con las leyes federales.

Toda persona que cree que un contratista ha violado sus obligaciones de no discriminación o acción afirmativa, según las fuentes anteriores, debe ponerse en contacto de inmediato con:

La Oficina de Programas de Cumplimiento de Contratos Federales (The Office of Federal Contract Compliance Programs-OFCCP), Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, DC 20210, (202) 693-0101 o llamar a una oficina de la OFCCP regional o de distrito consignada en la mayor parte de los directorios telefónicos en U.S. Government, Department of Labor (Gobierno de los EE.UU., Departamento de Trabajo). Para personas con discapacidad auditiva, el número TTY de la OFCCP es (202) 693-1337.

Empleo privado, gobiernos estatales y locales, instituciones educativas, agencias de empleo y organizaciones laborales

Los empleados y postulantes a empleos de la mayor parte de los empleadores privados, gobiernos estatales y locales, instituciones educativas, agencias de empleo y organizaciones laborales gozan de la protección otorgada por las siguientes leyes federales:

RAZA, COLOR, RELIGIÓN, SEXO, NACIONALIDAD
La Ley de Derechos Civiles de 1964, Título VII (The Civil Rights Act of 1990), y sus modificaciones, prohíbe toda discriminación en relación con la contratación, ascenso, despido, remuneración, compensaciones adicionales, capacitación, clasificación, referencias, y otros aspectos laborales, en razón de la raza, el color de la piel, la religión, el sexo (incluidos embarazo y acoso sexual) o la nacionalidad. Por discriminación religiosa se entiende, entre otros, la falta de adaptación razonable para las prácticas religiosas de un empleado siempre que la adaptación no provoque una dificultad económica excesiva.

DISCAPACIDAD

La ley de Estadounidenses con Discapacidades de 1990 (The Americans with Disabilities Act of 1990-ADA), Títulos I y V, con sus modificaciones, protege a empleados y postulantes idóneos con discapacidades contra la discriminación en relación con la contratación, ascenso, despido, remuneración, capacitación, beneficios adicionales, clasificación, referencias y otros aspectos laborales en razón de la discapacidad.

La ley también requiere que las entidades contempladas provean las adaptaciones razonables que necesiten los empleados y postulantes con discapacidades, a menos que esas adaptaciones causen una dificultad económica excesiva al empleador.

EDAD
La Ley de Discriminación Laboral por Edad de 1967 (The Age Discrimination in Employment Act of 1967), con sus modificaciones, protege a los empleados y postulantes de 40 años o más contra la discriminación por edad en relación con la contratación, ascenso, despido, compensaciones, condiciones o privilegios laborales.

SEXO (SALARIOS)
Además de la discriminación sexual prohibida por la Ley de Derechos Civiles de 1964, Título VII, y sus modificaciones, la Ley de Igualdad en las Remuneraciones de 1963, con sus modificaciones, prohíbe la discriminación sexual en el pago de salarios a mujeres y hombres que básicamente realicen igual trabajo, en empleos que requieren igual capacidad, esfuerzo y responsabilidad, en condiciones laborales similares y en el mismo establecimiento.

REPRESALIA
Queda prohibida toda represalia contra una persona que presenta un cargo de discriminación, participa en un procedimiento de contra la discriminación o, de alguna otra manera, se opone a la discriminación de conformidad con las leyes federales.

Si cree que ha sufrido alguna discriminación, de conformidad con algunas de las leyes anteriores, y para garantizar que cumple con los estrictos cronogramas procesales a fin de preservar la capacidad de la EEOC para investigar su queja y para proteger su derecho a iniciar una demanda privada, debe ponerse en contacto de inmediato con:

La Comisión Federal de Igualdad de Oportunidades de Empleo de los EE.UU. (The US Equal Employment Opportunity Commission-EEOC), Washington, DC 20507 ó con una oficina de la EEOC telefónicamente a la línea gratuita (1-800) 669-4000. Para las personas con discapacidad auditiva, la línea gratuita TTY de la EEOC es 1-800 669-6820.

Programas o actividades que reciben apoyo financiero federal

RAZA, COLOR, SEXO, NACIONALIDAD
Además del Título VII de la Ley de Derechos Civiles de 1964, con sus modificaciones, el Título VI de la misma ley prohíbe la discriminación por raza, color de piel o nacionalidad en programas y actividades que reciben apoyo financiero federal. La discriminación laboral está contemplada en el Título VI si el objetivo principal del apoyo financiero es la provisión de empleo, o siempre que la discriminación laboral cause, o pueda causar, discriminación en la provisión de servicios en el marco de esos programas.

El Titulo IX de las Modificaciones de 1972 a la Ley de Educación (Education Amendments of 1972) prohíbe la discriminación laboral en razón de sexo en los programas o actividades educativas que reciben apoyo federal.

PERSONAS CON DISCAPACIDADES

El Artículo 504 de la Ley de Rehabilitación de 1973 , con sus modificaciones, prohíbe la discriminación laboral por discapacidad en todo programa o actividad que recibe apoyo financiero federal en el gobierno federal y las agencias públicas o privadas. Queda prohibida la discriminación en todos los aspectos laborales contra personas con discapacidades que puedan realizar las tareas esenciales relacionadas con ese puesto, sin perjuicio de que resulte o no necesario efectuar una adaptación razonable

Si cree que ha sufrido discriminación en relación con un programa de cualquier institución que reciba apoyo federal, debe contactarse de inmediato con la agencia federal que brinda ese apoyo.

Publicación OFCCP 1420
Se revisó en agosto de 2008

U.S. DEPARTMENT OF LABOR

EMPLOYMENT STANDARDS ADMINISTRATION

Wage and Hour Division
Washington, D.C. 20210

NOTICE

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

PROHIBITIONS

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS*

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits *polygraph* (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

EXAMINEE RIGHTS

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties up to $10,000 against violators. Employees or job applicants may also bring their own court actions.

ADDITIONAL INFORMATION

Additional information may be obtained, and complaints of violations may be filed, at local offices of the Wage and Hour Division. To locate your nearest Wage-Hour office, telephone our toll-free information and help line at 1 - 866 - 4USWAGE (1 - 866 - 487 - 9243). A customer service representative is available to assist you with referral information from 8am to 5 pm in your time zone; or if you have access to the internet, you may log onto our Home page at www.wagehour.dol.gov.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

**The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.*

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
Wage and Hour Division
Washington, D.C. 20210

WH Publication 1462
June 2003

Occupational Safety and Health Administration **U.S. Department of Labor**

Supplementary Record of Occupational Injuries and Illnesses

This form is required by Public Law 91-596 and must be kept in the establishment for 5 years. Failure to maintain can result in the issuance of citations and assessment of penalties.

Case or File No.

Form Approved
O.M.B. No. 1218-0176

See OMB Disclosure Statement on reverse.

Employer

1. Name

2. Mail address (No. and street, city or town, State, and zip code)

3. Location, if different from mail address

Injured or Ill Employee

4 Name (First, middle, and last)

Social Security No.

5. Home address (No. and street, city or town, State, and zip code)

6. Age

7. Sex (Check one) Male ☐ Female ☐

8. Occupation (Enter regular job title, not the specific activity he was performing at the time of injury.)

9. Department (Enter name of department or division in which the injured person is regularly employed, even though he may have been temporarily working in another department at the time of injuiry.)

The Accident or Exposure to Occupational Illness

If accident or exposure occurred on employer's premises, give address of plant or establishment in which it occurred. Do not indicated department or division within the plant or establishment. If accident occurred outside employer's premises at an identifiable address, give that address. If it occurred on a public highway or at any other place which cannot be identified by number and street, please provide place references locating the place of injury as accurately as possible.

10. Place of accident or exposure (No. and street, city or town, State, and zip code)

11. Was place of accident or exposure on employer's premises? Yes ☐ No ☐

12. What was the employee doing when injured? (Be specific. If he was using tools or equipment or handling material, name them and tell what he was doing with them.)

13. How did the accident occur? (Describe fully the events which resulted in the injury or occupational illness. Tell what happened and how it happened. Name any objects or substances involved and tell how they were involved. Give full details on all factors which led or contributed to the accident. Use separate sheet for additional space.)

Occupational Injury or Occupational Illness

14. Describe the injury or illness in detail and indicate the part of body affected. (E.g., amputation of right index finger at second joint; fracture of ribs; lead poisoning; dermatitis of left hand, etc.)

15. Name the object or substance which directly injured the employee. (For example, the machine or thing he struck against or which struck him; the vapor or poison he inhaled or swallowed; the chemical or radiation which irriatated his skin; or in cases of strains, hernias, etc., the thing he was lifting, pulling, etc.)

16. Date of injury or initial diagnosis of occupational illness

17. Did employee die? (Check one) Yes ☐ No ☐

Other

18. Name and address of physician

19. If hospitalized, name and address of hospital

Date of report	Prepared by	Official position

OSHA No. 101 (Feb. 1981)

(See Next Page/Reverse)

SUPPLEMENTARY RECORD OF OCCUPATIONAL INJURIES AND ILLNESSES

To supplement the Log and Summary of Occupational Injuries and Illneses (OSHA No. 200), each establishment must maintain a record of each recordable occupational injury or illness. Worker's compensation, insurance, or other reports are acceptable as records if they contain all facts listed below or are supplemented to do so. If no suitable report is made for other purposes, this form (OSHA No. 101) may be used or the necessary facts can be listed on a separate plain sheet of paper. These records must also be available in the establishment without delay and at reasonable times for examination by representatives of the Department of Labor and the Department of Health and Human Services, and States accorded jurisdiction under the Act. The records must be maintained for a period of not less than five years following the end of the calendar year to which they relate.

Such records must contain at least the following facts:

1) About the employer - name, mail address, and location if different from mail address.

2) About the injured or ill employee - name, social security number, home address, age, sex, occupation, and department.

3) About the accident or exposure to occupational illness - place of accident or exposure, whether it was on employer's premises, what the employee was doing when injured, and how the accident occurred.

4) About the occupational injury or illness - description of the injury or illness, including part of the body affected, name of the object or substance which directly injured the employee; and date of injury or diagnosis of illness.

5) Other - name and address of physician; if hospitalized, name and address of hospital, date of report; and name and position of person preparing the report.

SEE *DEFINITIONS* ON THE BACK OF OSHA FORM 200.

OMB DISCLOSURE STATMENT

Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments regarding this estimate or any other aspect of this information collection, including suggestions for reducing this burden, please send them to the OSHA Office of Statistics, Room N3644, 200 Constitution Avenue, NW, Washington, DC 20210

DO NOT SEND THE COMPLETED FORM TO THE OFFICE SHOWN ABOVE