GARMONG

GARMONG
SAFETY MANUAL

Ver. 1.2024

Garmong Construction Services

Program Modification Log

LAST REVISION DATE = January 10, 2024

DATE	MODIFICATION
10/1/19	Due to new ANSI 92 standards, the Aerial & Scissor Lift sections are now combined as “Mobile Elevated Work Platform” both in the General Safety Rules, Reference Section and on the Annual Safety Orientation Checklist form. The supplemental training table in the Training & Education section was updated accordingly. The Lift Inspection Report has an additional inspection section at the bottom of the list on the form.
1/12/21	Added a section on Dropped Object Protection in the Fall Protection Policy for Avetta. (B51)
1/25/21	Updated Electrical policy with new NFPA 70E Updates
3/23/21	Added Cadmium, Concrete & Masonry, and Hexavalent Chromium sections to the General Safety Rules for Avetta.
3/23/21	Added a Working Alone Policy to the Program Administration section, and a Traffic Zone Safety policy to the Reference Section for Avetta.
4/6/21	Added a Pandemic Response Plan (includes COVID-19) for IDOL
4/8/21	Added Fatigue Management and Fit for Duty Policies for ISN.
9/7/21	Added Employee Incident Guide which includes procedures for injuries happening on a jobsite.
11/18/21	Added a Hearing Conservation & Scaffolding policy to meet requirements in ISN.
1/31/22	Annual Review. Updated Incident Guide, & Covid-19 section in the Pandemic Response Plan.
6/23/22	Added first aid measures into the Extreme Temperatures Policy and Orientation Checklist form.
10/18/22	New Chief Operations Officer assigned. Updated Employee Incident Guide.
1/10/23	Annual Review. Updated Incident Guide Insurance and Fort Wayne contact, & Covid-19 section (top 2 full paragraphs on B98) in the Pandemic Response Plan.
4/6/23	Added a Stop Work Authority and Spill Prevention & Response Plan for ISN. As well as expanding the Hazard Analysis policy for ISN.
4/10/23	Added “Any employee that receives unacceptable drug and alcohol test results will not be allowed to work on a Client/Host site or facility.” in the Substance Abuse policy for ISN.
1/10/24	Added Arsenic and Hydrogen Sulfide awareness in General Safety Rules, and a Short Service Employee policy for Avetta. Added SDS Mobile App into the Hazard Communication program. Added Click Safety into Training & Education policy. Updated Goals policy. Updated Electrical policy and Energized Electrical Work Permit due to new NFPA 70E updates.

© RMS-Safety

Garmong Construction Services
Health & Safety Program

Table of Contents

CHIEF OPERATIONS OFFICER'S STATEMENT

SECTION A: PROGRAM ADMINISTRATION

HEALTH & SAFETY GOALS **A1**

SAFETY RESPONSIBILITIES **A2**

GENERAL SAFETY RULES **A8**

TRAINING & EDUCATION **A29**

HAZARD ANALYSIS **A32**

SAFETY INSPECTIONS **A33**

DISCIPLINARY ACTION **A34**

INCIDENT REPORTING & MANAGEMENT **A36**

INCIDENT INVESTIGATION **A40**

RECORDKEEPING **A44**

SUBSTANCE ABUSE **A47**

SAFETY COMMITTEE **A51**

SHORT SERVICE EMPLOYEE **A53**

STOP WORK AUTHORITY **A54**

WORKING ALONE **A56**

SECTION B: REFERENCE MANUAL

BLOODBORNE PATHOGENS ..... ***1910.1030*** **B1**

COMPRESSED AIR & GAS ..... ***1926.350*** **B4**

CONFINED SPACE ENTRY ..... ***1910.146*** **B7**

CRANE AND RIGGING ..... ***1926 Subpart N*** **B14**

© RMS-Safety

SECTION B: REFERENCE MANUAL *(continued)*

ELECTRICAL SAFETY & ARC FLASH ..... *1926 **Subpart K, NFPA 70E*** **B22**

EMERGENCY ACTION PLAN ..... ***1926.35*** **B40**

EXTREME TEMPERATURES **B45**

FALL PROTECTION ..... ***1926 Subpart M*** **B47**

FATIGUE MANAGEMENT **B54**

FIRE PREVENTION ..... ***1926 Subpart F*** **B56**

FIRST-AID/CPR/AED ..... ***1926.50*** **B59**

FIT FOR DUTY **B61**

FLEET SAFETY **B63**

FORKLIFT OPERATIONS ..... ***1926.600; 1910.178*** **B65**

HAND & POWER TOOLS ..... ***1926 Subpart I*** **B68**

HAZARD COMMUNICATION ..... ***1910.1200*** **B70**

HEARING CONSERVATION ..... ***1926.52, 101*** **B77**

HOUSEKEEPING & SANITATION ..... ***1926.25; 51*** **B81**

LOCKOUT/TAGOUT ..... ***1910.147*** **B84**

MOBILE ELEVATED WORK PLATFORMS ..... ***1926 Subpart F & L*** **B89**

MOBILE EQUIPMENT B92

PANDEMIC RESPONSE PLAN B96

PERSONAL PROTECTIVE EQUIPMENT ..... ***1926 Subpart E*** **B100**

POWDER ACTUATED TOOLS ..... ***1926.302*** **B104**

RESPIRATORY PROTECTION ..... ***1910.134*** **B106**

SCAFFOLDING SAFETY ..... ***1926 Subpart L*** **B113**

SILICA EXPOSURE CONTROL PLAN ..... ***1926 1153*** **B121**

SPILL PREVENTION & RESPONSE PLAN B126

STAIRWAYS & LADDERS ..... ***1926 Subpart X*** **B128**

TRAFFIC ZONE SAFETY ..... ***2009 MUTCD*** **B132**

© RMS-Safety

TRENCH & EXCAVATION SAFETY ..... *1926 Subpart P* **B137**

WELDING & CUTTING ..... *1926 Subpart J* **B140**

SECTION C: APPENDIX

IOSHA INSPECTIONS C1

IOSHA INSPECTION CHECKLIST C8

OSHA FORM 300

OSHA FORM 300A

SECTION D: FORMS

APPENDIX D TO SEC. 1910.134 (MANDATORY) INFORMATION FOR EMPLOYEES USING RESPIRATORS WHEN NOT REQUIRED UNDER THE STANDARD D1

BLOODBORNE PATHOGENS VACCINATION FORM D2

CHEMICAL INVENTORY LIST D3

CONFINED SPACE ENTRY PERMIT D4

DISCIPLINARY ACTION FORM D6

EMERGENCY ACTION PLAN CHECKLIST D7

ENERGIZED ELECTRICAL ASSESSMENT & WORK PERMIT D8

EXCAVATION INSPECTION LOG D10

FIRST REPORT OF INJURY D11

FORKLIFT INSPECTION LOG D12

HOT WORK PERMIT D13

INCIDENT GUIDE D14

INCIDENT INVESTIGATION REPORT D16

INCIDENT WITNESS STATEMENT D17

JOB HAZARD ANALYSIS D18

LIFT INSPECTION REPORT D19

PROJECT SPECIFIC SAFETY PLAN (SCHEDULE A) D20

© RMS-Safety

SECTION D: FORMS *(continued*

PROPERTY DAMAGE REPORT D21

REASONABLE CAUSE DOCUMENTATION D22

RESPIRATOR FIT TEST FORM D23

RESPIRATOR MEDICAL QUESTIONNAIRE D24

RESPIRATOR INFORMATION FOR THE PHYSICIAN D29

SAFETY COMMITTEE LOG D30

SAFETY ORIENTATION D32

SUBCONTRACTOR VIOLATION NOTIFICATION D35

TRAINING ATTENDANCE SHEET D36

TOOLBOX TALK FORM D37

VEHICLE ACCIDENT REPORT D38

© RMS-Safety

Chief Operations Officer's Statement

Dear Garmong Construction Services Employee:

Safety for our employees is a prime concern of this company. We want to take this opportunity to reaffirm our belief in a strong safety program that will continue to create and thus provide safe job sites for all employees to work.

Safety is everyone's responsibility. Safety requires a team effort in order to succeed. Without this team effort, the company will not succeed. Safe practices will improve the safety of all personnel and ultimately reduce costs.

Any worker who has knowledge of equipment being used in an unsafe manner should immediately bring it to the attention of their Superintendent. Any employee who willfully disregards safe work practices specifically set forth in the Garmong Construction Services Health & Safety Program may be subject to disciplinary action that could include immediate termination.

All employees are required to maintain a safe workplace. For us to be successful and meet our objectives, all employees must actively support and participate in our safety program.

As an employee of our organization, you automatically accept a moral obligation to fellow employees and an economic obligation to the company to see that operations under your care, custody, and control are carried out in an efficient and safe manner.

Along with other responsibilities, safety consciousness must always exist in your thinking and planning. Because of this obligation, you must not only prevent obvious unsafe acts on the part of those you work with, but you must anticipate potential hazards. After an accident occurs, it is too late to prevent it. All employees must recognize that working in an unsafe manner is counterproductive. Most important, each employee is encouraged to demonstrate leadership ability by setting a good example.

Accidents cost time and money, but most of all, accidents can cause injuries to our workers.

We hope you will share our concern for maintaining safe conditions on all company job sites, because to make our Health & Safety Program effective all of us must work together. Help yourself and your co-employees to be aware of and practice safe work habits.

Sincerely,

Lance Gassert

Lance Gassert, *Chief Operations Officer*

© RMS-Safety

GARMONG

Health & Safety Program

PROGRAM ADMINISTRATION SECTION

© RMS-Safety

Health & Safety Goals

Purpose

To provide a clear understanding of what the company is trying to accomplish with our safety efforts and to establish benchmarks that will help determine the overall success of these efforts.

Scope

This section applies to all employees of Garmong Construction Services.

Responsibilities

Chief Operations Officer / Risk Manager

Sets annual safety goals and communicates them and their progress to all employees at the quarterly meetings.

Procedures

Philosophical Goals

Our immediate goal is to prevent harm to our employees, the public, and the environment. However, our ultimate goal is to become and remain the safest company within our industry. We feel that in order to accomplish these goals we must establish a true "safety culture" where employees are internally motivated to work safely at all times, even when nobody is around. Therefore, our safety programs will be structured around the following core elements:

- Management and supervision must fully embrace the safety initiatives of our company.
- Employees must take complete ownership of our safety programs, their personal safety, and the safety of their coworkers.
- The company must maintain clearly written procedures that address all known safety hazards.
- Detailed training must be provided to all employees on these written procedures.
- Jobsites must be observed for deviation from our procedures.
- Unsafe behaviors must be corrected immediately and safe behaviors must be recognized often.
- All incidents must be reported & investigated in order to prevent reoccurrence.

Each year our Chief Operations Officer and Risk Manager will establish goals for the company. These goals and progress will be communicated to all employees during our quarterly meetings.

Training Requirements

There are no training requirements related to this program.

Safety Responsibilities

Purpose

Clearly define the responsibilities that are expected to be carried out by each individual in order to instill accountability and make sure this Health & Safety Program is fully implemented.

Scope

This section applies to all company employees and subcontractors.

Definitions

Chief Operations Officer**:** The individual who controls all company operations.

Regional Manager: An employee who oversees operations for a specific region.

Risk Manager: An employee who oversees corporate risk management.

Safety Advisor: Reports to upper management and leads all safety initiatives.

Project Manager: An employee who manages projects and is responsible for their successful delivery.

Superintendent: An employee who oversees daily construction activities and the performance of multiple crews.

Employee: Anyone employed by Garmong Construction Services.

Worker: Anyone employed by Garmong Construction Services or contracted to perform work for Garmong Construction Services.

Subcontractor Safety Representative: An individual employed by a subcontractor who is responsible for controlling the success of their safety efforts.

Responsibilities

Chief Operations Officer

Sets annual goals and communicates them to all employees at the quarterly meetings.

Make the final authoritative decision for common issues regarding worker safety.

Establish an annual budget for safety initiatives and improvements. This budget will include funding for activities such as: training events, and equipment upgrades. This budget will be in place and communicated to the Safety Advisors by the end of December each year.

Attend and participate in all Semi-Annual Safety Meetings.

Make the final decision to use or not use subcontractors.

Hold quarterly meetings with the Safety Advisors to discuss the company's safety metrics, inspection results, disciplinary actions issued and any other topics of interest.

Manage all aspects of the company's safety committee and record activities/discussions by completing the *Safety Committee Log* (located in the Forms section).

Incorporate safety inspection scores, disciplinary actions, safety event attendance, voluntary participation, and preventable incidents into each employee's annual performance evaluation.

Interact with all members of the media and use the *Emergency Action Plan* when doing so.

Risk Manager

General Responsibilities

Annually review and modify all plans included in this Corporate Health & Safety Plan.

Serve as the main point person for all activities involving OSHA, EPA, DOT, legal counsel for safety issues, insurance companies, and external safety services.

Oversees our fleet of vehicles.

Data Management

Maintain documentation of all safety related activities on file at the main office (e.g., training events, inspections, disciplinary actions, medical documentation, etc.).

Administers our corporate safety affiliations (i.e., CCS, ISNetworld, Avetta, etc.).

Ensure electronic access to SDS is maintained.

Process all paperwork between Garmong Construction Services, the employee and a medical facility necessary to evaluate an employee for the use of a respirator, including the *Respirator Medical Questionnaire* and *Respirator Information for the Physician* forms (both located in the Forms section).

Document reasons for issuing reasonable suspicion substance abuse tests by completing the *Reasonable Cause Documentation* (located in the Forms Section).

Classify all injuries and log "recordable" injuries on the *OSHA 301, 300 and 300A* forms (located in the Appendix).

Forward copies of all *First Report of Injury, Vehicle Accident Report* and *Property Damage Report* forms to the company's insurance agency as soon as possible.

Medical Activities

Schedule and coordinate all drug/alcohol tests and examinations with employees and the clinic.

Evaluate work restrictions and line-up light-duty positions when possible.

Incident Management

Report fatalities to OSHA within 8-hours of occurrence, and all inpatient hospitalizations, amputations and eye loss cases within 24-hours of occurrence.

Regional Manager

Ensure the completion of all training sessions by either conducting them or securing another individual who is qualified to conduct them, and maintain documentation.

Ensures jobsites are being inspected and all hazards are corrected.

Review subcontractor safety information to determine if they are allowed to work for the company.

Offer the Hepatitis B vaccination to employees who could be exposed to bodily fluids and ensure the completion of the *Bloodborne Pathogens Vaccination Form* (located in the Forms section).

Safety Advisor

General Responsibilities

Partially complete and issue a copy of the *Project Specific Safety Plan (Schedule A)* form (located in the Forms section) to subcontractors before they start a new job.

Training & Education

Ensures Safety Orientation is conducted, and the *Safety Orientation Checklist* (located in the Forms section) is completed and filed accordingly.

Fit test employees who are required to wear tight-fitting respirators and document the process by completing the *Respirator Fit Test Form* (located in the Forms section).

Assist in facilitating Semi-Annual Safety Meetings.

Hazard Identification & Control

Conduct unscheduled formal inspections of crews weekly by completing the *Safety Inspection* (via Procore).

Data Management

Assemble and distribute documentation to those who are required to complete and/or maintain it (i.e., *Hot Work Permits*, *Toolbox Talk Forms*, etc.).

Incident Management

Review and validate all incident reports and findings.

Conduct Root Cause Investigations for incidents that result in a fatal or severe injury.

Report lessons learned from each incident to all company employees.

Project Manager

Ensures overall project safety.

Distribute a map of all nearest medical facility locations to Superintendents.

Identify and correct hazards on jobsites.

Superintendent

General Responsibilities

Participate as active members of the safety committee at least once every three (3) years.

Complete the *Emergency Action Plan Checklist* (located in the Forms section) before each new job.

Ensure the completion, posting and maintenance of all required safety documentation (e.g., *Confined Space Entry Permit*, *Crane Daily Inspection Report*, *Excavation Inspection Log, Lift Inspection Report,* etc.).

Ensure there is a Competent Person present for fall protection, scaffolding & excavation operations.

Monitor the workplace for those workers who appear to be under the influence of any illegal substance and inform the Safety Advisor immediately.

Oversee the distribution of safety equipment to employees and crews as needed (e.g., PPE, Lockout/Tagout devices, replacements for damaged equipment, etc.).

Ensure the subcontractor has the annual inspection of all cranes and preventative maintenance of all other equipment/machinery.

Training & Education

Participate in company safety meetings.

Facilitate weekly Toolbox Talks by completing the *Toolbox Talk Form* (located in the Forms section).

Hazard Identification & Control

Conduct a formal Job Hazard Analysis (JHA) whenever there is a high hazard job or the client requires one and review/modify existing JHA's when an incident, near-miss, or worker complaint occurs. New JHA's will be documented on the *Job Hazard Analysis* form (in the Forms section).

Conduct unscheduled formal inspections of crews weekly by completing the *Safety Inspection* (via Procore).

Oversee the timely implementation of corrective actions.

Constantly monitor job sites for physical hazards or unsafe behaviors and either correct them immediately or isolate them until they can be corrected (i.e., tagging damaged equipment as "Out of Service", not driving a vehicle until repairs are made, etc.).

Track the abatement of hazards that cannot be implemented when the hazard is first identified, and follow-up to make sure all corrective actions are implemented.

Inform a Project Manager or Safety Advisor of anyone who violates a government regulation, company safety policy, or generally accepted safe work practice.

Issue a *Disciplinary Action Form* (located in the Forms section) to any company employee who violates a government regulation, company policy, or generally accepted safe work practice.

Oversee the performance of subcontractors and issue a *Subcontractor Violation Notification* form (located in the Forms section) whenever an unsafe behavior or hazardous condition is noticed.

Data Management

Obtain documentation for all equipment/machinery maintenance activities and either maintain it on file or send it to the Safety Advisor to maintain on file.

Incident Management

Formally investigate all reported incidents by completing the *Incident Investigation Report* & facilitate the completion of the *Incident Witness Statement* (both located in the Forms section).

Verbally report all incidents (even near-misses) to the Risk Manager immediately.

Administer first-aid or perform CPR on workers who need immediate injury care.

Greet OSHA compliance officers upon arrival and immediately notify the Safety Advisor.

Employee

Follow all company safety policies, customer safety requirements, government safety regulations, and generally accepted safe work practices. (e.g., wear and maintain all required PPE, keep work areas clear of excess debris, etc.).

Avoid performing any tasks until proper training has been provided.

Refuse to engage in any activity that is unsafe if instructed to by a customer, coworker, or supervisor, and immediately notify the Safety Advisor of the situation. If the Safety Advisor is not available, then the Chief Operations Officer or other manager shall be contacted prior to returning to work.

Attend all required safety-training events.

Notify the Safety Advisor as soon as possible whenever unable to attend required safety training and upon receiving a medical prescription for a controlled substance.

Operators of forklifts shall conduct daily formal inspections of forklifts by completing the *Forklift Inspection Log* (located in the Forms section)

Operators of cranes shall conduct formal inspections of cranes daily using a Crane Daily Inspection Report *(Company supplying crane should supply forms)*.

Workers are to complete and post the *Hot Work Permit* (located in the Forms section) before conducting welding, cutting or brazing in a potentially hazardous environment.

Complete the *Confined Space Entry Permit* (located in the Forms Section) before entering a confined space, present it to the Entry Supervisor for approval, and post it in a conspicuous location.

Complete and post the *Energized Electrical Assessment & Work Permit* (located in the Forms section) before crossing the Restricted Approach Boundary to work on or near live energized parts.

Serve as a fire watch when designated by the Superintendent to do so.

Get involved in the Health & Safety Program by volunteering for the Safety Committee, participating in safety meetings, and getting involved in other ways.

Safety suggestions and improvement ideas should either be verbally communicated to the Safety Advisor or submitted to them in writing on the *Toolbox Talk Form*.

Verbally communicate all noticed safety hazards, concerns & incidents to the Superintendent immediately. If the Superintendent is not available at the time, then the Safety Advisor shall be notified (their contact information can be found on the *Emergency Action Plan Checklist)*.

Cooperate with the investigation of all incidents by being completely honest and sharing all known facts and details during the interview process.

Immediately report any injuries, vehicle accidents, property damage or near-miss incidents to the Superintendent immediately and complete the proper form. These forms include the *Incident Investigation Report, Vehicle Accident Report*, and *Property Damage Report* (each located in the Forms Section).

Subcontractor Responsibilities

Agree to contractual terms & conditions between the Subcontract Company and Garmong Construction Services that include provisions and liabilities for workplace safety.

Develop a *Project Specific Safety Plan* (if requested) and forward it to the Safety Advisor for review and approval before starting each new project.

Write and implement a comprehensive Health & Safety Program that complies with all OSHA regulations for written policies and procedures (e.g., Fire Prevention Plan, HAZCOM Plan, etc.).

Conduct all OSHA required employee training (e.g., First-Aid/CPR, Fall Protection, Scaffolding Safety, Confined Space Entry, etc.).

Complete and maintain all OSHA required documents. This includes providing a Safety Data Sheet for all hazardous materials brought onsite and giving it to our Superintendent so they can establish a central location for SDS at each jobsite.

Provide all necessary equipment, tools & supplies that employees need in order to work safely (e.g., hard hats, fire extinguishers, etc.).

Designate a “Subcontractor Safety Representative” who will be responsible for overseeing the safety performance of their employees while performing work for Garmong Construction Services.

Address all noted hazards in a timely fashion whenever presented with a *Subcontractor Violation Notification* form, complete the bottom of the form, and send it back to Garmong Construction Services.

Notify our Superintendent immediately if an incident occurs while performing work for Garmong Construction Services and share investigation results once they are available.

Training Requirements

All levels of employees will be thoroughly educated on the contents of this program and their individual responsibilities during “Program Administration” training (see detail in the “Training & Education” plan).

General Safety Rules

Purpose

Clearly define the duties that are expected to be carried out by each individual who is employed or contracted by Garmong Construction Services in order to ensure this Health & Safety Program is fully implemented.

Scope

This section applies to all company employees and subcontractors.

Responsibilities

Chief Operations Officer

Provide the resources and support needed to implement the general safety rules listed in this plan.

Safety Advisor

Oversee the complete implementation of the general safety rules listed in this plan.

Superintendent

Continuously monitor & enforce the general safety rules listed in this plan.

Workers

Follow the general safety rules listed in this plan at all times.

Procedures

Abrasive Blasting

The blast nozzle shall be bonded and grounded to prevent the buildup of static charges.

The respiratory protection program has been established and those procedures will be followed whenever it is necessary to use respiratory protective equipment including worksite-specific procedures and elements for required respirator use. The pre operation hazard evaluation will determine when respirators are required.

Air for abrasive blasting respirators must be clean and free of harmful quantities of dusts, mists, or noxious gases.

Compressed air shall not be used for cleaning purposes except where the pressure is reduced to less than 30 psi.

Equipment for the protection of the eyes and face shall be supplied to the operator when the respirator design does not provide such protection.

Equipment for protection of the eyes and face shall be supplied to any other persons working in the vicinity of the abrasive blasting operations.

The blast cleaning nozzles shall be equipped with an operating valve which must be held open manually. A support shall be provided on which the nozzle may be mounted when it is not in use.

Arsenic Awareness

Arsenic exposure in the workplace occurs through inhalation, ingestion, dermal or eye contact. Chronic exposure to arsenic can lead to dermatitis, mild pigmentation keratosis of the skin, vasospasticity, gross pigmentation with hyperkeratinisation of exposed areas, wart formation, decreased nerve conduction velocity, and lung cancer. Acute exposures can cause lung distress and death.

Employees whose tasks involve work with paints, wood preservatives, agricultural chemicals, or certain manufactured glass products are at risk of exposure to arsenic. If an employee feels there is possible exposure, it needs to be brought to the attention of their Superintendent who will then contact the Risk Manager for further review.

Employees responsible for monitoring areas of exposure will be properly trained.

Asbestos Awareness

Asbestos is a microscopic spear-shaped fiber that's used in many common materials. If inhaled or ingested it can cause lung cancer, Asbestosis, mesothelioma, and cancer of the stomach and colon.

Asbestos materials are used in the manufacture of heat-resistant clothing, automotive brake and clutch linings, and a variety of building materials including insulation, soundproofing, floor tiles, roofing felts, ceiling tiles, asbestos-cement pipe and sheet, and fire-resistant drywall. Asbestos is also present in pipe and boiler insulation materials, pipeline wrap and in sprayed-on materials located on beams, in crawlspaces, and between walls.

Superintendents shall conduct a walk-around inspection of our jobsites before work begins. During these inspections materials that could potentially contain asbestos shall be looked for that our employees could potentially disturb. If any such materials are identified, they will then be discussed with the owner prior to work beginning.

Signs and labels shall identify the material which is present, its location, and appropriate work practices which, if followed, will ensure that asbestos containing material (ACM) and/or presumed asbestos containing material (PACM) will not be disturbed.

Garmong Construction Services does not allow employees to perform work that could disturb potential asbestos containing materials. If a task must be done that could disturb asbestos the Superintendent shall contact the Safety Advisor and request guidance on how to proceed.

If workers identify materials that could potentially contain asbestos that were not identified during the pre-job walk, they should not try to guess the identity of the material, but rather immediately stop work and inform the Safety Advisor and owner.

If workers working immediately adjacent to a Class I asbestos job are exposed to asbestos due to the inadequate containment of such job, Garmong Construction Services shall either remove the workers from the area until the enclosure breach is repaired or perform an initial exposure assessment. Protective measures will be taken before workers are allowed to re-enter the area (i.e., waiting until they are finished, and the area is cleaned, wearing N-99 masks, etc.).

During Safety Orientation all employees will be trained and educated on the hazards of asbestos, how to identify asbestos, and what to do if there is a potential for exposure. This training will be documented just like all other safety training.

Benzene Awareness

Garmong Construction Services workers could perform various tasks or work in certain areas where there is a potential for Benzene exposure. Mainly this exposure could occur when disturbing or working around soil that is contaminated with gasoline.

Benzene is toxic, colorless, has an aromatic odor, is not soluble in water and is flammable.

Short term effects of overexposure to Benzene may include irritation of eyes, nose and skin, breathlessness, irritability, euphoria, headache, dizziness, or nausea. Long term effects may result in blood disorders such as leukemia and anemia.

Superintendents shall assess the likelihood of soil being contaminated before disturbing soil or allowing workers to work around an excavation. This will be done by considering the location of the excavation (i.e., is it near a gas station, land fill, or chemical plant?), and by looking for signs of contamination (e.g., pungent odor, discolored soil, oily sheen on top of ground water).

If the determination is made that the soil could be contaminated, the crew must stop work immediately, evacuate the immediate area, and contact the Safety Advisor followed by the customer. The notified individuals shall work together to identify what the contamination is before work can commence.

If it is decided that the soil is contaminated with gasoline (i.e., Benzene) then the crew must secure and use appropriate air monitoring equipment. Such equipment must be able to monitor the oxygen level, flammable level, and exposure levels to Benzene (a standard four-gas monitor will NOT do this). Smoking is prohibited in areas where Benzene is used or stored.

If air monitoring equipment indicates that exposure is above acceptable levels, then grounded metal ventilation shall be used continuously while work is performed. If that does not bring the exposure down to acceptable levels, then a Respiratory Protection Plan must be implemented in order for the employee to wear a full-face supplied air respirator.

Benzene liquid is highly flammable, and vapors may form explosive mixtures in air. Fire extinguishers must be readily available in areas where benzene is used or stored.

Some additional precautions that must be taken when working around soil contaminated with Benzene include covering all exposed skin & clothing (i.e. boots, gloves, sleeves, and aprons) with disposable impervious garments, wearing goggles, and using a “fire watch” who will be responsible for keeping all sources of ignition at least 50’ upwind from the work area & responding to any emergency situation.

Workers should be aware of clients' contingency plans and provisions. Workers must be informed where Benzene is used in the host facility and aware of additional plant safety rules.

Bloodborne Pathogens

All Superintendents will be trained in Bloodborne Pathogens and will be the only individuals who will be permitted to make contact with blood or other bodily fluids. If accidental contact does occur, notify the Safety Advisor immediately.

Bloodborne Pathogen supplies will be placed in all first-aid kits, which will be located on all jobsites. These supplies must be used whenever there is a potential exposure to blood or bodily fluids. All other Universal Precautions shall be used as well.

Spilled blood will be immediately cleaned up and decontaminated by using the bleach packet provided. All contaminated materials will be stored in the red biohazard bags that are provided. However, vomit and sewage may be flushed down the drain (toilet). Paper towels used to clean up vomit or sewage can be placed in the trash.

Superintendents will be offered and encouraged to obtain a Hepatitis B vaccination at no cost.

Cadmium

Cadmium is a chemical element which in its pure form is a soft silver-white metal. Historically Cadmium has been used as an anti-corrosion coating/plating for steel and in paints, pigments, and

dyes (Red, Orange, and Yellow). Due to the toxic nature of Cadmium its use in metal plating and paints has been greatly reduced, but it is still used in some applications.

Cadmium can be found in:

- Steel – Performing hot work (cutting, grinding, welding, etc.) on treated steel can release toxic Cadmium dust and fumes.
- Paints, especially Red, Yellow, and Orange paints
- Electroplating Processes
- Batteries and battery manufacturing
- Solar Energy Cells
- Electrical Connectors, Solder, and Electrodes.

Inhalation exposure may cause irritation and itching to the skin, as well as lesions/ulcers in the mouth, esophagus, and upper respiratory tract. Avoid working near any hot work operations involving painted surfaces and/or treated steel. Under no circumstances is a Garmong Construction Services employee to engage in work where there is the possibility of exposure to Cadmium in excess of the "action level" of 2.5 micrograms, measured over 8 hrs. Consult with your supervisor if you believe there may be an exposure.

If our employees must be exposed to Cadmium in excess of the "action level", then our *Respiratory Protection Plan* must be followed.

Compressed Air & Gas

Compressed air and gas cylinders will be labeled to indicate their contents and maintained in good condition with no rust, dents, or punctures.

Cylinders shall not be handled in a way that increases that chance of dropping, puncturing, striking or otherwise damaging them (i.e., moved with a cart or rolled on the bottom edge, etc.).

Gauges must be in good condition, able to be clearly read, and never indicate that the cylinder pressure is at an excess amount.

Unused cylinders will be stored in an upright position, with the caps on, and properly secured to prevent tipping in any direction.

Oxygen and flammable gas cylinders will be placed in separate designated locations at least 20 feet away or be separated by a fire wall that is 5 feet high and rated for at least 30 minutes.

Signs reading "NO SMOKING" will be posted in and around cylinder storage areas.

Concrete and Masonry

Precautions shall be taken to cover exposed skin whenever working around wet concrete. This may include wearing face shields, long sleeved shirts, gloves, and rubber boots.

Employees must be mindful of and avoid positioning themselves near moving equipment and pinch points, including concrete trucks and chutes.

All formwork shall be installed properly and not removed until the poured structure is deemed stable.

Protruding rebar must be properly guarded to eliminate the hazard of impalement whenever an individual could potentially fall onto the rebar.

Concrete buggies, power trowels and other types of equipment must be maintained and operated in a safe/controlled manner and as directed by the manufacturer.

Construction loads must not be placed on a concrete structure unless it has been determined that the structure can support the intended load, based on information received from a person who is qualified in structural design.

Confined Space Entry (Permit Required)

A confined space is any space that is large enough to bodily enter, has a limited or restricted way in or out, and is not designed for continuous human occupancy. Some examples of confined spaces include, but are not limited to: manholes, pipes, pits, hoppers, tanks, vessels, silos, HVAC ducts, attics, and crawl spaces.

Confined spaces can have various types of hazards in them that pose a risk to anyone who enters. Some examples of these risks include but are not limited to oxygen enrichment or deficiency, flammable environment, toxins, potential for engulfment or entrapment, live energized parts, rotating parts, and more.

A Competent Person shall assess each jobsite before work begins in order to identify all confined spaces and classify them as “Permit Required” or “Non-Permit Required”. They must then communicate entry plans to the controlling contractor and host employer.

All confined space team members will hold a meeting prior to initial entry in order to discuss the tasks that will be performed and to plan the entry from start to finish.

Entry Supervisors shall secure all required supplies/equipment and make sure that all confined space team members have been trained prior to mobilizing for a new job that involves confined space entry.

The first priority of the team will always be to eliminate all associated hazards. If this cannot be done, then precautions must be taken to control existing hazards. Adequate Personal Protective Equipment must be worn if hazards cannot be eliminated or controlled.

One of the team members will complete the *Confined Space Entry Permit* (located in Forms Section) and the Entry Supervisor will approve the permit by signing it before initial entry is performed. This permit shall be posted/kept near the entrance throughout entry.

The atmosphere of all confined spaces will be continuously monitored with equipment that has been bump tested daily and calibrated as recommended by the manufacturer. Periodic monitoring may be conducted if a Competent Person can demonstrate that periodic monitoring is sufficient.

The Entry Supervisor shall determine if mechanical ventilation is necessary in a confined space, as well as how frequently it should be used to control hazards. In spaces that involve a high potential of exposure to toxins or flammables, mechanical ventilation should be used continuously.

A mechanical retrieval device shall be used in all confined spaces that are 5’ or more in depth, and Authorized Entrants shall stay attached, when possible, to avoid the potential need for man entry rescue. If this cannot be done, resulting in the potential for man entry rescue, then emergency rescue equipment must be onsite and readily available for use.

Crane Safety

A crane is a power-operated piece of equipment used in construction that is capable of lifting, lowering & horizontally moving a suspended load. Only workers who have successfully completed OSHA’s testing requirements for crane operators and have been authorized by the company are permitted to operate cranes for any length of time.

Formal inspections shall be conducted daily and annually. Operators will conduct formal daily inspections by completing their daily crane inspection form. A third-party crane inspector will conduct formal annual inspections by completing their annual crane inspection report.

Superintendents, Operators, signal persons, and all other individuals who are involved with a lift will hold a meeting onsite before each lift in order to discuss the details of the lift, any unique hazards, and all necessary precautions. This meeting will also include a physical walk around inspection of the work area for such issues as uneven or soft ground conditions, low overhead power lines, etc.

If more than one crane is required to perform a lift, then a formal documented "Lift Plan" shall be written. This plan must be reviewed/approved by someone who is considered to be "Competent" and "Qualified" per OSHA's Subpart CC prior to implementation and shared with all workers prior to beginning the lift.

A qualified signal person must be used whenever part of the load and/or crane is not in full clear vision of the operator. Only one signal person can issue signals directly to the operator. This individual must be positioned within the clear vision of the operator and in a well illuminated area. Only OSHA approved hand signals are permitted. All signal persons must be trained, tested & authorized by the company.

All operational aids (i.e., anti-two-block device, hoist limiting device, level indicator) must be in place and fully functional in order for a crane to be deemed safe to operate.

All workers and pedestrians must be positioned outside and away from the swing radius of the boom whenever a crane is in operation.

All crane components must stay at least 20' away from energized overhead power lines, unless the specific voltage is known. If the voltage is known, then the table located on page 5 of the *Crane Safety* policy (located in the Reference Manual) may be referenced for alternative clearances.

If contact occurs with energized parts, all employees and pedestrians shall be ordered to stay back. Someone nearby shall then be instructed to call 911. The Operator may lower or move the equipment away from the line if their hands are already on the controls. If not, they should stay still until the lines can be de-energized. If a fire or other life-threatening event occurs, the Operator may jump from the cab but should not remain in contact with the machine, land on both feet, and hop away.

The Operator's Manuel and a copy of the Load Chart must be kept on the equipment and the Operator must know where they are at all times.

Electrical & Arc Flash Safety

Garmong Construction Services does not allow employees to work on live energized parts unless it is absolutely critical in order to complete the task. If work on live parts must be performed, it can only be performed by "Qualified Electrical Workers" who have been authorized by the company.

Before beginning any type of work on or near exposed energized parts, a Qualified Electrical Worker must identify the Arc Flash Boundary and the proper category of PPE to wear. This can be done by either referencing Appendices B-E of our *Electrical Safety & Arc Flash* policy or by conducting an Engineering Survey.

All individuals who cross the Arc Flash Boundary must wear the proper category of arc-rated PPE over clothing that does not easily melt, such as 100% cotton or denim. This includes unqualified employees, customers, and other contractors. See the *Electrical Safety & Arc Flash* policy for more detail.

If anyone other than a Qualified Electrical Worker crosses the Limited Approach Boundary, they must be accompanied by a Qualified Electrical Worker the entire time.

Restricted Approach Boundaries can only be crossed by Qualified Electrical Workers who are wearing both arc rated and dielectric PPE. They must also use properly insulated tools.

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 feet (305 cm);
- For voltages to ground over 50kV - 10 feet (305 cm) plus 4 inches (10 cm) for every 10kV over 50kV.

When a qualified person is working in the vicinity of overhead lines, whether in an elevated position or on the ground, the person may not approach or take any conductive object without an approved insulating handle closer to exposed energized parts than shown in the table below.

Voltage range (phase to phase)	Minimum Approach Distance
300V and less	Avoid Contact
Over 300V, not over 750V	1 ft. 0 in. (30.5 cm)
Over 750V, not over 2kV	1 ft. 6 in. (46 cm)
Over 2kV, not over 15kV	2 ft. 0 in. (61 cm)
Over 15kV, not over 37kV	3 ft. 0 in. (91 cm)
Over 37kV, not over 87.5kV	3 ft. 6 in. (107 cm)
Over 87.5kV, not over 121kV	4 ft. 0 in. (122cm)
Over 121kV, not over 140kV	4 ft. 6 in. (137 cm)

Dielectric protective equipment & insulated tools must be adequately rated for the voltage that the worker will be exposed to. Leather protectors must be worn over dielectric gloves at all times. (Reference our Electrical Safety & Arc Flash policy to see the levels of protection.)

All insulated rubber gear: insulated tools, arc rated clothing, and other materials used to work on exposed energized parts shall be inspected daily & replaced before work begins if defects are found.

In addition, dielectric rubber gloves must be proof tested at least once every 6-months and rubber blankets/sleeves/boots must be proof tested at least once every 12-months.

An *Energized Electrical Assessment & Work Permit* must be completed before crossing the Restricted Approach Boundary. These permits must be signed by the customer, engineer or supervisor, and posted in a conspicuous nearby location while work is being performed.

Highly noticeable caution signs will be posted in surrounding areas when working on energized parts. These areas will also be barricaded off, by using pylons and “Danger-Do Not Enter” tape, to prohibit unauthorized people from entering the work area.

Work areas must be adequately illuminated so that Qualified Electrical Workers can clearly see what they are doing and how they are doing it.

All metal jewelry and belongings must be removed from the body before starting to work on exposed energized parts (e.g., rings, bracelets, watches, necklaces, keys, etc.).

Extension cords will be equipped with a grounding pin, kept out of water, and not have any of the outer insulation damaged. Any cords with exposed wires will be removed immediately. Flat cords will not be used on job sites.

Ground Fault Circuit Interrupters (GFCI) will be used on every outlet, including generator outlets that do not already include GFCI protection.

Wiring will be connected in a way to eliminate any possible defects (e.g., open hot, open ground, reverse polarity, etc.).

Emergency Actions

An Emergency Action Map will be developed and posted in all office and shop areas that have ten (10) or more employees. These maps will show the area/building layout, exits, mustering zones, severe weather shelter areas, and other pertinent emergency information.

An Emergency Action Plan will be developed for each project before work beings. These plans will be developed by the Superintendent who will use the *Emergency Action Plan Checklist* as a guide.

The Chief Operations Officer is the only individual who is authorized to communicate with the media regarding company operations or incidents. No other employees should make comments or statements.

Ergonomics (Sprains & Strains)

All necessary precautions shall be taken to minimize risk before manual lifting. This may include clearing the walkway, securing lifting equipment, and possibly getting someone to help.

Lifting equipment such as dollies, hand trucks, lift-assist devices, jacks, carts, hoists should be used whenever possible. If lifting equipment is not available and the object is heavier than fifty (50) pounds, then our workers must ask for help if help is available.

All employees will be educated on how to use proper lifting techniques during Safety Orientation and will be expected to practice them whenever manually lifting any object (even those under 50 pounds).

The Safety Advisor and Superintendents will monitor lifting techniques and other ergonomic risk factors whenever onsite, especially when performing safety inspections.

All new equipment and procedures will be evaluated for ergonomic risk factors when the Superintendent conducts a formal Job Hazard Analysis, as required by the Hazard Analysis Plan.

All injuries, including soft tissue injuries will be investigated to determine the root cause and implement any changes necessary to prevent recurrence.

During Safety Orientation our employees will be trained and educated on the general principles of ergonomics, recognition of ergonomic hazards, symptoms of soft tissue injuries, early symptom reporting procedures, and how to report hazards.

Extreme Temperatures

Some basic ways that workers can avoid heat stress include: dressing in light colored clothing; applying sunscreen to all exposed skin; consuming 8-ounces of water or sports drink every 30-minutes; avoiding caffeinated drinks and/or alcoholic beverages 24-hours before working in extreme heat; take physical work factors that can contribute to heat related illnesses into consideration before performing a task; taking short breaks in the shade as needed; and utilizing job rotation with coworkers when performing strenuous tasks in hot environments.

Some basic ways that workers can avoid cold stress include dressing in warm layers; taking a change of clothing to work; wearing waterproof clothing/boots when necessary to prevent skin from getting wet; drying skin whenever it does get wet; taking frequent breaks in cold areas; drink plenty of fluids (avoid alcohol or caffeinated beverages); eat warm high-calorie food; and try to avoid fatigue.

Fall Protection

Our work involves using one of these approved types of fall protection, which are: guardrail systems, personal fall arrest systems, warning lines and covers. One of these forms shall be used whenever a worker is required to work at elevations above 6’.

When using a personal fall arrest system, Superintendents must make sure that anchor points are substantial enough to support 5,000 pounds per attached worker. They shall also make sure that lanyards and full body harnesses are inspected daily and free from damage. Workers who wear full body harnesses shall adjust them so that they fit snug but still allow for a full range of motion.

Fire Prevention

Flammable liquids will not be used within 20 feet of areas where sources of ignition are likely to be present unless taking proper precautions and have a designated fire watch.

Highly visible signs reading "No Smoking or Open Flame" will be posted on aboveground tanks, barrels and in all flammable storage locations.

Drums will be properly grounded, and containers will be bonded to the drum when transferring flammable liquids into portable containers.

Flammable liquids will be kept in closed containers when not actually in use. All leakage or spillage will be disposed of promptly and safely.

All flammable liquid containers will be maintained in orderly piles when stored outdoors. These piles will remain at least 20 feet from highly traveled passageways, roads, building structures and work areas that involve any type of source of ignition.

Type 2A fire extinguishers will be located no more than 3,000 square feet apart (not to exceed a travel distance of 100') and on every floor adjacent to stairwells. Fire extinguishers will remain fully charged, unobstructed and in good operating condition when not in use.

First-Aid/CPR/AED

All Superintendents will be trained and authorized to administer first-aid, CPR and AED to workers who need immediate care.

The content of first-aid kits will be customized to include supplies that will allow Superintendents to treat the common types of injuries our employees typically have. These kits will be mounted at every job site, placed in all company vehicles, and maintained fully stocked.

Eye wash stations that are capable of providing 15-minutes of continuous flow will be placed in each area where employees may be exposed to corrosive materials (e.g., battery charging stations). These eye wash facilities must be located within 50' from corrosive handling areas.

A designated person should inspect the AEDs monthly as part of their maintenance plan. Items to inspect would include AED battery charge and expiration date, pads expiration date, supplies, etc.

Fleet Safety

Each employee who operates a company vehicle shall conduct a thorough inspection of their vehicle each day before they operate it.

Employees shall follow all motor vehicle laws and exercise extreme caution whenever operating a company vehicle (e.g., secure loads, wear seatbelts, obey speed limit, use turn signals, maintain adequate following distance, obey traffic devices, etc.). They should also maintain professional courtesy and good housekeeping at all times.

Extreme care and caution must be used if it is necessary to use cellular/mobile phones while operating a vehicle. If at all possible, or if the driving conditions are dangerous or risky, allow voice mail to handle your calls and return them at your safe convenience or ask a passenger to make the call. If you need to place or receive a call and driving conditions are unsafe or risky, pull off the road to a safe location.

If a motor vehicle accident occurs our employees shall move the vehicle to a safe location, call 911, report the incident to the Superintendent, take pictures, and complete the Vehicle Incident Report.

Forklift Operations

Workers are not permitted to operate forklifts for any amount of time unless they have been trained and authorized by the company.

Operators must conduct a thorough inspection of all forklifts before each day of use by completing the *Forklift Inspection Log* (located in the Forms section). If any defects are found, a warning tag shall be placed on the unit indicating that it is "Out of Service" until proper repairs are made.

Operators shall wear seatbelts whenever forklifts are equipped with them, operate the unit so they can maintain clear vision of the work area and pedestrians around them, drive at slow and controlled speeds, sounds the horn at intersections and corners, and never exceed the maximum rated load capacity indicated on the manufacturer's identification plate.

Personnel will not be elevated using forklifts, unless the forklift is designed by the manufacturer to do so. Proper means of fall protection will be used when a worker is elevated.

When a forklift is left unattended, the load engaging means will be fully lowered, controls neutralized, the power off, and brake set. If parked on an incline, the wheels will be blocked.

General Safety

Never act in an unsafe manner or violate company policy. Violation of company policy will result in disciplinary action.

Reporting to work while under the influence of alcohol or drugs or bringing weapons of any kind onto company property is strictly prohibited. Garmong Construction Services reserves the right to search personal property if there is suspicion of either one of these policies being violated.

Limit the use of smoking and tobacco products to designated areas that are approved by the company and/or the customer. Regardless of the customer's stance on this, smoking may never take place within 20' from flammable/combustible materials.

Check the weather for extreme conditions prior to reporting to work. Dress in layers, keep skin dry and covered, and avoid caffeine when the temperature is below 32-degrees. Apply sunscreen, stay hydrated with sports drinks, and take frequent breaks when the heat index is above 100-degrees,

Clean, cover or avoid slick work surfaces. Oil and grease should be cleaned up immediately. Ice and snow should be covered with sand or salt. If forced to walk on slick surfaces take slow/wide steps. Monitor the jobsite for dangerous animals and poisonous plants whenever working near residential homes or areas of thick vegetation. Never pet or approach a stray animal. Wash hands and decontaminate tools/clothing if contact is made with poisonous plants.

Proper lifting techniques shall be used at all times and help must be requested whenever lifting anything that weighs more than 50 pounds. Other ergonomic risk factors that should also be avoided include using excessive force to push/pull, maintaining an awkward posture for extended periods of time, and exposure to intense or prolonged vibration.

Hazardous conditions, unsafe behaviors & incidents shall be reported to the Superintendent immediately.

All occupational injuries and illnesses will be treated by an approved medical facility. Any treatment administered by a facility other than an approved medical facility will not be paid for by Garmong Construction Services.

Hand & Power Tools

All power tools must be double insulated, or the plug must be equipped with a ground pin. Cords of power tools shall remain free from defects such as cracks, frays, cuts, or nicks.

Ground Fault Circuit Interrupters will be used on every outlet located in a construction environment.

Absolutely no worker is to remove a guard, handle, or any other device from a tool without direct permission from their Superintendent. Guards shall be in place and operate at all times while the tool is in use. The guard may not be manipulated in such a way that will compromise its integrity or compromise the protection in which intended.

Workers using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dust, fumes, mists vapors, or gases shall be provided with particular PPE necessary to protect them from the hazard.

Workers shall tie back long hair; remove jewelry, and roll-up long sleeves to prevent entanglement before operating rotating tools.

Defective hand tools such as hammers with broken or cracked handles, chisels and punches with mushroomed heads, wrenches with sprung jaws, bent/broken wrenches, or power tools shall be removed from service (locking the controls on power tools to make them inoperable if necessary) and tagged immediately.

Hazard Communication

A Safety Data Sheet (SDS) can be accessed via SDS Mobile by KHA either via a laptop or cell phone.

All primary and secondary hazardous chemical containers will be properly labeled with chemical identification, hazard warnings, and the name/address of the manufacturer.

To avoid potential chemical over exposure, workers should never mix chemicals that are not properly labeled, assume an unlabeled container is harmless, or remove a label.

Adequate levels of PPE (e.g., safety glasses, rubber gloves) shall be worn whenever handling hazardous chemicals in a way that could cause an exposure incident. After handling chemicals in this way, workers shall discard their PPE and wash their hands before eating, drinking or smoking.

Any type of chemical spill (regardless of the type or amount) shall be reported to the Safety Advisor.

Hexavalent Chromium

Hexavalent Chromium, also known as Chromium, Chromium 6, Chromium (VI), and HexChrome refers to any compound that contains the element Chromium (Cr). All Chromium compounds in this oxidation state are highly toxic. Even at very low concentrations Hexavalent Chromium can result in significant heath complications. It should be noted that Chromium in other oxidation states (usually Chromium III) are not toxic or dangerous. However, unless the oxidation state is known to be safe, most chromium compounds should be assumed to be toxic unless otherwise confirmed as safe by the SDS.

Hexavalent Chromium can be found in:
- Stainless Steel – Performing (cutting, grinding, welding, etc.) releases toxic Chromium (VI) fumes
- Some treatment processes for wood and fabrics
- Various chemical processes
- Processing of Chromium Ore
- Chrome plating and metal conditioning processes

Inhalation exposure may cause irritation and itching to the skin, as well as lesions/ulcers in the mouth, esophagus, and upper respiratory tract. Avoid working near any hot work operations involving stainless steel. Under no circumstances is a Garmong Construction Services employee to engage in work where there is the possibility of exposure to hexavalent chromium. Consult with your supervisor if you believe there may be an exposure.

Housekeeping & Sanitation

Maintain proper housekeeping throughout each workday. Intentionally place all tools, cords, hoses, and other unused materials out of walkways to avoid creating unnecessary trip hazards. Dispose of any hazardous waste by contracting a licensed hazardous waste hauler.

When workers are performing work on a jobsite that does not have a portable restroom facility nearby, they will be permitted to use the restroom facilities at a local business. Urinating or excreting on public property or in a container on the jobsite is not allowed.

Workers are encouraged to wash their hands before they eat, drink or use tobacco products. Soap and paper towels will be made available onsite for this reason.

Hydrogen Sulfide Awareness

H_2S is a gas which occurs in natural gas, crude oil, condensate and produced water. H_2S can be found at oil and gas drilling, recycled drilling mud, water from sour crude wells, blowouts, tank gauging, field maintenance, tank batteries, tank wells, work over and producing locations, within pipelines or in confined spaces such as excavations, production tanks, or mud tanks.

Hydrogen sulfide is a mucous membrane and respiratory tract irritant; pulmonary edema, which may be immediate or delayed, can occur after exposure to high concentrations.

Symptoms of acute exposure include nausea, headaches, delirium, disturbed equilibrium, tremors, convulsions, and skin and eye irritation.

Inhalation of high concentrations of hydrogen sulfide can produce extremely rapid unconsciousness and death. Exposure to liquefied gas can cause frostbite injury.

There are several ways you can be alerted to the presence of H_2s gas. Your nose is usually the first to notice the presence of H_2S and, unfortunately, the most unreliable. You cannot rely on your nose to tell you how much H_2S is present.

When monitoring for H_2S, be prepared for lethal concentrations by wearing an approved respirator.

To determine the amount of H_2S present in a work area, one of the following devised can be used:

Gas Detector Tubes – the concentration of H_2s is registered by the length of discoloration when air is drawn through the detector tube.

Monitors – personal monitors continuously monitor H_2S and warn of its presence.

Indicating monitors also continuously monitor for H_2S and five a read out to the H_2S concentration as well as warning of its presence.

Personal or area monitors will alarm when the PEL exceeds the preset level of 20 PPM for 1910 (General Industry) or 10 PPM for 1926 (Construction).

Monitors will be tested before each use and calibrated as needed and on a regular basis. If an air monitoring systems alarms, employees are to vacate the area.

In a work area where H_2S is suspected or known to exist:

The buddy system should be used.

A windsock should be prominently displayed.

Employees should be aware of the wind direction and approach the equipment from upwind.

A personal or indicating H_2S monitor should be used.

Approved self-contained breathing apparatus or airline respirator with escape SCBA should be used if employees will be exposed to H_2S concentrations over the OSHA PEL

Precautions should be taken when approaching low areas such as ditches, ravines, inside firewall.

Extreme precautions should be used when working around the vents and thief hatches of tanks containing sour crude oil, condensate and/or produced water.

Laser Safety

Only authorized workers who are experienced and trained in the safe operations of lasers are allowed to use them. These individuals are required to carry proof of training with them.

Warning signs must be posted in work areas when lasers are being used.

Lasers may never be aimed directly at someone's eye, or set-up at eye level. Workers shall avoid looking directly into a laser light.

Lasers must be turned off or capped/shuttered when left unattended for an extended period of time (i.e. longer than 5-10 minutes).

The use of lasers is prohibited when it is raining, snowing, foggy, or if there is heavy dust in the air. Such conditions may deflect the beam.

Lead Awareness

Lead is a heavy metal that is used in various consumer products, including: paint, leaded solders, pipes, circuit boards, leaded glass, glazed ceramics, car batteries, and demolition/salvage materials. It can cause various short- and long-term health effects when it's ingested, absorbed through the skin, or inhaled (in vapor form). Common symptoms of acute lead poisoning are loss of appetite, nausea, vomiting, stomach cramps, constipation, difficulty in sleeping, fatigue, moodiness, headache, joint or muscle aches, and anemia. Long term (chronic) overexposure to lead may result in severe damage to the blood-forming, nervous, urinary, and reproductive systems.

Superintendents shall conduct a walk-around inspection of our jobsites before work begins. During these inspections materials that could potentially contain lead and that workers could potentially disturb shall be looked for. If any such materials are identified, they will then be discussed with the owner prior to beginning work. Lead testing may be conducted if materials are in question.

Warning signs shall be posted in any area where lead containing materials are present. No worker should be exposed to lead at concentrations greater than fifty micrograms per cubic meter of air averaged over an 8-hour period.

Garmong Construction Services does not allow employees to perform work that could disturb potential lead containing materials. If a task must be done that could disturb lead the Superintendent shall contact the Safety Advisor and request guidance on how to proceed. Workers must abide by any signs/labels/assessment reports indicating the presence of lead containing materials.

If workers identify materials that could potentially contain lead that were not identified during the pre-job walk, they should not try to guess the identity of the material, but rather immediately stop work and inform the Safety Advisor and owner.

If work is performed by another contractor who is located near our employees and their work could potentially disturb lead containing materials, our employees must immediately evacuate the area and notify the Safety Advisor. Protective measures will be taken before our employees are allowed to re-enter the area (i.e., waiting until they are finished, and the area is cleaned, covering exposed skin, etc.). Workers' hands and faces should be washed if lead containing materials are contacted.

During Safety Orientation all employees will be trained and educated on the hazards of lead, how to identify lead, and what to do if there is a potential for exposure. This training will be documented just like all other safety training. Lead Awareness refresher training will be given annually.

Lifting (Preventing Back Injuries)

As a Garmong Construction Services worker, you will have many opportunities to injure your back. Remember the following facts and helpful hints to keep your back strong & healthy:

- Most back injuries result from improper lifting, such as stretching your back muscles or twisting your back while lifting an object. —
- The basic lifting technique keeps the discs in the proper alignment between the bones.
- When you bend your back, the discs can be damaged. Bend your knees, not your back.
- When you lift anything, get a good grip, bend your legs and use your leg muscles to lift the load.
- Don't stretch while lifting anything. This can cause painful muscle tears that take a long time to heal.
- Never twist when lifting. Think about safety when you lift anything.

Lockout/Tagout

If equipment could unexpectedly become energized and cause injury while a worker is working on it, that piece of equipment shall be completely de-energized, and locks shall be placed on all controls so that it cannot be operated. This process is referred to as "Lockout/Tagout". Potential energy may include any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Only workers who have been authorized by the company and have completed Lockout/Tagout training are permitted to perform Lockout/Tagout activities.

Locking and tagging devices that are uniform in size, color and shape will be issued by the company to use for Lockout/Tagout purposes. These devices shall be inspected daily and maintained in good condition. Using them for any purpose other than Lockout/Tagout is not allowed.

A few of the more critical precautions associated with practicing Lockout/Tagout include coordinate the event with everyone who could be affected by it; attempt start-up after applying the locks to verify successful lockout; make sure the key is in the sole possession of the worker who applied the lock; and make sure all locks are accompanied by completed tags.

Mobile Elevated Work Platforms - MEWPs

Only employees who have been trained & authorized by the company are permitted to operate an aerial lift or scissor lift. Occupants must also receive training before riding in a lift.

A site-specific risk assessment must be done before operating each day. The assessment should be focused on identifying and controlling hazards and communicating those hazards and controls to all affected persons. The following should be assessed: selecting the best MEWP for the job, how to safely access the site, necessary site preparation, maintenance of site controls, and assurance that the surface will be able to support MEWPs.

All MEWPs shall be *formally* inspected (documented on the *Lift Inspection Report*) by the operator daily before use. These inspections shall include such items as: physical damage, missing safety devices, hydraulic or pneumatic leaks, control functionality, etc. Lift controls shall be tested each day prior to use to determine that such controls are in safe working condition. Tests shall be made at the beginning of each shift during which the equipment is to be used to determine that the brakes and operating systems are in proper working condition. If any defects are noticed the lift must be tagged "Out of Service" and repaired.

All lifts shall be equipped with a 42" top rail, 21" mid rail, and 4" toe board on all sides. If part of this railing system is a chain or other movable device, it must be secured during operation.

All occupants must use a personal fall arrest system whenever using an aerial lift or another type of lift with a floor opening. Lanyards shall only be attached to approved anchor points.

Scissor lifts must be operated on firm solid surfaces. Aerial lifts may only be operated on uneven surfaces in low speed and when the basket is completely lowered. If an employee must be hoisted on an uneven surface the equipment must be parked with the outriggers set before elevating the platform.

Operators shall use caution when maneuvering in tight work areas to avoid pinch points and/or getting occupants caught between the lift and adjacent objects.

Occupants may not stand on the railing system to gain additional height when performing work

Overhead Cranes

An overhead crane is a crane with a movable bridge carrying a movable or fixed hoisting device which travels on a fixed runway.

All cranes and hoisting equipment must be in safe working condition and be inspected by a competent person before use, and during use, to make sure it is in safe working condition. All deficiencies shall be corrected before further use. Proper guards must be in place for exposed gears, belts, electrical equipment, couplings and fans. Documented annual inspections must be kept with the crane at all times.

All operators must be familiar with and be trained to operate the equipment they are assigned to operate. Documentation of the operators' training must be available upon request.

No person shall ever be under a load while it is being lifted.

Overhead cranes shall have stops at the limit of travel of the trolley. Bridge and trolley bumpers or equivalent automatic devices shall be provided. Bridge trucks shall have tail sweeps.

A preventive maintenance program based on the crane manufacturer's recommendations shall be established for all overhead and gantry cranes.

The person responsible for directing the lift shall make sure that the load is properly secured, balanced and positioned in the sling or other lifting device. They shall also make a visual inspection of the hoist chain or rope to make sure there are no kinks or twists.

No load in excess of the rated capacity shall be lifted, unless for test purposes, and the test shall be an engineered lift.

The operator shall not leave a suspended load unattended, and the load block of the hoist shall be raised above head level when not in use.

An operator must only respond to signals from the worker directing the lift. Except for an emergency stop signal, which must be obeyed when given by any worker.

In the event of power failure, the operator must place all controllers in the “off” position.

Personal Protective Equipment

Garmong Construction Services will provide and pay for all PPE that is required by this program other than general work attire (e.g., long pants, shirts, work boots, etc.). Employees may choose to provide their own PPE as long as it meets ANSI and company specifications.

All PPE (including employee provided equipment) shall be inspected daily for defects, replaced if found defective, stored in a way that does not promote damage, and cleaned regularly.

All employees must wear long pants that reach their boots (no holes or tears), shirts with at least 4” tailored sleeves, and durable work boots whenever present in a shop, maintenance or construction environment. Durable work boots must be made of a cut-resistant material, offer 6” or higher ankle support, have aggressive slip-resistant tread, and have Electric-Rated (ER) puncture-resistant soles.

Hardhats, safety glasses, proper gloves & traffic vests must be worn 100% of the time when on jobsites.

Safety glasses must be carried on the body at all times and worn whenever there is a potential for eye injury. Some common tasks that would require safety glasses include operating tools, striking objects together, grinding metal, handling chemicals, charging batteries, conducting live electrical work, being near welding/cutting, etc. Additional protection shall be worn when safety glasses won’t provide enough protection, such as goggles or face shields. Goggles shall be worn whenever working with compressed air. Face shields shall be worn when grinding metal, handling caustic/acidic chemicals, and charging batteries.

Gloves must be worn whenever performing a task that could result in a hand abrasion, laceration, puncture, burn, or blood/chemical exposure. Some tasks that require hand protection include manually handling materials, operating non-rotating tools, using sharp objects, handling chemicals, performing first-aid/CPR, conducting live electrical work, welding or torch cutting. Employees must make sure they select the proper type of hand protection according to the task they are performing.

Powder Actuated Tools

Only workers who have been trained in the safe operating procedures of powder actuated tools and have received a certification card will be allowed to operate powder actuated tools.

Powder actuated tools must be inspected on a daily basis & prior to loading the tool each time. These inspections shall include if the tool is already loaded, if it has any missing or altered parts, or if any other visual defects are noticed.

All powder actuated tools shall be completely disassembled, thoroughly cleaned, & then reassembled at least once a week. Operators must use caution to make sure all parts are reassembled exactly where they are supposed to go.

All workers who operate powder actuated tools will be required to wear eye and ear protection throughout operation. Face shields will be available for voluntary use.

Operators shall inspect the work area before using powder actuated tools to make sure that flammable or combustible materials are not within a 20’ radius.

Powder actuated tools will only be used on steel, concrete or block. Never should these tools be used on wood or any other thin material in which the nail could escape through the other side. Even when using these tools on the proper materials, operators should inspect the other side of materials to make sure nobody is positioned on the other side.

Only fasteners specifically designed for powder actuated tools may be used.

If boosters are dropped while being used/handled, they must be picked-up immediately. Boosters shall be stored in the box that they came in & kept in a safe/secure location.

Respiratory Protection

A Certified Industrial Hygienist (CIH) will conduct air monitoring whenever a task involves potential exposure to toxins or contaminants that can become airborne. If OSHA's "permissible exposure limits" are exceeded, the CIH will assist the Safety Advisor with identifying the proper controls to implement (including the possible use of a respirator).

If the determination is made that a respirator must be worn, all workers who are expected to wear one shall be medically evaluated. This evaluation will include a pulmonary function test and must take place prior to initial use and annually thereafter.

Respiratory equipment will be provided to employees at no cost.

When tight fitting respirators are required, all workers must be fit tested. The Safety Advisor will ensure this test is conducted for our employees and will be done using the same make, model and size of respirator that will be used during normal work procedures.

Workers shall inspect respirators prior to each use in order to make sure they are in good operating condition and that no parts are defective. If defects are noticed the unit must be removed from service until necessary repairs can be made.

All respirators shall be kept clean and stored in a way to protect against dust, sunlight, heat, extreme cold, excessive moisture, damaging chemicals, and physical damage (i.e., placed in a sealed bag and never hung from their straps).

Workers who wear tight fitting respirators must be free from any facial hair that could prevent the wearer from obtaining a proper seal (i.e., a full beard could not be worn, but sideburns and/or a mustache or tight goatee could be acceptable as long as the seal does not overlap the area).

Rigging Safety

Workers who connect, adjust, or inspect rigging will be trained as "Qualified Riggers". This training will include items such as: how to identify defects, proper connection, identifying load weight and machine capacity, the importance of centering loads, and knowledge of various types of rigging and rigging components (i.e., bolts, hooks, etc.). Workers may not rig without completing this training.

Rigging must be informally inspected prior to each day of use and deemed to be in good condition (i.e., no bends, kinks, or frays; hooks not bent and equipped with latch, etc.). If any defects are noticed the unit shall be tagged as "Out of Service" and removed from use immediately.

Hooks on overhaul ball assemblies, lower load blocks, or other attachment assemblies shall be of a type that can be closed and locked, eliminating the hook throat opening. Alternatively, an alloy anchor type shackle with a bolt, nut and retaining pin may be used.

All chains, slings, and other forms of rigging must be tagged or stamped with their maximum rated load capacity and/or approved configurations. These capacities shall never be exceeded, and only approved configurations shall be used when connecting rigging.

Tag lines shall be used unless their use creates an unsafe condition.

Rigging shall always be placed in the center of each load in order to ensure proper balance. If load is awkward to handle or the balance is unstable, then tag lines shall be used.

Scaffolding (Mobile scaffolding)

It is the policy of Garmong Construction Services to hire an outside source to erect and dismantle scaffolding. We provide training for Scaffold Users.

A “Scaffolding Competent Person” must be present on the jobsite whenever scaffolding is being erected or dismantled. These individuals will be issued comprehensive formal training, so they are well equipped to identify scaffold hazards & given authority to stop a job until those hazards are corrected.

All frame components shall be securely fastened together as required by the manufacturer. These components cannot be made by different manufacturers unless the components fit together without force and the scaffolds structural integrity is maintained by the user.

Scaffolds and scaffold components will be capable of supporting, without failure, their own weight and at least 4 times the maximum intended load. This makes it important for users to know the rated capacity of the scaffold and to limit the weight loaded onto the decking.

Platforms shall be cleated or secured to prevent displacement during use.

Wheels must be locked before mounting a mobile scaffold and stay locked until all users dismount. Scaffolds may not be moved by users or nearby coworkers while in use.

Scaffold units must be secured to a nearby structure whenever they are four (4) times higher than they are wide. Outriggers approved by the manufacturer may be used in lieu of securing the scaffold, if it reduces the height to width ratio less than 4:1.

Either personal fall arrest systems or guardrail systems shall be used on scaffold units whenever the working platform is elevated ten (10) feet or more above the ground. Personal fall arrest may not be anchored to the scaffold unit.

Guardrail systems will be constructed along all open sides and ends of the platform. Toeboards must also be placed along all open sides of the platform if individuals could be positioned below, and the area is not barricaded.

Competent Persons shall conduct a formal documented inspection of each scaffold unit daily. These inspections will be documented by placing tags on the units. These tags will identify the inspector, date of inspection & if the unit is deemed as being safe or if it’s “Out of Service”.

A scaffold that is tagged as “Out of Service” is not to be used until proper repairs are made.

Signs & Tags

Signs, tags, banner tape, and color codes will be used on construction sites to warn workers of hazardous conditions and help them in case of an emergency.

Danger Tape is RED. Danger tape shall be used where there is immediate danger or risk exposure. Unauthorized personnel shall not enter or pass through an area demarked with red banner tape until given specific instruction that it is safe to do so by the responsible person / crew who established the banner.
Examples: DANGER – HIGH VOLTAGE, DANGER – KEEP OUT, DANGER – NO SMOKING.
Red is also the color that identifies fire protection equipment and apparatus, safety cans, fire extinguishers and alarms.

Caution Tape is YELLOW. Caution tape shall be used as a warning to personnel of a potential or known hazard.
Personnel may enter or pass through a yellow caution banner after reading the banner tape identification tag affixed to the tape and making a careful evaluation of the hazards, determining it is

safe to proceed while taking precautions as required in order not to be exposed to the identified hazard.
Examples: CAUTION – WATCH YOUR STEP, CAUTION – LIVE POWER SUPPLY, CAUTION – EYE PROTECTION REQUIRED.
ORANGE is the color used to identify dangerous machine parts. These are locations that can cause major lacerations, crushing injuries or electrical shock. For example, gears, pulleys and rollers may be marked with this color.

Never leave an area with an opening someone could fall into unprotected. Use Barricades to Protect Others from Falling in and Always Post Warning Signs or Banner Tape.

Silica Awareness

Garmong Construction Services workers could perform various tasks or work in certain areas where there is a potential for Crystalline Silica exposure. Mainly this exposure could occur when disturbing concrete or pavement. All workers shall know and follow all control measures prescribed in the Silica Exposure Control Plan.

If working in an area where another company is performing a task that is creating an exposure to Crystalline Silica, our workers should either discuss the issue with the other contractor by asking them to use the “wet method” or vacate the area until the work is finished.

Areas where concrete/pavement dust is present should be cleaned using water before beginning work. Using air hoses or sweeping such debris is not an approved method for cleaning silica dust.

Stairways & Ladders

A stairway or ladder will be provided at all access points where there is a break in elevation of 19-inches or more.

All stairways will be at least 22 inches wide and either enclosed or equipped with a railing system on all open sides. Stair steps must be level, without defects, and uniform in height. If stairs are placed directly outside of a door, a landing must extend at least 20-inches beyond the swing radius of the door before the first step begins.

Ladders must be inspected daily before each use for defects such as: missing or dysfunctional parts, dents in aluminum ladders, cracks in wooden ladders, functionality of spreaders and footers, etc. Any ladders that are found defective must be tagged “Out of Service” and not used until repaired.

Ladders cannot be homemade or modified in any way, and they must be used as they are designed (i.e., folding ladders cannot be placed up against a wall like a straight ladder, etc.).

Portable ladders must either be placed on a firm level foundation or properly secured, set at a 4:1 angle, and the side rails must extend 36” above the landing.

When using a ladder, workers should always face the ladder, keep their belt buckle between the side rails, maintain three points of contact, and never stand on the top step.

Steel Erection

Rigging used for steel erection must be inspected daily by the Superintendent & immediately tagged as “Out of Service” if any defects are found. Rigging shall never be used to hoist a load that would exceed the maximum rated load capacity. Rigging shall be used in a way that ensures the best balance during a lift (i.e., use cable spreaders, place the rigging at the center of the load, etc.).

Tag lines shall be used to guide awkward loads. However, workers using taglines, signal persons, and all other individuals must never position themselves under a suspended load.

Once columns are hoisted into place 4 anchor bolts shall be inserted & tightened before releasing the choker. Crossbeams shall be secured with 2 wrench tight bolts on each side before being released.

Decking must be fully installed on every 4th floor and made secure. An approved method of fall protection shall be used at each of these levels (i.e., guardrail system, controlled access zone, etc.).

A personal fall arrest system must be used whenever workers are exposed to a fall hazard of 15' or higher while doing steel erection work. When walking on I-beams workers shall straddle the beam and walk on the bottom flange.

Trenching & Excavating

An "Excavation Competent Person" must be present on the jobsite whenever excavating is being performed. These individuals will be issued comprehensive formal training, so they are well equipped to identify excavation hazards & given authority to stop a job until those hazards are corrected
At least 48 hours prior to conducting any excavation work, a request shall be submitted to National 811 for locating & marking all nearby underground utilities. Once all utilities are marked, they shall be safely exposed using a shovel. Mechanized equipment must stay at least 24-36 inches away from underground utilities, depending on state laws.

All nearby objects that could become unstable while excavating shall be properly secured before mechanized equipment is used (e.g., trees, fences, signs, etc.).

All workers and pedestrians should stand at least 10' from excavating equipment and never within the swing radius of the boom (this includes coworkers who are spotting utilities).

Excess spoil, rocks & other loose debris must be kept at least 2-feet away from trench edges.

If soil is discolored, an oily sheen appears on top of ground water, or if there is a foul odor, the crew shall stop work immediately and notify the Safety Advisor. The source of contamination will then be identified, monitoring will be conducted, and precautions may be taken if necessary to avoid exposure.

Competent persons must formally inspect each excavation by completing the *Excavation Inspection Log* (located in the Forms Section). These inspections shall be done before initial entry, daily thereafter, and as conditions change.

A protective system such as sloping/benching, shoring, or shielding (i.e., trench boxes) must be used if an excavation is greater than 5' deep or otherwise deemed unsafe by the Competent Person. Each of these systems shall be installed & used as approved by the manufacturer.

Excavations shall be kept free from excess water build-up as much as possible.

A ladder, steps, or a ramp must be used in excavations that are over 4' deep and placed every 25' in longer trenches.

Excavations must be properly barricaded to prevent unauthorized entry before they are left unattended. In most cases construction fencing, or 2-3 rows of caution tape will suffice.

Welding & Cutting

Only workers who have been trained and authorized are permitted to perform welding, cutting, brazing or other "hot work" operations.

Prior to conducting hot work on anything the material must be inspected for inhalation & explosion hazards (i.e., cutting a container that carried a flammable liquid, welding a coated pipe, welding stainless steel, etc.). Precautions must then be taken to avoid any hazards detected (i.e., purge or fill flammable containers, remove coatings 4" on each side of the hot work, use mechanical ventilation).

The work area must be inspected before conducting hot work and all flammable/combustible materials shall be moved at least 20' away or otherwise protected/covered to prevent ignition.

A *Hot Work Permit* (located in the Forms Section) shall be completed, authorized & posted before performing hot work in a potentially hazardous environment.

All exposed skin must be covered with a flame-resistant fabric (e.g., cotton, denim, leather, etc.) prior to performing hot work. Synthetic fabrics (e.g., polyester, rayon) may not be worn when performing hot work, even if it is worn underneath a flame-resistant fabric. This clothing should not have pockets and should be completely buttoned up to avoid catching hot debris.

Workers performing hot work must wear properly shaded eye and face protection (i.e., 10-14 shaded helmet when electric welding, 4-8 shaded goggles when gas welding, 2-3 shaded glasses when torch cutting, etc.). Other precautions shall also be taken to protect other workers in the area (i.e., welding curtains, shaded eyewear, etc.).

A trained fire watch must be used whenever hot work is performed. This individual must be equipped with a type 2A extinguisher, approximately 10-15' away, present the entire time hot work is being performed, remain in the area 30-minutes after the hot work is done to watch for smoldering, and not engage in any distracting activities during this time (i.e., cell phone use, other work, etc.).

Whenever electric welding: ground clamps shall be securely fastened to a good ground source, cables shall be free from any damage, electrode holders must be fully insulated and kept away from wet areas, and electrodes shall be removed with the power supply off when the equipment is unattended.

Whenever torch cutting: torches shall be equipped with flashback arresters, cylinder valves may only be turned 1.5 times in the "open" position, gauges shall be legible, and valves must be turned off immediately if the gauge displays excess pressure.

Workplace Violence

The personal safety and health of each employee of Garmong Construction Services is of primary importance. The prevention of occupationally induced injuries and illnesses is of such 7 consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

We will maintain a safety and health program conforming to the best management practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention not only on the part of supervisors and employees, but also between each employee and his or her co-workers. Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts shall be removed from the premises as quickly as safety permits.

Training Requirements

The Safety Advisor will train all employees in the recognition, avoidance and prevention of unsafe conditions and acts according to this policy during Safety Orientation.

Training and Education

Purpose

To educate employees on the company's safety requirements and satisfy OSHA's regulations on training.

Scope

This section applies to all company employees.

Definitions

Safety Orientation**:** A thorough classroom training session that will educate employees on company policies and government regulations.

Responsibilities

Regional Manager

Ensure the completion of all supplemental training sessions by either conducting them or securing another individual who is qualified and able to conduct them.

Risk Manager

Maintain documentation of all training activities (e.g., classes, toolbox talks, safety meetings, etc.).

Safety Advisor

Conduct Safety Orientation by completing the *Safety Orientation* form (located in the Forms section).

Facilitates Semi-Annual Safety Meetings.

Superintendents

Participate in company safety meetings.

Conduct weekly Toolbox Talks.

Employees

Attend all required safety training events.

Procedures

Communication & Language Barriers

It is the intent of Garmong Construction Services to hire employees who speak and read English when possible. However, in the event that an individual is hired that does not speak or read English, the following accommodations will be made to ensure their safety:

- All policies, procedures & forms will be produced in the necessary language.
- All warning signs, labels & stickers will be produced in the necessary language.
- Training will be presented using the necessary language (i.e., bilingual instructor, interpreter, handouts/tests/toolbox talks published in the necessary language, etc.).

If an employee is illiterate their Superintendent will be notified and instructed to read all precautions or instructions to the employee when necessary. If the individual is required to take a test, the instructor will read the test to the individual and complete the test for them (without changing their answers).

Safety Orientation

All employees must complete Safety Orientation before they are allowed to perform any work for the company.

The Safety Advisor will use the *Safety Orientation* form (located in the Forms Section) as a guide as well as utilize training materials to complete Safety Orientation. The individual topics that will be discussed during this phase include:

▪ Chief Operations Officer Statement	▪ Electrical Safety	▪ Lockout-Tagout (Awareness Level)
▪ Employee Responsibilities	▪ Emergency Response	▪ Mobile Elevated Work Platforms (Awareness & Rider Safety)
▪ Substance Abuse	▪ Excavation Safety	▪ Personal Protective Equipment
▪ Incident Reporting	▪ Fall Protection	▪ Powder Actuated Tools
▪ Injury Care	▪ Fire Extinguisher Operation	▪ Radiation Exposure
▪ Medical Records	▪ Fire Prevention	▪ Scaffolding Safety
▪ Disciplinary Action	▪ First-Aid Awareness	▪ Silica Awareness
▪ Asbestos Awareness	▪ General Health & Safety	▪ Stairways & Ladders
▪ Benzene Awareness	▪ Hand & Power Tools	▪ Steel Erection Hazards
▪ Bloodborne Pathogen Awareness	▪ Hazard Communication	▪ Signs & Tags
▪ Compressed Air & Gas	▪ Housekeeping & Sanitation	▪ Welding & Cutting
▪ Confined Space Awareness	▪ Lead Awareness	

Supplemental Training

Training topics that do not apply to all employees and are fairly lengthy to cover will be conducted outside of Safety Orientation for each affected employee. The following table identifies each of these topics, who the affected employees are, who will instruct each course, how often each course must be instructed, and reference information for training requirements.

FREQUENCY	TRAINING TOPIC	AFFECTED EMPLOYEES	REFERRENCE
Annually	Respiratory Protection	Respirator Users	29 CFR 1910.134(k)
Annually	Fire Extinguishers	All	
Annually	GHS Hazard Communication	Handling Chemicals	CFR 1926.59; 1910.1200
2-Years	First-Aid/CPR/AED	Superintendent & Confined Space Attendants	29 CFR 1926.50
3-Years	Arc Flash Awareness	Anyone Doing Live Electrical Work	NFPA 70E
3-Years	Forklift Certification	Forklift Operators	29 CFR 1910.178(l)
5-Years	Crane Certification (NCCCO)	Crane Operators	29 CFR 1926.1427
Once	OSHA 10-Hour Certification	Project Managers	NA
Once	OSHA 30-Hour Certification	Chief Operations Officer, Safety Advisor & Superintendents	NA

Once	Aerial Lift Operation	MEWP Operators/Supervisors	29 CFR 1926.21(b)(2)
Once	Scissor Lift Operation	MEWP Operators/Supervisors	29 CFR 1926.21(b)(2)
Once	Aerial/Scissor Lift Rider Safety	MEWP Occupants	ANSI 92
Once	Qualified Rigger & Signal Person	Crane Riggers & Signalers	29 CFR 1926.1404, 1428
Once	Lockout/Tagout (Authorized Level)	Lockout/Tagout Users	29 CFR 1910.147(l)
Once	Confined Space Entry	Confined Space Team Members	29 CFR 1910.146(g)
Once	Demolition Competent Person	Superintendents & Above	29 CFR 1926.850(a)
Once	Fall Protection Competent Person	Superintendents & Above	29 CFR 1926.503
Once	Scaffolding Competent Person	Superintendents & Above	29 CFR 1926.451(f)(7)
Once	Excavation Competent Person	Superintendents & Above	29 CFR 1926.651(k)(1)
Once	Drug & Alcohol Supervision	Superintendents & Above	29 CFR 382.603
Once	Program Administration	Superintendents & Above	“Safety Responsibilities” Policy
Once	Job Hazard Analysis	Superintendents	“Hazard Analysis” Policy
Once	Safety Inspections	Safety Advisor & Superintendents	“Safety Inspection” Policy
Once	Incident Investigation	Safety Advisor & Superintendents	“Incident Investigation” Policy

The Safety Advisors will receive any additional training programs they need in order to effectively perform their responsibilities.

Weekly Toolbox Talks

Superintendents will gather their crews once a week, discuss a site-specific safety topic of their choice, open-up dialogue about crew-specific safety issues that have been noticed recently or that are anticipated in the near future, ask if anyone has any safety suggestions to submit for the week, complete the *Toolbox Talk Form* (located in the Forms section), and forward the document to the Safety Advisor. If the crew does not have any new/unique hazards to discuss, they may cover various company policies.

Click Safety

Employees (with email) receive a safety question to be answered daily. This question usually takes about 40 seconds to read and answer. These initial questions will be from OSHA’s Focus Four program (Fall Protection, Electrocution, Caught In-between, Falling Objects). The Risk Manager receives a report on how employees are doing. This program will track the answers that were answered incorrectly and will rotate those questions back into the mix until that person answers correctly (this is usually after 40-days).

Annual Refresher Training

In order to remain in compliance with OSHA’s training requirements, all affected employees will be trained on the following topics once a year:

- Asbestos Awareness
- Bloodborne Pathogens
- Fire Extinguisher Operation
- Hazard Communication
- Respiratory Protection
- Silica Awareness

Training Content & Documentation

All safety training events and meetings shall be documented, using their own form or the *Training Attendance Sheet* (located in the Forms Section). Each employee’s training records will be kept in their personnel file for at least the length of the individual’s employment plus 5 years.

Training Requirements

All affected Garmong Construction Services employees will be trained according to this policy.

Hazard Analysis

Purpose

Establish a systematic approach of identifying the hazards associated with the tasks we perform and then deciding how to eliminate or control those hazards.

Scope

This section applies to all employees of Garmong Construction Services.

Responsibilities

Superintendent

Conduct a formal Job Hazard Analysis (JHA) whenever there is a high hazard job, or a client requires one. Review/modify existing JHA's when an incident, near-miss, or employee complaint occurs. New JHA's will be documented on the *Job Hazard Analysis* form (in the Forms section).

Review the JHA with all crew members prior to commencing work. Then review each JHA with the crew daily thereafter to discuss critical points and identify revisions that need to be made.

Procedures

Job Hazard Analysis

Superintendents will conduct a formal Job Hazard Analysis prior to beginning a new project where there is a high hazard present, or a client requires one. They will then review it with all crew members and subcontractors onsite prior to commencing work. They will also review the form with all crew members/subcontractors daily thereafter to discuss critical points and identify any revisions that need to be made.

All JHA's will be documented by completing the *Job Hazard Analysis* form (located in the Forms section).

Scoring Risk and Prioritizing Controls

If a hazard is identified that may require a corporate change in order to control the risk (e.g., policy revision, process modification, equipment investment, etc.), it must be reported to the Risk Manager immediately. The Risk Manager will then score the risk by using the following chart (i.e., risks that are likely to result in disability and involve weekly exposure would result in a score of 12). Once risks are scored, their control measures will be added to a comprehensive list of all other control measures that need to be implemented and prioritized according to their score.

SEVERITY	SUB-SCORE	PROBABILITY	SUB-SCORE
Fatality	10	Exposed Daily	5
Disability	8	Exposed Weekly	4
Medical Treatment	6	Exposed Monthly	3
First-Aid	4	Exposed Quarterly	2
Discomfort	2	Exposed Annually+	1

Training Requirements

The Superintendents will be trained in how to conduct an effective Job Hazard Analysis.

Safety Inspections

Purpose

To establish a system of monitoring and correcting unsafe behaviors & physical hazards on job sites before they result in an incident or OSHA violation.

Scope

This section applies to all company employees.

Responsibilities

Safety Advisor

Conduct unscheduled formal inspections of crews at least weekly.

Track the completion of corrective actions for hazards that can't be addressed during an inspection.

Maintain documentation of all inspections in Procore.

Superintendents

Conduct unscheduled formal inspections of crews at least once a week.

Oversee the timely implementation of corrective actions.

Procedures

Jobsite Inspections

The Safety Advisors and Superintendents will conduct formal documented inspections of crews once a week. These inspections will be documented by completing the *Safety Inspection Report* via the Procore App.

Completed reports will be reviewed by the Safety Advisor & Superintendent

Corrective actions for hazards that cannot be abated during inspections will also be logged into Procore so the completion of those actions can be tracked.

The Safety Advisor will review each Superintendent's *Safety Inspection Reports* once a quarter in order to identify those who may need coaching on how to improve the effectiveness & thoroughness of their inspections.

Safety inspection scores will be taken into consideration when conducting performance reviews.

Training Requirements

The Safety Advisors and all Superintendents will be formally trained on how to conduct an effective and thorough safety inspection.

Disciplinary Action

Purpose

To establish a fair and consistent approach for correcting the unsafe behaviors of Garmong Construction Services employees and subcontractors.

Scope

This section applies to all company employees and subcontract employees.

Responsibilities

Safety Advisor

Issue a *Disciplinary Action Form* to any company employee who violates a government regulation, company safety policy, or generally accepted safe work practice.

Maintain documentation of all disciplinary actions.

Superintendent

Conducts physical inspections of work areas to ensure compliance with safety rules and policies.

Issue a *Disciplinary Action Form* to any company employee who violates a government regulation, company safety policy, or generally accepted safe work practice.

Oversees the performance of subcontractors and issues a *Subcontractor Violation Notification* form (located in the Forms section) whenever an unsafe behavior or hazardous condition is noticed.

Project Managers

Issue a *Disciplinary Action Form* to any company employee who violates a government regulation, company safety policy, or generally accepted safe work practice.

Procedures

Authority of Action

All Superintendents, Project Managers, and above are fully authorized to issue any level of disciplinary action, including termination. Employees below Superintendent may not issue disciplinary action.

Disciplinary Procedures

If a Garmong Construction Services employee violates a written company safety policy or a federal/state/local law, or otherwise engages in unsafe behavior while at work, they may be issued disciplinary action.

If a Garmong Construction Services manager or supervisor notices a safety violation on a subcontractor site, they will complete the *Subcontractor Violation Notification* form (located in the Forms Section) and give it to the subcontractor for completion.

Disciplinary Procedures (continued…)

The company reserves the right to issue disciplinary action to an employee who fails to report work-related injuries. However, disciplinary action will only be taken if the employee was given an adequate amount of time to notice the symptoms. For example, if an employee strains a muscle at work but the symptoms don't surface until the next day at which time the employee reports the symptoms immediately, disciplinary action will not be issued.

Stages of Action

In order to ensure fair and consistent disciplinary actions are being taken, the following levels of action should be issued in the order they are listed:

- **LEVEL 1**: Verbal Consultation
- **LEVEL 2**: Written Warning
- **LEVEL 3**: Termination

All levels of company representatives shall try to adhere to this plan as much as possible. However, the severity and circumstances of each incident are often different and need to be considered on a case-by-case basis. Therefore, the progressive structure previously listed may be deviated from if approved by the Chief Operations Officer or Safety Advisor. This deviation may also include other forms of disciplinary action, such as: re-training, consultation with a manager, demotion, etc.

Documentation

All levels of disciplinary action must be documented using our *Disciplinary Action Form* (located in the Forms Section). Completed forms shall be sent to the Safety Advisor who will review, log and file them. All *Disciplinary Action Forms* shall be maintained in the employee's personnel file at least until the individual's employment ends with the company

Training Requirements

The contents of this policy will be reviewed during Safety Orientation.

Incident Reporting & Management

Purpose

To ensure employees receive the best health care available from a healthcare professional who is familiar with occupational medicine, workers compensation laws & OSHA recordability.

Scope

This section applies to all employees of Garmong Construction Services.

Definitions

MEDICAL RECORD: A record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician.

NEAR-MISS INCIDENT: An event or situation that could have resulted in personal injury or property damage but did not either by chance or timely intervention.

Responsibilities

Risk Manager

Schedules and coordinates all examinations with employees and the clinic.

Evaluates work restrictions & lines-up light-duty positions when possible.

Maintains all medical documentation.

Superintendent

Selects a designated health care facility to use for each jobsite, records the clinic's information on the *Emergency Action Plan Checklist*, and posts the form in a conspicuous location on the job site.

Reports all work-related illnesses & injuries to the Risk Manager as soon as possible.

Employee

Immediately reports all accidents to the Superintendent prior to seeking medical treatment.

Adheres to the work restrictions imposed by the doctor when performing a light duty job.

Procedures

Incident Reporting

All work-related incidents shall be reported immediately to the Superintendent and Risk Manager. This includes work-related injuries, vehicle accidents, property damage, thefts, vandalism, near-miss incidents, and non-work-related injuries. Failure to report these incidents and any attempt to hide them or falsify facts may result in disciplinary action up to and including immediate termination! Incidents must also be reported to the client as soon as possible, or in a timely manner (within 24 hours of the incident). The following procedures shall be followed whenever an incident occurs:

INJURY & NEAR-MISS REPORTING (WORK RELATED)
In the event of a work-related injury or near-miss, employees are to take the following steps:

1. If any type of injury or near-miss incident occurs the Superintendent shall be notified immediately.
2. If a life-threatening injury is involved, the Superintendent must:
    a. Instruct someone nearby to call 911.
    b. Issue medical treatment until EMTs arrive.
    c. Notify the Risk Manager.
3. If a non-life-threatening injury is involved, the Superintendent must:
    - Administer first-aid as necessary.
    - Notify the Risk Manager.
    - Transport the injured employee to the designated clinic (if necessary).
4. Once all injuries and near-miss incidents are properly cared for and all appropriate parties are notified, the *Incident Investigation & Witness Reports* shall be sent to the Risk Manager who will then complete the *First Report of Injury* (located in the Forms section) within 24-hours (even for near-miss & first-aid cases).

    NOTE: If an employee doesn't detect a work-related injury or illness until they leave work for the day, they must contact their Superintendent and/or our main office immediately and leave a message explaining the details, symptoms and how they can be contacted.

NON-WORK-RELATED INJURY OR ILLNESS REPORTING
In the event of a non-work-related injury, employees are to take the following steps:

1. Notify the Risk Manager before reporting to work.
2. Give the Risk Manager documentation from the treating physician that identifies the diagnoses & any work-restrictions that were issued.
3. Do not violate work-restrictions issued by the treating physician.
4. Give the Risk Manager documentation from the treating physician as work-restrictions are modified and when released back to full-duty.

VEHICLE ACCIDENT REPORTING
In the event of a vehicle accident, employees are to take the following steps:

1. Notify the local police department immediately.
2. Notify your Superintendent.
3. Take pictures of the scene/damage.
4. Complete the *"Vehicle Accident Report"* (located in the Forms section).
5. Send the report and pictures to the Risk Manager within 24 hours.
    Superintendent: Immediately notify the Risk Manager when you are notified.

PROPERTY DAMAGE REPORTING
In the event of property damage, employees are to take the following steps:

1. Notify your Superintendent immediately.
2. Take pictures of the area & the damage.
3. Complete the *Property Damage Report* (located in the Forms section).
4. Send the report and pictures to the Risk Manager within 24 hours.
    Superintendent: Immediately notify the Risk Manager when you are notified.

THEFT & VANDALISM REPORTING

1. Notify the local police department immediately.
2. Notify your Superintendent.
3. Take pictures of the scene/damage and send them to the Risk Manager within 24 hours.
   Superintendent: Immediately notify the Risk Manager when you are notified.

Facility Designation

Garmong Construction Services will designate a medical facility to conduct all medical activities for employees whenever our jobs are within close proximity to one of their clinics.

If a Superintendent feels that a medical facility does not have a clinic close enough to one of their jobsites to use, they shall contact the Regional Manager and request information for another nearby clinic.

Superintendents will post information regarding the designation of a medical facility in a conspicuous location on each job site. This will be done by completing & posting the *Emergency Action Plan Checklist* (found in the Forms Section).

Any employee who fails to comply with the requirements of this policy (and is injured while working in the state of Indiana or another state that allows the employer to choose the treating physician for work-related injuries) may be subject to disciplinary action. Injuries treated at any facility other than the ones designated for each site may not be paid for by Garmong Construction Services. Therefore, if an employee chooses to go to their family doctor or hometown hospital, it may be at the employee's expense!

Communication of Medical Activities

The Risk Manager will contact the clinic manager of each medical facility that is selected and designated by the facility in order to set-up account protocols and open a clear line of communication for all medical activities. These protocols shall include phone calls between the treating physician and Risk Manager before *and* after each visit, and electronic copies of all reports emailed or faxed directly to the Risk Manager.

The Risk Manager will communicate facts and other details that do not violate the employee's privacy to their Superintendents before they return to work. This communication may be in person, over the phone, or through email.

Light Duty Program

Garmong Construction Services will make every reasonable attempt to provide light duty work for employees who are issued work-restrictions by an approved physician for a work-related injury.

The Risk Manager must receive copies of work-restrictions in order to provide light duty work to injured employees. Copies of these work restrictions shall be maintained in each employee's personnel file and forwarded to management, the injured employee's Superintendent.

When an employee is issued valid work-restrictions, the first priority of the company will be to modify the employee's current job to meet their restrictions. If this is not possible, the second priority will be to place the employee into an alternate position within the area (i.e. driving vehicles, video recording jobsites before start-up, etc.). If neither of these options is possible the company will pursue modified duty positions in the office or another location. If none of these options are possible, the company may pursue light duty positions with local charities or other nearby community organizations.

Employees issued light duty assignments will receive their standard rate of pay and shall be scheduled to work no more than 40-hours per week.

Employees assigned to light duty will be responsible for working within their work-restrictions and attending all follow-up appointments as scheduled. Failure to do so may result in disciplinary action.

If the company offers a light duty position and the employee rejects it, they will *NOT* be paid by the company or the insurance company for their time off.

Poor performance or failure to call/report to work while working a light duty position may result in disciplinary action, just as if they were performing their normal job duties.

Before an employee is allowed to return to their normal job functions, the treating physician must issue a documented release stating they can safely perform all normal job activities without any restrictions. If an employee is *permanently* transferred to a different position while they are still restricted and that position doesn't interfere with their restrictions, the company shall notify the treating physician and request the restrictions to be lifted. In these cases a written job description of the new position shall be sent to the physician for review.

If the treating physician determines that an employee has reached "Maximum Medical Improvement" (MMI) and they issue permanent work-restrictions that interfere with their normal job functions, the company may transfer that employee to another position that will not interfere with their restrictions (if one is available) or they may terminate employment.

Claim Management

All work-related injuries will be reported to the insurance company by forwarding the completed *First Report of Injury* form to them within 48-hours of occurrence. All other related documentation will also be forwarded to them as the company receives it (i.e. work restrictions, etc.).

Any claims that are not expected to involve medical treatment or otherwise incur substantial cost shall be communicated to the insurance company as "Record Only" claims.

Depending on the circumstances and anticipated cost of a claim, Garmong Construction Services may pay for a claim out-of-pocket instead of giving it to the insurance company to pay. However, before doing this the Risk Manager will talk with the insurance company to make sure this is acceptable.

The Risk Manager will meet with the insurance company at least once a quarter to review claim activity from the previous quarter and all claims that remain "open".

Near-Miss Management

The reporting of near-miss incidents shall be encouraged and promoted within Garmong Construction Services in order to identify & address hazards *before* they result in an injury. In order to avoid any type of discouragement from reporting these types of incidents, we will not issue any formal disciplinary actions (other than maybe having a conversation with an employee about things that need to change) when a near-miss is reported, as long as it is initially reported by the individuals who are responsible for the incident.

Confidentiality of Records

Any medical records obtained by the company will only be shared with the employee, insurance company, legal counsel or the government upon request. Any other individual who wants to examine medical documentation must be granted permission by the injured employee via a written and signed letter of authorization.

Training Requirements

This policy will be reviewed during Safety Orientation.

Incident Investigation

Purpose

Establish a system of gathering information after an incident occurs in order to identify the cause(s) and implement control measures in order to prevent re-occurrence.

Scope

This section applies to all employees of Garmong Construction Services.

Responsibilities

Risk Manager

Notify OSHA within 8-hours of a fatality, and within 24-hours of an inpatient hospitalization of one or more employees, an amputation, or a permanent eye loss.

Safety Advisor

Review and validate all incident reports and findings.

Report lessons learned from each incident to management & all employees.

Superintendents

Report incidents to the Safety Advisor immediately and secure the scene until the Safety Advisor arrives.

Formally investigate all reported incidents and interview employees.

Give honest input on what happened whenever being interviewed.

Employees

Report incidents to their Superintendents immediately.

Give honest input on what happened whenever being interviewed.

Procedures

Scene Investigation

The Superintendent will conduct a formal incident investigation of all incidents with the help of the employees who were involved. Incidents that involve serious injury or death shall be investigated immediately (i.e. they must stop what they are doing and travel to the site). Incidents that involve minor injury or near-miss shall be investigated within 24-hours of occurrence. Investigation equipment may include some or all of the following items; writing equipment such as pens/paper, measurement equipment such as tape measures and rulers, phone (to take pictures), small tools, PPE, marking devices such as flags, equipment manuals, etc.

Upon arriving onsite initial identification of evidence immediately following the incident might include a listing of people, equipment, and materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, and physical factors such as fatigue, age, and

medical conditions. Next, the Superintendent shall interview *everyone* who was involved with the incident (not just our own employees). These interviews shall be held separately, and open-ended questions will be used to avoid influencing their answers. All interviews shall be documented by using the *Incident Witness Statement* (found in the Forms section). The interviewer must obtain an appropriate interview location, and ensure unbiased testimony. They should inform the witness that there may be a need for a follow-up interview. After conducting interviews, the Superintendent will gather other evidence, such as: pictures, video footage, work orders, blue prints, area maps, field notes, damaged parts, tools used, etc.

Proper equipment to conduct an investigation shall be available (i.e. phone with camera, pen/paper, tape measure, PPE, small tools, flags, equipment manuals, etc.).

Evidence such as people, positions of equipment, parts, and papers must be preserved, secured, and collected through notes, photographs, witness statements, flagging, and impoundment of documents and equipment.

Once all interviews are conducted and evidence is gathered, the Superintendent will complete the *Incident Investigation Report* (located in the Forms Section).

Data Analysis

After the field investigation is complete all reports will be forwarded to the Safety Advisor who will review and validate the findings.

If a minor injury or near-miss occurred, the reports will be reviewed with the investigating Superintendent within 48-hours of initial notification.

If a serious injury or death occurred, the reports will be analyzed with the help of a committee who will conduct a more detailed “Root Cause Investigation” within 24-hours of initial notification.

In the event a fall incident occurs, an incident investigation shall be conducted to evaluate the fall protection plan for potential updates to practices, procedures or training in order to prevent reoccurrence.

Hazard Controls

After data is analyzed and the causes are known, company representatives shall try to identify controls that will prevent re-occurrence. When focusing on this part of the process, company representatives should consider implementing the following controls in order of priority:

- Engineering Controls (i.e. redesigning equipment, tools or workstations to eliminate risk).
- Administrative Controls (i.e. revising processes or procedures to limit risks).
- PPE Controls (i.e. upgrading PPE to better work around risk).

Each hazard control that is identified should be listed separately and assigned to one individual who will be solely responsible for ensuring the completion of that control. Upon being assigned the responsibility of overseeing the implementation of a control measure, that individual should be asked for a completion date which will be recorded next to their name and followed-up on accordingly.

Reporting Guidelines

All lessons learned from incidents will be communicated to all company employees by email and at company safety meetings. Changes to processes must be placed into effect to prevent reoccurrence or similar events.

The Risk Manager will notify OSHA within 8-hours of the incident if it involves a fatality. They will also notify OSHA within 24-hours of the inpatient hospitalization of one or more employees, an amputation, or a permanent eye loss.

Incidents must be reported to the client (host facility) as soon as possible, or in a timely manner (within 24 hours of incident).

Root Cause Investigation

A formal Root Cause Investigation (RCI) will be conducted when an incident occurs that results in or has the potential to result in death or severe injury (i.e. in-patient hospitalization). These investigations will be conducted by a team of 3-5 individuals and led by the Safety Advisor.

The focus of RCIs will be to identify all "Direct Causes" (i.e. an employee chose the wrong tool for the job) as well as all "Root Causes" (i.e. the employee wasn't trained what the right tool was for the job). In order to identify these causes, the RCI team will start with the end result (e.g. fatality, broken ankle, etc) and work their way backward by continually asking the question "Why?" until they discover the direct & root causes.

Once all root causes are identified the group will go back through to double check the following factors just to make sure something wasn't overlooked:

1. Administrative Factors
    a. Do we have a clearly written policy that identifies how to perform the task safely?
    b. Was the employee clearly trained on this policy? Is the training frequent enough?
    c. Is the policy enforced regularly on the jobsite? Why not?
    d. Was the job planned out properly? Why not?
    e. Is the employee physically able to perform the job safely? Why did we allow them to?

2. Behavioral Factors
    a. Was the employee authorized to perform this task? Why did they proceed without it?
    b. Did the employee shortcut safety requirements? Why?
    c. Were they rushing, frustrated, fatigued, or being complacent? Why?
    d. Were their eyes & mind on the task? Why not?
    e. Was horseplay involved? Is this usually permitted?

3. Equipment Factors
    a. Were the right tools/equipment available? Why not?
    b. Were the right tools/equipment being used? Why not?
    c. Were the tools/equipment being used correctly? Why not?
    d. Were the tools/equipment defective? Why?
    e. Were all guards in place & adjusted properly? Why not?

4. Material Factors
    a. Is the material unsafe to handle? How? Can we change this?
    b. Is the packaging unsafe to handle? How? Can we change this?
    c. Is the workstation designed poorly? How? Can we change this?

5. Environmental Factors
    a. Was poor housekeeping a factor?
    b. Were they exposed to extreme temperature or weather conditions?
    c. Was the noise level excessive?
    d. Were they exposed to hazardous substances?
    e. Were they working in a congested area?
    f. Was the lighting poor?

RCI results will be documented and shared with executive management. If a fatality occurred, then all documentation and written communication will be funneled through legal counsel. Results may be shared with other employees at a later date, but only as instructed by counsel.

Training Requirements

All employees will be educated on the elements of this policy during Safety Orientation, including: the incident reporting procedures, investigation process, and individual responsibilities.

The Safety Advisor & all Superintendents will be trained on the appropriate procedures to take when responding to an incident, how to properly conduct an Incident Investigation, and all documentation involved. This training session will be documented by completing the *Training Attendance Sheet* (located in the Forms section).

Recordkeeping

Purpose

To ensure compliance with the OSHA's recordkeeping requirements found in 29 CFR 1904, as well as to collect incident statistics for future analysis.

Scope

This section applies to all employees of Garmong Construction Services

Responsibilities

Risk Manager

Classify all injuries as "Recordable" or "Non-Recordable" according to OSHA's 29 CFR 1904 Recordkeeping standard.

Record all "Recordable" injuries on the OSHA 301 Form & OSHA 300 Log within 7 calendar days from the event.

Forward copies of all *First Report of Injury* forms to the company's insurance agency and maintain all information related to injuries on file (including OSHA logs).

Prepare, obtain signatures & post the OSHA 300A Summary form in a conspicuous location at each office from February 1 through April 30 of each year.

Notify OSHA within 8-hours of a fatality, and within 24-hours of an inpatient hospitalization of one or more employees, an amputation, or a permanent eye loss.

Superintendents

Notify the Safety Advisor and Risk Manager immediately whenever a work-related injury occurs (regardless of the severity), completes the *Incident Investigation Report* and forwards along with any completed Witness Statements to the Risk Manager.

Procedures

Reporting Requirements

Workers must notify their Superintendents immediately upon experiencing a work-related injury or illness (regardless of severity).

Superintendents must immediately notify the Safety Advisor and Risk Manager upon being informed of a work-related injury or illness that happens on their crew (regardless of severity).

Any work-related fatality will be reported to OSHA by the Risk Manager within 8-hours of the occurrence. Any work-related injury that involves an inpatient hospitalization of one or more employees, an amputation, or a permanent eye loss will be reported to OSHA by the Risk Manager within 24-hours of the occurrence.

Completing Documentation

The Risk Manager will complete the *First Report of Injury* form (located in the Appendix) each time a work-related injury occurs (regardless of the severity).

The Risk Manager will classify all injuries as "Recordable" or "Non-Recordable" according to OSHA's 29 CFR 1904 recordkeeping standard. They will then complete an OSHA 301 Form for all "Recordable" injuries and add the incident to the OSHA 300 Log within 7 calendar days of the event.

The OSHA 300A Summary form will be totaled each year by the Risk Manager and be reviewed and signed by the highest ranking management official at the company.

Classifying Recordable Injuries

In order for an injury to be classified as "OSHA Recordable" it must involve a covered employee and the injury must be work-related. If both of these criteria are not met, then the injury is not recordable. Here is a brief description for each of these criteria:

A **covered employee** is any employee on payroll (salary, hourly, seasonal) or someone not on payroll but is under the day-to-day supervision of the company. In other words, the company supervises the details, means, methods, and processes by which the work is to be accomplished (including leased employees). Please note that subcontract employees do not fall into this category.

Injuries are considered **work-related** when an employee was more likely than not injured or became ill due to an event or exposure that occurred while they were performing work related activities, or were present as a condition of their employment.

In addition to meeting both of the previous criteria, an incident must also meet one (1) of the following triggers in order to be classified as "OSHA Recordable":

The employee **lost consciousness** for any amount of time due to the event.

Medical treatment beyond first-aid was issued to the employee. OSHA defines "first-aid" as any one of the following:

- Examinations for observation or consultation.
- Diagnostic procedures (e.g. x-ray, blood test, dilating eye drops, etc).
- Medication that is non-prescription type and non-prescription strength.
- Cleaning, flushing or soaking a wound.
- Wound coverings (e.g. bandages, gauze pads, butterfly bandages, steri-strips).
- Tetanus shot.
- Hot or cold therapy.
- Non-rigid support (i.e. wraps).
- Temporary immobilization devices during emergency transport (e.g. splints, neck braces, back boards, etc).
- Drilling a nail to relieve pressure.
- Eye covers or patches.
- Removing foreign bodies from the eye by simple means (e.g. swab, irrigation).
- Removing foreign bodies from the skin by simple means (e.g. swab, irrigation, tweezers).
- Finger guards.
- Massages (excluding physical or chiropractic therapy).
- Drinking fluids to relieve heat stress.
- Oxygen for precautionary reasons.

Classifying Recordable Injuries *(continued…)*

The employer or physician issues a **work restriction** that disallows the injured or ill employee from performing one or more of their "routine job functions" (any job function performed at least once a week on average).

The employer or physician issues a **job transfer** that disallows the injured or ill employee from performing their standard job assignment.

The employee experiences **lost workdays** because the employer or physician prevents them from working.

The injury is of a **significant nature** (i.e. fractured/broken bone, punctured eardrum, chronic irreversible disease, etc.).

The incident involved **exposure to blood** or other infectious materials due to a cut or puncture from a sharp (i.e. a needle stick incident).

The employee has been **medically removed** from the work environment due to an overexposure to a hazardous substance (e.g. cadmium, benzene, lead, etc.) or because of another OSHA standard requiring medical removal.

The **employee's hearing** test reveals that a "Standard Threshold Shift" has occurred in one or both ears (hearing loss of 10 decibels or more at 2000 – 3000 – 4000 hertz), and the hearing level in the affected ear is 25 decibels or more above audiometric zero.

The employee has developed **tuberculosis** after being occupationally exposed to someone with a known case of active tuberculosis.

Recording Recordable Injuries

An injury or illness is to be considered a new case if the employee has not experienced a recordable injury/illness of that type or to that body part in the past, or if the employee has experienced the same type of injury/illness to the same body part in the past, but has recovered completely and symptoms have re-occurred.

If a single incident involves recordable injuries or illness to multiple employees (e.g. an explosion), each individual employee must be recorded separately.

If one employee was injured and has sustained multiple types of injuries/illnesses, then the most severe injury or illness must be used when recording and classifying the case.

All "OSHA Recordable" injuries and illnesses must be recorded on an OSHA 301 and 300 form within 7 calendar days from the injury occurring or the illness being diagnosed.

Any injuries that involve an intimate body part, the reproductive system, sexual assault, mental illness, HIV, hepatitis, tuberculosis, contaminated sharps, or otherwise requested by the employee must be classified as a "Privacy Concern Case", meaning all information that could allow others to diagnose the affected employee must be withheld from OSHA documentation.

Calculating Day Counts

When counting lost or restricted days for injuries the day count should start the day after the employee is put off work. When counting lost or restricted days for illnesses the day count should start the day of diagnosis.

When counting lost or restricted days calendar days should be used (including all weekends, holidays, or other days the employee would not have normally worked).

If partial days are lost or restricted they are to be counted as full days.

The employer should stop counting lost days once 180 is reached, and they should also stop counting restricted days once 180 is reached (i.e. not 180 total combined days, but 180 lost days and 180 restricted days).

Maintaining Documentation

OSHA 301, 300, 300A forms, and privacy case list (if one exists) will be maintained for 5-years.

All employee medical records will be maintained for 30-years after an employee's termination.

Providing Documentation

Medical records will be made available at no cost to injured/ill employees and any approved designated representative of the employee upon request (within 15 working days). Personal identifiers will be removed from record copy before access is granted.

If Garmong Construction Services ceases to do business, we shall transfer all records subject to this section to the successor employer. If Garmong Construction Services ceases to do business and there is no successor employer to receive and maintain the records, or intends to dispose of any records required to be preserved for at least thirty (30) years, we shall notify affected current employees of their rights of access to records at least three (3) months prior to the cessation of Garmong Construction Services.

Posting Requirements

An OSHA poster advising employees of the OSH Act's provisions will be posted in a conspicuous location on all job sites and in the main office.

OSHA citations will be posted near each location of alleged violation or in a conspicuous location for at least 3-days or until the hazard is abated (whichever is longer).

The OSHA 300A Summary will be totaled signed & posted in a conspicuous location(s) where all employees have access to it from February 1 through April 30 of each year. The company will also upload the OSHA 300A to OSHA's Injury Tracking Application (ITA) website by March 2nd if they had more than 20 employees at any one time the previous calendar year.

Training Requirements

All employees will be educated of their right to obtain copies of their medical records during Safety Orientation, and annually thereafter.

Substance Abuse

Purpose

Coordinate related safety and substance abuse issues.

Scope

This section applies to all employees of Garmong Construction Services.

Definitions

Positive Test Result: Positive drug test, positive alcohol test of 0.04 BAC or greater, or refusal to test.

Refusal to Test: Not arriving at a testing facility within 2-hours of notification, leaving the testing facility prior to completing the test, not providing an adequate specimen, tampering with a specimen, not allowing a monitored test if required, or rejecting a request for a second test.

Responsibilities

Risk Manager

Schedule all drug & alcohol tests through a medical facility.

Notify employees when they are required to complete a drug & alcohol test.

Superintendent

Monitor the work place for those employees who appear to be under the influence of any illegal substance, conduct formal investigations, and inform the Risk Manager immediately.

Employees

Inform the Risk Manager whenever taking prescription medications that may appear as an illegal substance on a drug test.

Procedures

Conditions of Employment

Garmong Construction Services does not tolerate the abuse of alcohol or illegal drugs by anyone who is employed with the company. Employees must inform the Risk Manager whenever taking prescription medications that may appear as an illegal substance on a drug test.

Employees shall notify the company of any federal/state criminal drug or alcohol conviction no later than five (5) working days after such conviction.

Garmong Construction Services reserves the right to search private property if there is reason to believe they are carrying drugs or alcohol. This includes such items as personal vehicles, wallets, purses, jackets, desk drawers, lunch boxes, lockers, etc.

General Testing Procedures

All testing procedures conducted for Garmong Construction Services will be in accordance with 49 CFR Part 40. Testing will only be performed at approved facilities.

If an employee refuses to take a drug test or if a specimen is determined to be tampered with by a Medical Review Officer (MRO), the test will be considered the same as a positive test result. If a specimen is determined to be diluted by an MRO, the employee will be instructed to take a second test. If the second test is also diluted and the employee does not have a valid medical reason for the dilution, then the test will be considered as a positive test result.

If an employee receives a positive test result, they have the right to schedule a split-specimen test at a separate (approved) medical facility within 72-hours. If the result of the split-specimen test comes back negative, the first test result will be disregarded.

Any employee who receives a positive test result for the use of alcohol or illegal substances will be given the option to enter our Employee Assistance Program or be terminated immediately. Any employee that receives unacceptable drug and alcohol test results will not be allowed to work on a Client/Host site or facility.

Occasionally Garmong Construction Services may be required to conform to owner, construction manager, general contractor or site-specific drug and alcohol testing obligations. Any employee assigned to these projects will be required to adhere to the testing protocols established on that project, in addition to the terms of this policy.

Reasons for Testing

Pre-Employment Testing

All applicants will be issued a drug & alcohol test prior to beginning work as a Garmong Construction Services employee. Test results must be received prior to an employee is allowed to begin work. Employees who receive positive test results will not be hired.

Random Testing

Company employees will be randomly selected to take a drug & alcohol test. Employees will be chosen through an unbiased selection process, and the names of 25% of our employees shall be drawn once a quarter. Employees must immediately report to an approved facility to complete this test upon notification.

Reasonable Suspicion Testing

A drug & alcohol test will be issued to any employee who is thought to be under the influence of drugs and/or alcohol while at work. Superintendents will document the reason for suspicion by completing the *Reasonable Cause Documentation* form (located in the Forms Section). A copy of this document will be provided to the employee upon request. Employees must report to an approved facility to complete this test within 2-hours of notification.

Post-Accident Testing

Any employee who is involved in a work-related injury, property damage, or vehicle accident, will result in a post-accident drug test. Post-accident tests will be issued within 2-hours of occurrence.

Return to Duty Testing

Any employee who receives a positive drug test will be required to pass a “Return to Duty” drug & alcohol test at an approved facility prior to being allowed to return to work. At least 14-days must pass between the date of violation and the issuance of this test. These tests will be paid for by

employees. Any employee that receives unacceptable drug and alcohol test results will not be allowed to work on a Client/Host site or facility.

Follow-Up Testing

Follow-up testing will be conducted after an employee completes and successfully passes a "Return to Duty" test. The amount of follow-up tests will be determined by a Substance Abuse Professional, but a minimum of three is required by the company.

Testing Procedures

All testing will be conducted by a SAMHSA certified laboratory and reviewed by a licensed Medical Review Officer (MRO).

Intoxication from alcohol will be determined by issuing a breath alcohol screen.

Drug tests will include ten (10) panels that meet and/or exceed the following protocol:

DRUG TYPE	EXAMPLES
Amphetamines	Amphetamine Sulfate (Speed), Methamphetamine (Meth)
Barbiturates	Amobarbital, Pentobarbital, Phenobarbital, Secobarbital
Benzodiazepines	Alprazolam (Xanex), Diazepam (Valium), Lorazepam (Ativan)
Cannabis	Hashish, Marijuana
Cocaine	Various forms of cocaine (crack, freebase)
Methadone	Methadone
Methaqualone (Quaaludes)	Methaqualone (Quaaludes)
Opioids	Codeine, Heroin, Hydrocodone, Morphine, Opium, Oxycodone
Phencyclidine (PCP)	Phencyclidine (PCP)
Propoxyphene	Propoxyphene

Reasonable Suspicion Investigations

Whenever a Superintendent notices potential symptoms of drug or alcohol abuse, they shall secure a witness and conduct an investigation. This witness can be anyone employed within the company who does not work directly for the individual in question. Witnesses may participate in investigations over the phone if absolutely necessary.

Upon conducting investigations the Superintendent should focus on the individual's work performance and other factual matters that cannot be easily misinterpreted. Their findings must be recorded using the *Reasonable Cause Documentation* form (located in the Forms section). If they find two or more indicators, they shall immediately notify the Risk Manager and consider sending them for a test.

All individuals required to take a Reasonable Suspicion tests will be transported to/from the testing facility, and transported home as well.

Employee Assistance Program

Employees who test positive for drugs or alcohol may choose to enter our "Employee Assistance Program" instead of being immediately terminated. This program is for first time offenders only (repeat offenders will be immediately terminated). In order to receive this assistance, the employee must follow certain guidelines.

If an employee enrolls in our Employee Assistance Program they will be put on an immediate unpaid leave of absence and will be required to meet with a Substance Abuse Professional (SAP). The SAP will evaluate each individual and prescribe a customized treatment plan. Most treatment plans will

involve enrollment into an approved drug & alcohol rehabilitation program, participation in mandatory counseling sessions, and random drug and alcohol tests.

Employees who enroll in our Employee Assistance Program will be responsible for coordinating all events and paying for all programs, counseling & tests.

Once an employee completes all requirements prescribed by the SAP (and not until then), they will be required to take a Return to Duty test. If this test is negative, they will be re-employed whenever a position within the company is open.

Failure of any future drug or alcohol tests will result in immediate termination.

Recordkeeping

All records of drug & alcohol testing activities will be maintained in employee files for at least the duration of the individual's term of employment.

Information regarding substance abuse shall be considered confidential and therefore not communicated outside the company or to individuals who are not directly involved with the status of the individual's employment.

Training Requirements

The contents of this policy will be reviewed with all employees during Safety Orientation.

The Safety Advisor and all Superintendents will be issued Drug & Alcohol Training as indicated in the "Training & Education Plan" so that they are equipped to identify intoxicated workers.

Safety Committee

Purpose

To assemble key personnel who will identify strategies for improving safety.

Scope

This section applies to the Safety Advisor, all Superintendents and other select employees.

Responsibilities

Safety Advisor

Schedule and coordinate all committee meetings.

Develop meeting agendas to provide direction and structure.

Facilitate or designate someone else to facilitate each meeting.

Oversee the process of rotating members on and off the committee.

Superintendents

Participate as active members of the committee at least once every three (3) years.

Employees

Participate as active members of the committee (if desired and selected).

Volunteer to carry-out assignments while serving as a committee member.

Procedures

Foundation and Structure

The Safety Advisor will ask key employees to serve as active members on the Safety Committee. Candidates will consist of a good cross between management/supervisory employees and field/shop employees. When possible, they will also vary in job assignments. Candidates will also have the right to decline nomination if they are not interested in participating.

The committee will consist of approximately 6 – 10 total members. Every year half of the committee members will be replaced by new members. This will limit each member's term to 2-years, other than the Safety Advisor.

The Safety Committee will assemble at the home office on a bi-annual basis to discuss and analyze various strategies for improving the current safety performance of the company. However, meetings may be catered or held at a different location periodically in order to keep the interest of members.

The Safety Advisor will develop meeting agendas & facilitate all discussions. They will also give assignments for action items and follow-up on progress.

The *Safety Committee Log* (located in the Forms section) will be completed each meeting in order to document the team's activities and discussions.

Meeting Content

Meeting agendas will be developed to include the following main topics of discussion:

- "Lagging Indicators" (safety stats, OSHA citations, incident summaries, disciplinary action, etc.)
- "Leading Indicators" (internal inspection reports, near-misses, voluntary participation, etc.)
- Overall Improvement (open discussion about existing issues and ideas for improvement)
- New Products & Processes (any new products or processes that may benefit the company)
- Corporate Changes (any corporate changes that should be shared with the group)

Training Requirements

There are no training requirements related to this program.

Short Service Employee Program

Purpose

This program is intended to ensure the proper education and mentoring of new employees, so they are better equipped to recognize and avoid jobsite hazards.

Scope

This program applies to all Garmong Construction Services facilities and worksites.

Definitions

Mentoring Program - The process of pairing up new employees with experienced employees so they have someone to ask questions and learn from while at the same time be monitored.

Short Service Employee (SSE) – A new full-time employee, temporary employee, or subcontractor with less than six months of experience in assigned job.

Procedures

Safety Orientation

All employees (including Short Service Employees) must complete Safety Orientation before they are allowed to perform any work for the company. The orientation will be a classroom training session conducted by the Safety Advisor or designee at the main office. On-going safety will be a general discussion facilitated by a Manager or Superintendent on the job site.

Mentoring Program

New employees that have little or no experience performing the type of work that they were hired to perform will be mentored closely for 6 months. At the end of the 6-month period these employees will be able to perform tasks under less supervision.

New employees will be paired up with coworkers and or training crews who have a reasonable amount of experience, a good attitude toward safety, and solid communication skills. This coworker and or training crew will be referred to as these employees' "Mentor" and they will spend the first 6 months working alongside the new employees in order to show them how to do the job safely and monitor their work activities. The new employee shall not be allowed to work alone.

All subcontractors of Garmong Construction Services shall adhere to the requirements of the Short Service Employee Program, including a Mentoring Program.

Stop Work Authority

Purpose

The purpose of this procedure is to establish a uniform method for stopping work. The Stop Work Authority (SWA) establishes the responsibility and authority of any individual to stop work when an unsafe condition or act could result in an undesirable event.

Scope

This policy applies to all company employees.

Responsibilities

Risk Manager

Ensures the procedures of this policy are followed and supported by all employees.

Instructs employees of the (SWA) Stop Work Authority process which involves a stop, notify, correct, and resume approach for the resolution.

Superintendent

Enforces the guidelines addressed in this policy.

Creates a culture where Stop Work Authority is exercised freely.

Employee

All employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of HSE risk exist

Responsible for initiating a Stop Work Intervention when warranted.

Procedures

Situations that initiate the use of Stop Work Authority:

- Unsafe conditions
- Incident occurs
- Significant near loss
- Emergency situation
- Alarm sounds
- Chang in conditions
- Change in scope of work
- Change in work plan
- Anytime that anyone feels that personnel, the environment, or equipment is at risk

No work will resume until all stop work issues and concerns have been adequately addressed.

Any form of retribution or intimidation directed at any individual or company for exercising their right to issue a stop work authority will not be tolerated.

When an unsafe condition is identified the Stop Work Intervention will be initiated, coordinated through the supervisor, initiated in a positive manner, notify all affected personnel and supervision of the stop work issue, correct the issue, and resume work when safe to do so.

All Stop Work Interventions shall be documented for lessons learned and corrective measures to be put into place.

Stop Work reports shall be reviewed by a supervisor or manager in order to measure participation, determine quality of interventions and follow-up, trend common issues, identify opportunities for improvement, and facilitate sharing of learnings.

It is the desired outcome of any Stop Work Intervention that the identified safety concern(s) have been addressed to the satisfaction of all involved persons prior to the resumption of work. Most issues can be adequately resolved in a timely manner at the job site, occasionally additional investigation and corrective actions may be required to identify and address root causes.

Training Requirements

All employees will receive Stop Work Authority training before initial assignment. The training must be documented including the employee's name, the dates of training, and the subject.

Working Alone

Purpose

To provide for measures to protect employees who are working alone and in a situation where assistance is not readily available in the event of an incident.

Scope

The section applies to all Garmong Construction Services employees and shop operations.

Definitions

Working alone means a worker working at a workplace who is the only worker of the employer at that workplace, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.

Procedures

Managers are responsible for ensuring a procedure for assessing working alone situations and site specific working alone plans are developed, implemented, communicated and enforced.

Managers shall review each worksite under their control to identify employees who work alone.

Managers shall consult with the employee who will be working alone to assess the conditions under which the employee is working, determine potential hazards and ways to minimize them, establish a means and schedule for communication with a contact person and provide for assistance in an emergency situation. The activities the employee will be doing need to be assessed for their level of risk; higher risk activities require shorter times between communication with the contact person. The result will be a written plan for working alone in a specific site.

The employee must carry a cellular phone or an electronic monitoring device (when necessary), in which, the Manager can contact the employee on, at least, an hourly basis. The employee will be responsible for notifying the Manager of the “Check-in” and “Check-out” times for each task throughout the day. The contact shall be documented on the “Manager’s Daily Notes.”

Should contact not be able to made, the Manager shall notify the Contractor Representative to make contact with the employee and ask the employee to immediately contact his Manager. The Manager shall report to the worksite immediately to take corrective action. The Contractor Representative with be notified of all employees working alone and shall be considered the alternative form of communication.

The working alone plan shall be signed and dated by both the Manager and the employee who is required to work alone.

The Manager shall give a copy of the plan to each employee who is required to work alone and the contractor representative. The Manager and the employee shall comply with the plan.

Training Requirements

All employees working alone shall be trained, competent, and qualified persons competent in safe procedures. Employees will receive daily work instructions and information from their Managers.

GARMONG

Health & Safety Program

REFERENCE SECTION

© RMS-Safety

Bloodborne Pathogens

Purpose

Identify and control potential hazards associated with exposure to blood or other infectious materials (all body fluids will be considered potentially infectious), comply with Federal OSHA regulations and assist the company in achieving our overall goal of maintaining a safe workplace.

Scope

This section applies to those employees who perform emergency First Aid/CPR treatment.

Definitions

Bloodborne Pathogens: Pathogenic micro-organisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Decontamination: The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

HBV: Hepatitis B virus.

HIV: Human immunodeficiency virus.

Occupational Exposure: Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Universal Precautions: An approach to infection control. All human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Responsibilities

Regional Manager

Ensures training for all Superintendents who will be required to perform First Aid/CPR is conducted.

Coordinates all medical examinations with medical facilities.

Organizes and maintains required exposure and training documentation.

Ensure employees have access to a copy of the exposure control plan.

Superintendent

Uses all necessary universal precautions when performing medical treatment activities.

Assures no other employees are exposed to infectious materials.

Reports any contact to the Regional Manager immediately.

Thoroughly cleans and decontaminates areas containing infectious materials.

© RMS-Safety

Procedures

Exposure Control

Superintendents have possible exposure to infectious materials when performing First Aid or CPR on employees who need immediate medical care.

Hepatitis B Vaccination

Garmong Construction Services offers a Hepatitis B Vaccination for any employee whose job functions include the potential hazard of exposure to infectious materials. This vaccination is only given to those who chose to receive it and will be available at no cost to the employee, even if they decide to have it in the future. Appointments will be made for employees to receive the vaccination within 10 days of initial hire. All appointments will be scheduled to take place during normal business hours. Any employee that chooses to decline the vaccination must sign the *Bloodborne Pathogens Vaccination Form (*located in the Forms Section).

Policy Maintenance

As all other sections in this Health & Safety Program, this policy will be evaluated on an annual basis by the Risk Manager. Documentation and medical records involving exposure incidents, along with all *Incident Investigation Reports* will be taken into consideration when conducting this evaluation.

Universal Precautions

Superintendents must determine the appropriate universal precautions to use prior to issuing treatment in order to protect themselves from the possible risks of exposure. They are also responsible for communicating all hazards to employees when an exposure situation exists.

Employees shall avoid contact with infectious materials at all times, and Superintendents shall use protective equipment whenever contact is possible. If an employee is injured but is able to issue First Aid treatment to himself or herself, then the Superintendent shall instruct the individual on how to do so without coming in contact with the injured employee. If an employee is injured and the Superintendent must make physical contact, then all universal precautions must be followed to prevent exposure.

Direct contact will not be made without the use of all recommended PPE. All recommended PPE will be located at each job site in First Aid. PPE shall be repaired and replaced as needed to maintain its effectiveness.

Post-Exposure Incidents

The Superintendents, and any others who have potentially been exposed to the infectious materials, will thoroughly wash all exposed body parts with soap and hot water for at least 5 minutes immediately after the emergency responders take over. Hand cleanser in conjunction with cloth/paper towels will be located in all company vehicles or in toolboxes for use when restrooms are not available for washing purposes.

Any incident that involves potential exposure to infectious materials must be reported to the Regional Manager immediately. Employees who have been exposed to body fluids will be required to visit A medical facility for a medical evaluation. The physician may warrant that a post-exposure treatment (booster shot) and/or a follow-up evaluation is needed. All recommendations made by the physician will be followed.

Decontamination Procedures

Areas that contain blood or any other potentially infectious body fluid will be barricaded off until the area can be cleaned and decontaminated by the Superintendent. The spill should be cleaned before returning to regular duties.

© RMS-Safety

The following procedures will be used for cleaning and decontamination of body fluids:

-Personal protective equipment will be worn during decontamination.
-The contaminated area will be cleaned using the provided bleach packet.
-All infectious materials will be carefully placed in the provided red biohazard bag. However, vomit and sewage may be flushed down the drain (toilet). Paper towels used to clean up vomit or sewage can be placed in the trash. The only items that cannot be disposed of via trash, drain or toilet are the following:

(1) Contaminated sharps or contaminated objects that could potentially become contaminated sharps.
(2) Infectious biological cultures, infectious associated biologicals, and infectious agent stock.
(3) Pathological waste.
(4) Blood and blood products in liquid and semiliquid form.
(5) Carcasses, body parts, blood and body fluids in liquid and semiliquid form, and bedding of laboratory animals.
(6) Other waste that has been intermingled with infectious waste.

-Containers will be capable of closing, and labeled with the Biohazard symbol or solid red.
-Containers will be taken to a biohazard waste disposal company, such as Stericycle for proper disposal.

Recordkeeping Requirements

All documentation associated with occupational exposure incidents will be maintained for at least 30 years after the employee ends their employment with Garmong Construction Services. This documentation will consist of the following:

Employee Name and Social Security Number
The Hepatitis B Vaccination records
The medical examination results
The health professional's written opinion
All information provided to the health professional

Training records will be maintained for at least 3 years from the date it was conducted. Records must consist of the following:

Names and job titles of attendants
Name and qualifications of person conducting training
Date of training
Content of training

All documentation will be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by law.

Training Requirements

Superintendents will be trained in accordance with the Training and Education Section. Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place, and at least annually thereafter.

Employees will be instructed not to perform medical treatment or expose themselves to possible infection during Safety Orientation.

© RMS-Safety

Compressed Air and Gas

Purpose

Identify and control potential hazards associated with compressed air and gas, comply with Federal OSHA regulations and assist the company in achieving our overall goal of maintaining a safe workplace.

Scope

This section applies to all workers of Garmong Construction Services who work with compressed air and gas as part of their normal work activities.

Responsibilities

Safety Advisor

Ensures the procedures of this policy are followed and supported by all workers.

Superintendent

Enforces the guidelines addressed in this policy.

Worker

Inspects compressed gas cylinders before using to ensure they are in a safe condition.

Procedures

Proper Usage

Visual and other inspections shall be conducted to determine that compressed gas cylinders are in a safe condition.

Workers should release unwanted pressure that is stored in the hoses by turning off the valves at the cylinder and open the torch until adequate pressure is released.

Only tools provided by the supplier should be used to open and close cylinder valves.

Cylinders will be maintained in good condition with no rust, dents, or punctures. All cylinders will be labeled to indicate their contents. Gas identification should be stenciled or stamped on the cylinder or affixed with a label. No compressed gas cylinder should be accepted for use that does not legibly identify its content by name.

Hoses and connections should be inspected regularly for damage. Hoses should be stored in cool areas and protected from damage.

Flammable compressed gas cylinders will not be used within 20 feet of any source of ignition.

Cylinders will be equipped with gauges that are legible and in good condition. Line pressure for acetylene must be kept at 15 pounds of pressure or less.

Cylinders must be equipped with the correct regulators. Regulators and cylinder valves should be inspected for grease, oil, dirt and solvents.

© RMS-Safety

Only tools provided by the supplier should be used to open and close cylinder valves.

When a cylinder cap cannot be removed by hand, cylinder shall be tagged "Do Not Use" and returned to the designated storage area for return to vendor.

Leaking cylinders should be moved to an isolated, well-ventilated area, away from ignition sources. Soapy water should be used to detect leaks. If the leak is at the junction of the cylinder valve and cylinder, do not try to repair it. Contact the supplier and ask for response instructions.
Cylinders should be marked as "MT" and dated when empty. Never mix gases in a cylinder and only professionals should refill cylinders. Empty cylinders must be handled as carefully as full cylinders.

Storage Considerations

All unused cylinders will be stored in the designated cylinder storage location. These locations will be labeled to remind workers to place cylinders in their assigned areas.

Storage areas for full and empty cylinders must be designated and labeled. Cylinders should be stored in definitely assigned places away from elevators, stairs, or gangways.

Stored cylinders will be properly secured in an upright position with chaining devices to prevent tipping in any direction. These devices will be drawn tight, and cylinders will only be stored one row deep to help reduce the possibility of tipping.

Protective caps will be replaced on all cylinders that are not in use.

Inside buildings, cylinders shall be stored in a well-protected, well-ventilated, dry location. Cylinders shall not be kept in unventilated enclosures such as lockers and cupboards.

Oxygen and flammable fuel gas cylinders will be placed in separate designated locations at least 20 feet away, or separated by a firewall that is 5 feet high and fire rated for at least 30 minutes.

Signs reading “NO SMOKING” will be posted in and around all storage areas.

Cylinders must be protected from damage, corrosion, sunlight and kept away from heat sources.

Cylinders will be protected from weather causing corrosion or rusting of cylinders. If a cylinder is frozen, it will be removed by pouring warm water around it to melt the ice. Hot water or striking tools will never be permitted to remove frozen cylinders.

Cylinder Handling, Moving and Transporting

Gauges/Regulators shall be removed from cylinders and the protective cap must be properly secured prior to handling, moving or transporting.

Workers will roll cylinders on their bottom edge when moving short distances. When transporting long distances, cylinders will be chained to a dolly in an upright position, or firmly secured to a stable platform. Cylinders cannot be hoisted by the protective cap.

Cylinders will be kept out of contact with grease, acids, salt, heat, and flames.

All precautions will be taken to prevent dropping, puncturing, or striking the cylinders when handling procedures are taking place.

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

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

Training Requirements

The hazards of handling, using and storing compressed gas cylinders, as well as the precautions for avoiding those hazards must be covered with all affected employees during Safety Orientation. This will include the safe use of fuel gas.

Confined Space Entry

Purpose

Establish a process for identifying confined spaces, evaluating confined space hazards, and implementing precautions that will avoid injury or incident involved with confined space entry.

Scope

This section applies to all workers of Garmong Construction Services who enter confined spaces.

Definitions

Confined Space – A space that is large enough for a worker to enter, has limited or restricted means of entry and/or exit, and is not designed for continuous worker occupancy. Some examples include tanks, pits, boilers, elevators, HVAC ducts, lift stations, manholes, baghouses, crawl spaces, and attics. Excavations, underground caissons, and diving operations are exempt.

Competent Person – One who is trained and capable of identifying existing or predictable hazards specific to confined spaces and who has the authority to eliminate or correct those hazards.

Hazardous Atmosphere - An atmosphere that may expose workers to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from permit space), injury, or acute illness.

Limited or Restricted Means of Entry/Exit – A condition that has the potential to impede a worker's movement into or out of a space (i.e., trip hazards, poor illumination, slippery floors, inclines, etc.)

Non-Permit Confined Space – A confined space that meets the definition of a "Confined Space" but does not meet the definition of a "Permit Required Confined Space".

Permit Required Confined Space – A confined space that has the potential to contain a hazardous atmosphere, engulfment hazard, configuration hazard, or another serious hazard.

Prohibited Condition – Any condition in a Permit Required Confined Space that is not allowed during entry.

Responsibilities

Safety Advisor

Makes sure that all Confined Space Entry team members are adequately trained.

Ensures that all necessary confined space equipment is made available.

Formally inspects confined space entry operations while performing Safety Inspections.

Oversees a complete evaluation of this program and all completed permits annually.

Superintendents

Assumes the role of Competent Person as required by this program.

Acts as the Entry Supervisor who oversees all confined space operations.

Workers

Follow the requirements set forth in this program.

Procedures

Assessment & Classification

A Competent Person will assess each job site to determine if any workers will be required to enter a confined space. If a confined space is identified that must be entered, the Competent Person will classify the space as either "permit required" or "non-permit required". The Garmong Construction Services will adhere to the following when reclassifying a permit required space.

A Permit Required Confined Space can be reclassified to a Non-Permit Confined Space if the Competent Person determines there is no potential for a hazardous atmosphere and if they confirm that all other hazards are either non-existent, eliminated, or adequately controlled. This reclassification shall be documented to include the date, Competent Person's name, exact location of the space, and explanation of how all potential hazards were controlled.

Alternate procedures may be used if the Competent Person determines that a) all physical hazards in the space are eliminated or isolated through engineering controls so that the only hazard posed by the permit space is an actual or potential hazardous atmosphere; b) the Company has monitoring and inspection data supporting that continuous forced air ventilation alone is sufficient to maintain this space safe for entry; c) continuous air monitoring must be performed throughout entry.

When there are changes in the use or configuration of a 'non-permit' confined space that might increase the hazards to entrants (or not adequately evaluated initially), the Company's Competent Person must reevaluate that space, and, if necessary, reclassify it as a 'permit-required' confined space.

Upon identifying a confined space that must be entered and classifying it as "Permit Required", the Competent Person shall notify the controlling contractor and all affected workers.

The controlling contractor will discuss the proposed entry operations with the host employer and gather information about the history of the space, all associated hazards, and any necessary precautions. This information will then be communicated back to the entering employer before entry.

Coordinate entry operations for multi employers so that workers of one employer do not endanger the workers of any other employer.

Permit Required Confined Spaces shall be labeled and access to these spaces shall be locked or otherwise controlled to prevent unauthorized entry.

Workers can request a space be re-evaluated at any time.

Confined Space Entry Team Responsibilities

There are three members of each confined space entry team. These members include the Entry Supervisor, Attendant and Authorized Entrant. These team members will have the following responsibilities:

SUPERVISOR: Oversees all activities involved with entering a confined space, including communicating with the host and controlling contractor, coordinating and verifying rescue services, signing and cancelling permits, and removing unauthorized entrants from spaces. This responsibility can be passed to another trained individual during an entry.

ATTENDANT: Must be on duty outside the entrance of a confined space throughout entry, avoids any activities that could divert their attention away from the entry operations, prevents unauthorized entry, maintains constant communication with all entrants, monitors entrants for symptoms of distress, monitors inside and outside the space for hazardous situations, and orders evacuation if the alarm sounds, entrants display signs of distress, or a prohibited condition occurs.

ENTRANT: Wears all required PPE, follows all safety precautions required by the permit, monitors their body for symptoms of distress, and immediately exits the space if an alarm sounds, symptoms are noticed, or the Attendant orders evacuation.

Preparing for Entry

Pre-Entry Meetings

All personnel who are involved with a confined space entry shall hold a meeting prior to beginning work in order to plan the entry from start to finish. If workers from another company plan to enter the space simultaneously and/or a third party is expected to provide rescue services, these entities shall be present at these meetings as well.

The content of Pre-Entry Meetings shall include: the type of work to be done, the people involved, hazards that exist within the space, hazards that will be created within the space, methods for isolated or controlling all hazards, equipment needed, required PPE, means of communication, any prohibited conditions associated with the confined space, the permitting process, and rescue procedures.

Hazard Education

Prior to entering a confined space that could involve potential exposure to an unknown hazardous substance, the Entry Supervisor shall research that substance to understand all associated hazards, routes of entry, and necessary precautions. This information will likely be gathered by studying a Safety Data Sheet. All of this information must be shared with the rest of the team members prior to entry.

Entry Procedures

Securing the Area

The area will be secured using verbal warning to all workers in the area that will be affected by the entry, as well as posted warning signs, barricades and/or danger tape.

The attendant will be responsible for standing by the entrance to the space and ensuring that unauthorized workers do not enter.

The Entry Supervisor shall make sure the entrance to the space is closed and secured so that unauthorized entry cannot occur after the entry has been terminated.

The Permitting Process

Entry Supervisors will be responsible for making sure a *Confined Space Entry Permit* (like the one located in the Forms Section) is completed, authorized and posted by the entrance before entry.

NOTES: Permits other than the one located in the Forms Section may be used if issued by the host company. Any Garmong Construction Services worker who has been trained in Confined Space Entry may complete a permit, but only the Entry Supervisor can authorize or cancel them (which is verified by signature).

The Entry Supervisor may temporarily suspend a permit if a prohibited condition arises within a confined space that doesn't affect the configuration of the space.

Permits must be cancelled whenever the task being performed in the space has been completed, or whenever the space is left unattended (whichever comes first).

All cancelled permits shall be kept for at least 1 year.

Controlling Hazards

Work is not permitted in a confined space that has a hazardous atmosphere unless all Entrants are wearing the proper level of PPE (e.g., supplied air respirators, SCBA, etc.)

Work is not permitted in a confined space that has an atmosphere above 10% of the Lower Explosive Limit (LEL) of any substance, unless inert gas is used to lower the oxygen level and prevent ignition. If this practice is utilized, then a supplied air or SCBA respirator shall be worn.

Lockout-Tagout must be practiced whenever possible to isolate physical hazards within a confined space. Some physical hazards that may be present include moving parts, electricity, steam, pneumatic pressure, water/fluid, and chemicals. All elements of the Lockout Tagout Program (located in the Reference Section) shall be followed.

Whenever working in a confined space that involves an engulfment hazard that cannot be isolated during entry, an early warning system must be used that will warn the Entrants and give them adequate time to evacuate the space prior to engulfment.

When working in a confined space that involves exposure to combustible dust the space shall be adequately cleaned by means of water or vacuum in order to control the dust accumulation. The use of compressed air to clean combustible dust is strictly prohibited.

Precautions shall be taken to minimize any risk associated with removing the cover to the confined space. Some of these precautions may include: relieving pressure, flushing or purging the space, and possibly testing around the cover for traces of flammable gas before using metal tools on other metal components that could spark.

A safe way of entering and existing the space shall be utilized. This may require the need to avoid using older brittle stairs/ladders.

All tools and equipment brought into the space must be of safe construction. This may include the need to use brass tools and intrinsically safe lights, while avoiding internal combustion engines that could create carbon monoxide.

An effective means of communication shall be used that allowed the Attendant to clearly communicate with all Entrants (i.e., voice, radio, rope tug, etc.). If more than one confined space is to be monitored by a single attendant, there must be a plan in place to enable the attendant to respond to emergencies in one or more permit spaces that he/she is monitoring without distraction from all responsibilities.

Mechanical Ventilation

The Entry Supervisor shall determine if mechanical ventilation is necessary in a confined space, as well as how frequently it should be used to control hazards. In spaces that involve a high potential of exposure to toxins or flammables, mechanical ventilation should be used continuously.

If mechanical ventilation is used, the Entry Supervisor must identify the proper type of ventilation to use by evaluating the size of the space, the potential hazards inside the space, and the power of the ventilator (measured in CFM). If ventilation is to be used in a potentially flammable atmosphere, the equipment shall be of metal construction and properly grounded.

© RMS-Safety

The intake of the ventilation device shall be positioned in an area that is free from possible air contaminants, such as Carbon Monoxide from running equipment.

Atmospheric Monitoring

Atmospheric monitoring shall be performed continuously, unless the Competent Person can demonstrate that periodic monitoring is sufficient (i.e., the probability for a hazardous atmosphere to develop is low, the severity if it were to occur is low, and the history of the space is safe). Continuous monitoring is required when engulfment hazards exist.

If continuous monitoring is not used, then periodic monitoring must be used. The Competent Person will establish the frequency of this monitoring depending on the circumstances, but testing shall not exceed more than 15-minute increments.

At a minimum, four gas monitors shall be used to monitor confined spaces. These monitors will be able to test oxygen, Carbon Monoxide, Hydrogen Sulfide, and the Lower Explosive Limit (LEL) of several substances. If another substance has the potential to be present inside the space, then additional monitors and/or sensors must be used that are capable of detecting the substance.

All atmospheric monitoring equipment must be in good physical condition, functioning properly, bump tested daily, and calibrated as recommended by the manufacturer. The gas used for bump tests and calibrations cannot be expired.

Vertical spaces shall be tested at 4' increments in order to detect different gases that may be positioned within the space at different levels.

Atmospheric testing should be able to be done outside of the space, but in the rare event that a worker has to enter a space in order to conduct testing, they must do so under the full requirements of this program and wear adequate respiratory protection.

Personnel using atmospheric monitors will be trained in the use and limitations of the monitor.

Transfer of Authority

The responsibility of any confined space team member may be transferred from one individual to another (including the Supervisor). If such a transfer is necessary, then all entry team members must be notified prior to the transfer and the change must be documented on the Entry Permit.

Rescue Procedures

Selecting the Type of Rescue

Prior to entering a confined space and during the Pre-Entry Meeting (as required by this program) the Entry Supervisor will establish specific rescue procedures for each space to be entered.

Whenever possible, a non-entry rescue will be utilized by requiring all workers within the space to wear a full body harness and lifeline that must remain attached at all times to a personnel winch that is located outside of the space.

> *NOTES: The use of multiple retrieval lines within the same space is prohibited if they are likely to become entangled. Also, the use of a rescue rope attached to an Entrant's harness is permissible in vertical spaces less than 5' deep.*

If Entrants must enter and work in a horizontal space or if the space is otherwise configured in a way that makes the use of a personnel winch ineffective, then wristlets or anklets shall be used.

The only time that an entry rescue is allowed is when the use of a retrieval device (i.e. winch, wristlets, ankles, etc.) is not feasible or when it increases the risk associated with rescue.

Basic Rescue Requirements

When non-entry rescue is the primary form of rescue the Entry Supervisor must identify a backup plan in case the procedure fails (i.e., dialing 911, relying on the host facility, relying on a third-party rescue team, etc.)

When entry rescue is the primary form of rescue, all rescue team members must be adequately trained to perform the rescue, certified in First Aid/CPR/AED, and equipped with the necessary PPE.

Whenever entering a confined space that could involve an atmosphere that is Immediately Dangerous to Life or Health (IDLH), the individuals responsible for performing the primary rescue must be present onsite throughout entry.

If the primary rescue plan becomes hindered in any way (i.e., equipment is malfunctioning, the individual responsible for rescue must leave the site, the third-party rescue service becomes unavailable, etc.), then the Entry Supervisor and/or Attendant must order a complete evaluation of the space immediately until the issue has been resolved.

Third Party Rescue

If a third-party is engaged to perform an entry rescue, the Competent Person must evaluate that third-party to ensure they are adequately equipped to perform such a rescue and able to reach the victim in a time frame appropriate for the hazards involved.

Third-parties responsible for performing entry rescue shall be given access to the space so they can assess its dimensions and characteristics, and so they can practice rescue if they so desire.

Prior to entering a space that requires entry rescue from a third-party that is not present onsite, the Entry Supervisor must contact the third-party to let them know they are entering the space, ask them to remain available, and request they notify the company if they become unavailable.

Program Maintenance

The Safety Advisor will conduct a formal review of this program at least annually by reviewing all cancelled permits, and also whenever one of the following occurs: unauthorized entry, prohibited condition, unplanned hazard, worker complaint, incident or near-miss, modified procedure, or change in equipment.

The contents of this program will be included in the training that all confined space entry team members receive before their initial entry. However, it will also be made available to these individuals in case they want to review or reference it.

Training Requirements

All confined space entry team members will be provided training at no cost and in a language, they clearly understand prior to being involved with a confined space entry. Individuals who are not trained will not be allowed to enter a confined space or participate in confined space entry operations (even as an Attendant).

The content of this training will include the hazards associated with the types of spaces to be entered, feasible ways to isolate and/or control those hazards, and required precautions that employees must follow whenever those hazards cannot be controlled.

For those who will be expected to perform a confined space rescue, this training will also include a detailed explanation of the rescue procedures and a practiced rescue in a similar space. These mock rescues will also be performed at least annually thereafter. For those who will *not* be expected to perform a confined space rescue, training will include the dangers of attempting such a rescue.

Refresher training will be conducted if there is a deviation from established procedures, and whenever there is a change of duties, processes, or equipment.

All training will be documented by issuing a certification that displays the employee's name, trainer's name, and the date(s) of training. Training records must be made available to employees and their authorized representative(s).

© RMS-Safety

Crane and Rigging

Purpose

Identify the proper procedures for controlling hazards associated with operating and working with cranes, comply with Federal OSHA regulations and assist the company in achieving our overall goal of maintaining a safe workplace.

Scope

This section applies to all workers of Garmong Construction Services who operate and work with cranes.

Definitions

Competent Person: An individual recognized as having the proper training, knowledge, and ability to operate cranes safely.

Jib: The portion of the crane's arm that extends out of the Boom.

Boom: The Arm of the crane that connects the cab to the Jib

Out Riggers: Braces that extend out of the crane base on all Four Corners.

Load Chart: The calculations that determine the maximum allowable weight a crane can safely lift. Factors such as boom length, extended outriggers, and the angle the load will be at. All are factors in a lift and need to be considered.

Deflection: the amount of movement a crane will change under the weight of a load. Boom Deflection, Tire Deflection, Out Rigger deflection.

Pinch Point: The area around the cab of the crane that could catch a person passing by and crush them between the Cab of the crane and the base as it rotates.

Rigging - the art or process of safely attaching a load to a hook by means of adequately rated and properly applied slings and related hardware.

Responsibilities

Safety Advisor

Ensures that company owned cranes are inspected annually by a certified and trained professional that is competent enough to make proper repairs and do on-going maintenance.

Coordinates the annual inspection and preventative maintenance of cranes with a person that is recognized by the Department of Labor as competent to perform annual inspections.

Supervisor

Oversees the safe use of crane equipment at the jobsite and will ensure that the crane operator is trained and qualified for the equipment being used. In addition to ensuring that an operator is properly certified, the company must make sure each Operator is evaluated on each task they will perform. These evaluations must be documented.

© RMS-Safety

Confirms that the crane operator has inspected the crane at the start of each shift, and it is inspected anytime the crane is moved or reset during the day.

Barricades or cautions off areas that have the potential for workers to come in contact with pinch points, or be able to cross under a lifted load.

Workers

Conduct formal inspections of cranes daily using a Crane & Rigging Daily Inspection Report *(Company supplying crane should supply forms)*.

Perform the duties of a signaler when designated by the Superintendent to do so and remain in communication with the operator and or other signaler at all times while the load is being moved.

Test and ensure radio communication prior to lifting, ensure that the area is clear before the load is moved, and assist in controlling the area when rigging the load.

Understand the procedures applicable to the operation of the equipment. Procedures include rated capacities (load charts), recommended operating speeds, special hazard warnings, instructions and operator's manual.

Procedures

Daily Inspection Procedures

A competent person must conduct a visual inspection of equipment prior to each shift. The inspection must consist of observation of apparent deficiencies. Some inspection items shall include control mechanisms, pressurized lines, hooks and latches, wire rope, electrical apparatus, tires (when used), and ground conditions. Each wire rope must have affixed a durable permanent identification tag stating required information.

Operators will conduct formal inspections of all cranes each day by completing a Crane & Rigging Daily Inspection Report *(Company supplying crane should supply forms)*. Completed forms should be maintained onsite and in the cab of the crane. Documentation must include the following: items checked, results of inspection, and name and signature of the inspector. Documentation must be retained for 3 months.

All metal components will be inspected for excessive wear, twisting, distortion that could interfere with the proper function, and stretching beyond the manufacturer’s recommendation. Defective rigging equipment shall be removed from service immediately.

All cranes shall be thoroughly inspected by a Competent Person before a crane is put back in service after 3 or more months in storage.

All repairs must be made by an experienced authorized person and any repairs and testing (load tests, etc.) must be documented, which shall be maintained on file.

Safety devices are required to be on all equipment and must be in proper working order before operations begin. If any of the devices are not in proper working order the equipment must be taken out of service and operations must not resume until the device is working properly again. Examples of safety devices may include crane level indicator, boom stops, jib stops, foot pedal brake locks, horns, etc.

© RMS-Safety

Annual Inspection Procedures

A competent person will conduct certified inspections of all cranes once a year. These inspections will be documented by using a Crane & Rigging Annual Inspection Report *(Company supplying crane should supply forms)*. These forms will be given to the Safety Advisor to keep on file.

Superintendents will maintain copies of all maintenance receipts and documentation of repair activities from outside maintenance companies.

Lift Meetings & Plans

Superintendents, Operators, signal persons, and all other individuals who are involved with a lift will hold a meeting onsite before each lift in order to discuss the details of the lift, any unique hazards, and all necessary precautions. This meeting will also include a physical walk around inspection of the work area for such issues as uneven or soft ground conditions, low overhead power lines, etc. Equipment must not be assembled or used unless ground conditions are firm, drained, and graded to a sufficient extent so that, in conjunction (if necessary) with the use of supporting materials, the equipment manufacturer's specifications for adequate support and degree of level of the equipment are met.

If more than one crane is required to perform a lift, then a formal documented "Lift Plan" shall be written. This plan must be reviewed/approved by someone who is considered to be "Competent" and "Qualified" per OSHA's Subpart CC prior to implementation and shared with all workers prior to beginning the lift.

Assembly/Disassembly Procedures.

All assembly/disassembly operations must be overseen by a Superintendent who has been qualified in the proper procedures to follow for that specific unit. All other workers who participate in these activities must also be trained or be under the direct supervision of someone who has been trained.

The manufacturer's procedures and prohibitions must be complied with when assembling and disassembling equipment.

Before conducting any assembly/disassembly of a crane, the entire area and surrounding area must be barricaded and/or roped-off. Only individuals who are involved with these procedures will be allowed to enter this area.

Ladders and personal fall arrest equipment will be provided and used by workers (as needed) for the assembly/disassembly of cranes. If personal fall arrest equipment is used, then a site-specific Fall Protection Plan must be developed and implemented.

General Crane Safety Rules

All workers responsible for the operation, rigging and signaling of crane equipment will be held accountable for abiding by all of the following general crane safety rules. Most of these rules will be incorporated into the training of all affected workers.

Only certified operators are permitted to operate a crane.

Comply with all manufacturer procedures for operating the equipment, including its use with attachments. The operator shall have access to procedures applicable to the operation of the equipment. Procedures include rated capacities (load charts), recommended operating speeds, special hazard warnings, instructions and operator's manual.

Report immediately to your Superintendent any unsafe condition found during the proportional check and/or during later operations of the crane. Whenever there is a safety concern, the

operator has the authority to stop and refuse to handle loads until a qualified person has determined that safety has been assured.

Know the rated capacity of the crane before operating or attempting any lifting operation. Rigging equipment shall not be loaded beyond its recommended safe working load. Identification markings, indicating rated capacity for the type(s) of hitch(es) used, the angle upon which it is based, and the number of legs if more than one, shall be permanently affixed to the rigging.

Equipment must not be assembled or used unless ground conditions are firm, drained, and graded to a sufficient extent so that, in conjunction (if necessary) with the use of supporting materials, the equipment manufacturer's specifications for adequate support and degree of level of the equipment are met.

Cranes must be plainly marked with the rated load capacity on each side of the crane and in the crane cab, and if the crane has more than one hoisting unit, each hoist shall have its rated load marked on it or its load block and this marking shall be clearly legible from the ground or floor.

Written reports shall be made and maintained on rated load tests showing the test procedures and confirming the adequacy of any repairs or alterations.

The crane hook shall have a self-closing latch and the latch shall not be blocked open at any time.

Watch for co-workers near or on crane rails. Look down the rails in the direction of travel prior to bridge movement.

The crane operator shall ensure that the swing radius of the crane is barricaded, and no one enters this area during operation of the crane.

When approaching a barricade or designated boundary, stop the crane immediately.
Find out why the warning was given and then proceed only when you are sure of safe operating conditions.

When approaching a pennant streamer across the building or other stop signal, stop crane immediately. Find out why the warning was given and then proceed only when you are sure of safe operating conditions.

Before moving a load, make sure that no one is in a position to be injured and that no equipment or material could be damaged by the lift.

Center the hook over the load before any lift is started, this will prevent swinging. Check with rigging personnel to ensure that the load center of gravity has been clearly established.

Sound crane bell, horn, or siren as you begin to move a load through high traffic areas and intersections.

All workers shall be kept clear of loads about to be lifted and of suspended loads. NEVER carry a load over co-workers.

If in doubt about clearing any object -STOP- seek assistance.

When Operators are relieved from duty, they shall report the operating condition of the crane to the other Operator.

All modifications or additions to the equipment must not be made without written approval from the manufacturer or approval is from a registered professional engineer.

Avoid parking cranes so that control pendants, hooks, grabs, or other lifting devices are left suspended over walkways.

© RMS-Safety

When work on an overhead crane or gantry crane requires the crane to be tagged out, the cranes main electrical disconnect switch will be tagged and locked in the open position.

A fully charged type ABC fire extinguisher will be maintained inside crane cabs. These extinguishers will remain ready for use and maintained as required in our “Fire Prevention Plan”.

The following situations require cranes adjacent to the work area to be locked/tagged out or blocked when the work area is in the path of the bridges of these cranes:

- When working in a JLG, bucket truck, or other personnel lifting device
- When working with a mobile crane
- When working on the bridge of a gantry crane or small crane
- When working on a ladder or scaffold
- When working on any elevated platform or on any equipment

Comply with all manufacturer procedures applicable to the operational functions of equipment, including its use with attachments.

Acceptable Blocking Methods

Crane stops on each rail with a streamer of pennants draped between the stops. The streamer will be draped with sufficient slack to hang the pennants at or below the level of the cab of an adjacent crane. When the crane stops are used, the operators of the adjacent crane(s) will be notified, and a sign, "CAUTION, Crane Stops Up At Column __," will be hung on a rung of the access ladder(s) to the adjacent crane(s). To caution operators of pendant and radio-controlled crane, a caution tag, instead of a sign, will be attached to the control box of the crane.

An adjacent crane can be positioned between the work area and other active cranes. The adjacent crane will have parking brakes set and will be properly locked out. Locking or blocking adjacent cranes on the same rails will be required when performing maintenance activities on the overhead crane.

Blocking is required when a section of the crane rail is electrically de-energized. The blocks will be placed so the crane’s pick-up shoes do not enter the de-energized zone & lose power.

When signaling to a crane operator, use standard signals.

When an operator is at the controls of a crane, he/she will be aware of any person boarding or leaving a crane. The crane will not be moved while a person is boarding or leaving the crane.

Keep aisleways unobstructed in the area serviced by pendant or radio-controlled cranes.

Keep a firm grip on the pendant control box.

Turn off electrical power when you finish using the crane.

In all cases when the need for a flag person is required, stop and call for assistance.

General Rigging (Material Handling) Safety Rules

Rigging equipment shall not be loaded beyond its recommended safe working load and load identification shall be attached to the rigging.

Rigging equipment not in use shall be removed from the immediate work area so as to not present a hazard to workers.

Tag lines must be used to prevent rotation of the load, unless their use creates an unsafe condition.

Special Rules for Radio Controlled Cranes

The operator will ensure that the transmitter is the correct one for the crane. Test by sounding an alarm, if it does not function, do not test other controls. Turn the key switch to the OFF position and notify your Superintendent.

The operator will wear and have the transmitter attached to a harness or belt when operating the crane.

The operator will always take position for the best view of the crane being controlled. NEVER crane blindly. Always keep both the crane and the loads in your sight and stay as close as possible to the load without endangering yourself.

The maximum operating distance between the operator and the crane load will be 50 feet. Minimum distance is defined best as to what is safe without standing in the fall path of the load or in the pinch point position.

Switches of the transmitter will never be locked in the on position.

The "battery operated" switch and "off-on" switch will be turned off when the operator is putting on or taking off the transmitter and belt assembly. This rule also applies when the transmitter is stored. Transmitters will be stored in a designated protected place when not in use. It is the operator's responsibility to return the transmitter to the designated storage place when not in use.

When gloves are not required for more compelling safety reasons, they will not be worn when operating the control box.

In case of power failure, the operator will turn the key switch to the OFF position until power is restored.

If the crane fails to respond correctly, the operator will turn the key operated switch to the OFF position and immediately report the condition to their Superintendent.

When the crane is down for electrical or mechanical repairs, a designated person on the floor will be responsible for the power transmitter.

The spare transmitter will be kept locked/tagged by an appropriate Superintendent. The spare will not be checked out unless the primary transmitter is turned in for repair. Under no circumstances will two transmitters be available for use on the same crane.

The structure of the transmitter boxes will not be modified in any way. A professional engineer with knowledge of the transmitter manufacturer's requirements will approve any modifications.

All inoperative transmitters will be locked/tagged out until cleared for operation by the Superintendent.

Avoiding Electrical Contact

Contact the Electrical Company to determine if the lines can be de-energized, relocated, buried, or insulate the lines while the crane is operating in that location. Confirm with a competent person that the electrical source has been made safe before moving a crane near the energized source.

If unable to abate the electrical hazard, then special precautions need to be implemented. A written plan explaining the hazardous area, conditions that exist and how they will be addressed, plus the potential for contact be minimized and addressed. The use of attached insulated devices or other means should be considered.

© RMS-Safety

The work zone shall be identified by demarcating boundaries such as flag and range limiting devices or defining the work zone as 360 degrees around the equipment up to the maximum working radius. The hazard assessment must determine if any part of the equipment could get closer than 10 feet to a power line. The area within 10 feet in any direction from power lines is an unsafe work area and the area will be clearly marked off on the ground by marker tape, fence, or barriers.

Refer to the chart for minimum safe approach distance to energized sources.

Voltage Range (Phase or Phases)	Minimum Safe Approach Distance	
	Feet	Meters
0 - 300 V	Avoid Contact	
Over 300 V - 50 kV	10	3
Over 56 kV - 200kV	15	5
Over 200 kV - 350kV	20	6
Over 350 kV - 500 kV	25	8
Over 500 kV - 750 kV	35	11
Over 750 kV - 1000 kV	45	14

At no time is it allowable for the crane to come into contact with an energized source. If the crane does come into contact with an energized source, take the following precautions:

Stay where you are
Keep everyone away from the area and all equipment
Instruct someone to call the fire department or de-energize the electrical parts if possible

If staying where you are is not practical due to additional hazards such as a fire or explosion, then take the following precautions:

Move the crane off the energized source if possible
If not possible, then JUMP from the cab. DO NOT STEP DOWN.
Once on the ground HOP away. DO NOT WALK.

Crane Hand Signals

A signal person will be provided whenever any point of the operation or movement is not in full and direct view of the operator or the operator or person handling the load, determines it is necessary due to site specific concerns.

Signal persons must be trained and tested on OSHA's approved set of hand signals.

Although there may be a need for more than one signal person, only one individual will actually give hand signals directly to the operator.

All hand signals shall be made in a slow and controlled manner so that operators clearly understand each command. Signal persons must also be positioned in a well-lit area and so they are in clear view of the operator at all times.

All crane operators must abide by the following guidelines:

Crane operators must respond to signals given by one authorized signal person. If more than one signal person is giving signals, the crane operator shall not begin the lift and/or stop the lift and identify which individual will be giving the signals. However, if anyone (even someone who is not an authorized signaler) gives the STOP signal, the operator shall obey it.

If the signal is not understood or if it seems unsafe, the crane operator shall stop and communicate with the signaler to gain a clearer understanding of what is being asked and to make sure the instruction being given is truly safe to obey.

© RMS-Safety

Attachments

Only attachments that are approved by the manufacturer will be used (e.g., basket guards or insulating links above the hooks). This approval will be documented and kept on file.

Training Requirements

Operators will be trained and tested to the National Commission for the Certification of Crane Operators (NCCCO) operator certification program. Employees who are involved with rigging and those who engage in hand signals with crane operators will be trained and qualified. Individuals who are involved with crane maintenance will also receive training.

In addition to ensuring that an operator is properly certified, the Company must make sure the operator is evaluated on each task they will perform. Evaluations must assess and determine that operators have the skills, knowledge, and ability to recognize and avert risk to operate the equipment safely. Once an operator has passed an evaluation on one piece of equipment, they may also be allowed to operate different equipment without further evaluation if Garmong Construction Services can demonstrate that operating that equipment would not require substantially different skills, knowledge or ability. The evaluation must be documented and provide the operator's name, the evaluator's name and signature, the date of the evaluation, and the make, model, and configuration of equipment used in the evaluation.

© RMS-Safety

Electrical Safety & Arc Flash

Purpose

This program has been established to ensure the safety of our employees who may work on or near electrical equipment, while also complying with OSHA and NFPA 70E standards.

Scope

This program applies to all Garmong Construction Services workers.

Definitions

Arc Flash Boundary - The distance from exposed live parts which a person could receive a second-degree burn if an electrical arc flash were to occur.

Incident Energy – The amount of thermal energy a worker would be exposed to if an arc fault would occur. Incident energy is measured as cal/cm^2.

Limited Approach Boundary – The distance from an exposed energized conductor or circuit part at which a shock hazard exists.

Qualified Electrical Worker – A person who is knowledgeable in the construction, operation and maintenance of electrical equipment and has been trained to recognize and avoid the electrical hazards that might be present during the course of work.

Restricted Approach Boundary – The distance from an exposed energized conductor or circuit part for which there is an increased risk of shock, due to electrical arc-over combined with inadvertent movement, for personnel working within close proximity to the part.

Responsibilities

Safety Advisor

Periodically reviews (at least annually) this written program against the weekly field audits & make updates when necessary.

Ensure workers receive appropriate training & maintain documentation.

Develop and maintain a listing of all Qualified Electrical Workers.

Evaluate work being performed and ensure compliance with this program.

Superintendents

Monitor jobsite activities daily to ensure compliance with this policy.

Ensure workers are provided with and use appropriate protective equipment.

Promote electrical safety awareness to all workers daily.

© RMS-Safety

Workers

Attend all training required relative to this program.

Follow the work practices described in this document, including the use of appropriate protective equipment and tools.

Immediately report any concerns related to electrical safety to supervision.

Procedures

Basic Electrical Hazards

Arc Blast Impact**:** The heating of air and vaporization of metal creates a pressure wave that can damage hearing and cause memory loss (from concussion) and other injuries. Flying metal parts are also a hazard. Significant arc blast events can critically injure internal organs if employees are not positioned properly (either standing to the right side of a disconnect switch while operating it, or adequately distancing through the use of hot sticks or automated switch operating devices.)

Arc Flash Burns**:** An electric arc flash can occur if a conductive object gets to energized parts (for instance, while opening or closing disconnects). The arc can heat the air to temperatures as high as 35,000-degrees F and vaporize metal in the equipment. The arc flash can cause severe skin burns by direct heat exposure and by igniting clothing.

Electric Shock & Burns**:** An electric shock occurs when electric current passes through the body. This can happen when touching an energized part. If the electric current passes across the chest or head, death can result. At high voltages, severe burns can result.

Falls**:** Electric shocks and arc blasts can cause falls, especially from ladders or unguarded scaffolding.

Extension Cords & Portable Electrical Equipment

Extension cords may only be used to provide temporary power.

Portable cord-and-plug connected equipment and extension cords must be visually inspected before use for external defects such as loose parts, deformed and missing pins, or damage to outer jacket or insulation, and for possible internal damage such as pinched or crushed outer jacket. Any defective cord or cord-and-plug-connected equipment must be removed from service and no person may use it until it is repaired and inspected to ensure it is safe for use.

Extension cords must be of the three-wire type. Extension cords and flexible cords must of the proper rating for commercial construction use (e.g. S, ST, SO). The rating or approval must be visible.

Job-made extension cords are forbidden per the National Electrical Code (NEC).

Personnel performing work on renovation or construction sites using extension cords or where work is performed in damp or wet locations must be provided, and must use, a ground-fault circuit interrupter.

Portable equipment must be handled in a manner that will not cause damage. Flexible electric cords connected to equipment may not be used for raising or lowering the equipment.

Extension cords must be protected from damage. Sharp corners and projections must be avoided. Flexible cords may not be run through windows or doors unless protected from damage, and then only on a temporary basis. Flexible cords may not be run above ceilings or inside or through walls, ceilings or floors, and may not be fastened with staples or otherwise hung in such a fashion as to damage the outer jacket or insulation.

Cords should be covered by a cord protector or tape when they extend into a walkway or other path of travel to avoid creating a trip hazard.

Extension cords used with grounding type equipment must contain an equipment-grounding conductor (i.e., the cord must accept a three-prong or grounded plug).

Attachment plugs and receptacles may not be connected or altered in any way that would interrupt the continuity of the equipment grounding conductor. Additionally, these devices may not be altered to allow the grounding pole to be inserted into current connector slots. Clipping the grounding prong from an electrical plug is prohibited.

Flexible cords may only be plugged into grounded receptacles. In the event a two-pronged outlet is encountered, it is recommended that the receptacle be replaced with a three-prong outlet. Adapters that interrupt the continuity of the equipment grounding connection may not be used.

All portable electric equipment and flexible cords used in highly conductive work locations, such as those with water or other conductive liquids, or in places where workers are likely to contact water or conductive liquids, must be approved for those locations.

Worker's hands must be dry when plugging and unplugging flexible cords and cord-and-plug connected equipment if energized equipment is involved.

If the connection could provide a conducting path to worker's hands (for example, if a cord connector is wet from being immersed in water), the energized plug and receptacle connections must be handled only with insulating protective equipment.

Locking type connectors must be properly locked into the connector.

Lamps for general illumination must be protected from breakage and metal shell sockets must be grounded.

Temporary lights may not be suspended by their cords unless designed for this purpose.

Portable lighting used in wet or conductive locations, such as tanks or boilers, must be operated at no more than 120 volts or must be protected by GFCI.

Extension cords are considered "temporary wiring" and must comply with the section on "Requirements for Temporary Wiring" in this program.

Temporary Wiring Requirements

Temporary electrical power and lighting installations 600 volts or less, including flexible cords, cables and extension cords, may only be used during and for renovation, maintenance, repair, or experimental work. The duration for temporary wiring used for decorative lighting for special events and similar purposes may not exceed 90 days. The following additional requirements apply:

- Ground-fault protection (e.g., ground-fault circuit interrupters or GFCI) must be provided on all temporary-wiring circuits, including extension cords, used on construction sites.
- In general, all equipment and tools connected by cord-and-plug must be grounded. Listed or labeled as UL double insulated tools and appliances need not be grounded.
- Temporary electrical services other than a single extension cord must originate from an approved distribution panel board that is rated for the voltages and currents the system is expected to carry.
- These installations must conform as outlined in the National Electric Code (NEC).

- Neither bare conductors nor earth returns may be used for the wiring of any temporary circuit.
- Receptacles must be of the grounding type, each branch circuit must contain a separate equipment-grounding conductor, and all receptacles must be electrically connected to the grounding conductor.
- Flexible cords and cables must be of an approved type and suitable for the location and intended use. They may only be used for pendants, wiring of fixtures, connection of portable lamps or appliances, elevators, hoists, connection of stationary equipment where frequently interchanged, prevention of transmission of noise or vibration, data processing cables, or where needed to permit maintenance or repair. They may not be used as a substitute for the fixed wiring, where run through holes in walls, ceilings or floors, where run through doorways, windows or similar openings, where attached to building surfaces, or where concealed behind building walls, ceilings or floors.
- Suitable disconnecting switches or plug connects must be installed to permit the disconnection of all ungrounded conductors of each temporary circuit.
- Lamps for general illumination must be protected from accidental contact or damage, either by elevating the fixture or by providing a suitable guard. Hand lamps supplied by flexible cord must be equipped with a handle of molded composition or other approved material and must be equipped with a substantial bulb guard.
- Flexible cords and cables must be protected from accidental damage. Sharp corners and projections are to be avoided. Flexible cords and cables must be protected from damage when they pass through doorways or other pinch points.

Wet or Damp Locations

Work in wet or damp locations (i.e., areas surrounded or near water or other liquids) should be postponed until the liquid can be cleaned up.

If this is not possible, then remove standing water before beginning work, place a dry barrier over any wet or damp work surface, avoid running cords through standing water, and make sure Ground Fault Circuit Interrupters (GFCI) are on each outlet being used.

Overhead Power Lines

When work must be performed within 10’ from overhead power lines, the lines shall be de-energized and grounded.

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 de-energizing lines is not possible, practical or feasible, then all other precautions identified in this section must be followed.

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 feet (305 cm);
- For voltages to ground over 50kV - 10 feet (305 cm) plus 4 inches (10 cm) for every 10kV over 50kV.

When a qualified person is working in the vicinity of overhead lines, whether in an elevated position or on the ground, the person may not approach or take any conductive object without an approved insulating handle closer to exposed energized parts than shown in the table below.

Voltage range (phase to phase) | Minimum approach distance
300V and less .....| Avoid Contact
Over 300V, not over 750V .....| 1 ft. 0 in. (30.5 cm).
Over 750V, not over 2kV .....| 1 ft. 6 in. (46 cm).
Over 2kV, not over 15kV .....| 2 ft. 0 in. (61 cm).
Over 15kV, not over 37kV .....| 3 ft. 0 in. (91 cm).
Over 37kV, not over 87.5kV .....| 3 ft. 6 in. (107 cm).
Over 87.5kV, not over 121kV .....| 4 ft. 0 in. (122 cm).
Over 121kV, not over 140kV .....| 4 ft. 6 in. (137 cm).

Where any vehicle or mechanical equipment structure must be elevated near energized overhead lines, they shall be operated so that the limited approach boundary distance of NFPA Table 130.4(E)(a) is maintained (see below).

NFPA Table 130.4(E)(a)

Electric Shock Protection Approach Boundaries to Exposed Energized Conductors and Circuit Parts for AC

Nominal Voltage	Limited Approach Boundary		Restricted Approach Boundary
	Exposed movable conductor	**Exposed fixed-circuit part**	
Less than 50 volts	Not specified	Not specified	Not specified
51 to 150 volts	10 ft. 0 in.	3 ft. 6 in.	Avoid contact
151 to 750 volts	10 ft. 0 in.	3 ft. 6 in.	1 ft. 0 in.
751 to 15 KV	10 ft. 0 in.	5 ft. 0 in.	2 ft. 2 in.

(All dimensions are distance from exposed energized conductor/circuit part to employee.)

However, under any of the following conditions, the clearances shall be permitted to be reduced:

If the vehicle is in transit with its structure lowered, the limited approach boundary distance to the overhead lines in NFPA Table 130.4(E)(a) - shall be permitted to be reduced by 6 ft.

If insulated barriers, rated for the voltages involved, are installed and they are not part of an attachment to the vehicle, the clearance shall be permitted to be reduced to the design working dimensions of the insulating barrier.

If the equipment is a MEWP insulated for the voltage involved, and if the work is performed by a qualified person, the clearance (between the un-insulated portion of the MEWP and the power line) shall be permitted to be reduced to the restricted approach boundary given in NFPA Table 130.4(E)(a).

Any vehicle or mechanical equipment capable of having parts of its structure elevated near energized overhead lines shall be intentionally grounded.

All workers working on the ground near a grounding point 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 workers from hazardous ground potentials (step and touch potential), which can develop within a few feet or more outward from the ground point.

Workers standing on the ground shall not contact the vehicle or mechanical equipment or any of its attachments, unless one of the following applies:

- The worker is wearing PPE rated for the voltage.

- The equipment is located so that no un-insulated part of the structure (that portion of the structure that provides a conductive path to workers on the ground) can come closer to the line than 10'.

Working on De-Energized Equipment

The most important principle of electrical safety is to assume all electric circuits are energized unless each involved worker ensures they are not. The NFPA recommends that workers follow these six steps in order to ensure this:

1. Identify all sources of power to the equipment. Check applicable up-to-date drawings, diagrams, and identification tags.

2. Remove the load current and then open the disconnecting devices for each power source.

3. Where possible, visually verify that blades of disconnecting devices are fully open or that draw-out type circuit breakers are fully withdrawn.

4. Apply lockout/tagout devices in accordance with a formal, written policy.

5. Test each phase conductor or circuit part with an adequately rated voltage detector to verify that the equipment is de-energized. Test each phase conductor or circuit part both phase-to-phase and phase-to-ground. Check the voltage detector before and after each test on a known live source, to ensure it is working while confirming no voltage is present.

6. Properly ground all possible sources of induced voltage and stored electric energy (such as, capacitors) before touching. If conductors or circuit parts that are being de-energized could contact other exposed conductors or circuit parts, apply ground-connecting devices rated for the available fault current.

Please note that the process of de-energizing electrical equipment is to be considered "live" work and can result in an arc flash due to equipment failure. Therefore, the procedures outlined in this policy for working on live parts must be followed whenever de-energizing.

Electrically Safe Work Condition

Garmong Construction Services requires hazard elimination to be the first priority in the implementation of safety-related work practices. Energized electrical conductors and circuit parts operating at voltages equal to or greater than 50 volts shall be put into an electrically safe work condition before an employee performs work if any of the following conditions exist:

1. The employee is within the limited approach boundary.
2. The employee interacts with equipment where conductors or circuit parts are not exposed but an increased likelihood of injury from an exposure to an arc flash hazard exists.

Exception No. 1: Normal operation of electric equipment shall be permitted where a normal operating condition exists. A normal operating condition exists when <u>all</u> of the following conditions are satisfied:

1. The equipment is properly installed.
2. The equipment is properly maintained (according to manufacturer's specifications)
3. The equipment is rated for the available fault current.
4. The equipment is used in accordance with instructions included in the listing and labeling and in accordance with the manufacturer's instructions.
5. The equipment doors are closed and secured.
6. All equipment covers are in place and secured.
7. There is no evidence of impending failure.

Working on Energized Equipment

Only qualified persons may work on electric circuit parts or equipment that have not been deenergized. Such persons shall be familiar with the use of special precautionary techniques, PPE, insulating and shielding materials and insulated tools.

Working on live circuits means actually touching energized parts. A worker is considered to be working near live circuits whenever crossing the Limited Approach Boundary. Common tasks where there may be a need to work done on or near live circuits include:

- Conducting general inspections for code violations.
- Taking voltage measurements and infrared readings.
- Opening and closing disconnects and breakers.
- Racking breakers on and off the bus.
- Removing panels and dead fronts.
- Opening electric equipment doors for inspection.

The Safety Advisor will establish standard written procedures and training for these common tasks. For instance, when opening and closing disconnects, use the **left-hand rule** when possible (i.e. stand to the right side of the equipment and operate the disconnect switch with the left hand).

"Energized Electrical Assessment & Work Permit"

Our *Energized Electrical Assessment & Work Permit* must be completed for each individual job that involves work on energized electrical parts of 50 volts or greater. The only exceptions to this requirement are when visually inspecting, troubleshooting, testing, and voltage measuring (as long as all other requirements are followed).

The permit must be completed by the Qualified Electrical Worker who will be doing the work and signed by a Garmong Construction Services Superintendent or above before beginning the task.

The permit must be posted in a conspicuous location where the energized work is taking place and must remain posted for the duration of the task.

The host employer must be notified of any unique hazards presented by our work, any unanticipated hazards found during our work that were not mentioned by the host employer, and the measures taken to correct those hazards.

Approach Distance Requirements

Limited Approach Boundary: Access shall be controlled by way of locking all doors that lead to the area, installing red danger tape around the area, or using another suitable barricade. Only Qualified Electrical Workers shall be permitted to cross this boundary unless escorted by a qualified person.

Restricted Approach Boundary: These boundaries may only be crossed by Qualified Electrical Workers wearing the proper level of PPE and using properly insulated tools. To cross the restricted approach boundary the Qualified Worker must complete & post an *Energized Electrical Assessment & Work Permit* & while working they must keep as much of their body out of the restricted space as possible.

Arc Flash Boundary: Anyone who crosses this boundary must wear the proper level of Arc Rated PPE (including clients, other contractors, and non-qualified persons working nearby).

Other "Live Work" Precautions

Adequate illumination shall be established so the qualified person can see the entire work area and all components that are to be worked on. Workers cannot enter spaces with exposed energized parts without proper illumination.

Workers shall not reach blindly into areas that might contain live parts.

Conductors and parts of electrical equipment that have been deenergized but have not been locked or tagged out shall be treated as live parts.

Conductive articles of jewelry and clothing shall be removed prior to starting work (e.g., watches, bracelets, necklaces, rings, key chains, metal framed glasses, etc.).

Nearby doors, hinged panels, and the like shall be secured to prevent them from swinging into workers while they are working on live parts.

When a worker works in a tight area that contains exposed live parts, the worker shall use protective shields, barriers or insulating materials as necessary to avoid contact with these parts.

Conductive materials, tools, and equipment shall be handled in a manner that prevents accidental contact with live parts. Such materials and equipment include, but are not limited to long conductive objects such as ducts, pipes, tubes, conductive hose and rope, metal-lined rules and scales, steel tapes, metal scaffold or ladders, chains, etc.

Arc Flash Risk Assessment

A Qualified Electrical Worker must conduct an Arc Flash Risk Assessment before beginning work on or near any energized electrical parts over 50 volts (including AC and DC equipment). This documented assessment includes determining appropriate safety related work practices, the arc flash boundary requirements, and the PPE required to minimize the risk of electric shock. This will be done by first looking at the equipment for an Incident Energy Label. If the equipment is not labeled, then the owner of the equipment should be consulted to determine if they have calculated the three boundaries and/or the incident energy associated with the equipment.

If the equipment is not labeled and calculations have not been done, then our workers will reference Appendix B of this policy to determine the proper level of PPE to wear. If the specific task to be performed is not found within Appendix B or if the system does not meet the criteria for short circuit current magnitude and speed of response of circuit protection, then an Engineering Analysis must be performed in order to do the work.

The results of an Engineering Analysis must at least identify the Arc Flash Boundary and Incident Energy. Identifying the Limited Approach Boundary and Restricted Approach Boundary are also preferred. Extensive research may be necessary in order to complete such an analysis, including the review of single-line diagrams. The Arc Flash Assessment must be reviewed prior to beginning work.

Electrical PPE

When selecting the proper category of PPE to wear, a Qualified Electrical Worker must reference Appendices A, B, C, and D of this policy (in order). Appendix B will help them determine if arc rated PPE is required to perform the task. Appendix A and C will help them identify which category of PPE needs to be worn. Appendix D will provide a list of the different types of PPE required.

PPE and tools must be specifically approved, rated, and tested for the voltage that a worker may be exposed to.

Insulating equipment made of materials other than rubber shall provide electrical and mechanical protection at least equal to that of rubber equipment (per ASTM).

The company will provide all PPE and tools required by this program.

Hardhats worn around energized parts shall be nonconductive.

Face shields used for electrical work must have an appropriate arc rating for the work to be done.

Safety glasses or goggles must always be worn underneath face shields.

Protectors must be worn over dielectric gloves at all times.

"Electric Hazard" (EH) footwear shall not be used in lieu of dielectric boots.

Tools and handling equipment should be replaced if the insulating capability is decreased due to damage.

Fuse handling equipment (insulated for circuit voltage) must be used to remove or install fuses when the fuse terminals are energized. Ropes and hand lines used near exposed energized parts must be non-conductive.

The garment manufacturer's instructions for care and maintenance of AR apparel shall be followed.

AR apparel shall be visually inspected before each use. AR apparel that is contaminated or damaged shall not be used.

When the apparel is worn to protect a worker, it shall allow for adequate movement and visibility.

AR apparel must cover potentially exposed areas as completely as possible (shirt sleeves fastened, shirts/jackets closed at the neck, etc.).

Garments worn beneath AR apparel must be non-melting (e.g., 100% cotton).

Meltable fibers such as acetate, nylon, polyester, polypropylene, and spandex shall not be permitted in fabric under layers next to skin (an incidental amount of elastic used on non-melting fabric underwear or socks shall be permitted).

AR garments worn as outer layers over AR apparel (jackets, rainwear, high visibility apparel PFAS) must also be made from AR material. It should be noted that garments worn under AR apparel need not be AR also, but should be non-melting (i.e., 100% cotton).

Flash suits must permit easy and rapid removal by the user.

Rubber insulating equipment includes protective devices such as gloves, sleeves, blankets, and matting.

Insulating equipment must be inspected for damage before each day's use and immediately following any incident that could have caused damage.

An air test must be performed on rubber insulating gloves before each use.

Insulating equipment found to have defects that might affect its insulating properties must be tagged and removed from service until testing indicates that it is acceptable for continued use.

No repairs to rubber insulating equipment shall be attempted.

Where the insulating capability of protective equipment is subject to damage during use, the insulating material shall be protected by an outer covering of leather or other appropriate materials (per table above).

Rubber insulating equipment test intervals shall occur as follows:

- Rubber insulating covers and line hoses shall be tested upon indication of damage.
- Rubber gloves shall be tested before first issue and every six (6) months thereafter.

- Rubber insulating blankets, sleeves and boots shall be tested before first issue and every twelve (12) months thereafter.

Rubber insulating equipment must be stored in an area protected from light, temperature extremes, excessive humidity, ozone, and other substances and conditions that may cause damage.

Tools & Equipment

Only insulated tools and equipment shall be used within the limited approach boundary of exposed energized parts.

Insulated tools shall be rated for the voltages on which they are used.

Insulated tools and metering equipment shall be designed and constructed for the environment to which they are exposed and the manner in which they are used.

Voltage testers and meters shall be tested to assure they are working properly prior to conducting an absence of voltage test.

Portable ladders used for electrical work shall have nonconductive side rails.

Live-line tool rods, tubes, and poles shall be designed and constructed to withstand the following minimum tests:

(1) 100,000 volts per foot (3281 volts per centimeter) of length for 5 minutes if the tool is made of fiberglass-reinforced plastic (FRP), or

(2) 75,000 volts per foot (2461 volts per centimeter) of length for 3 minutes if the tool is made of wood, or

(3) Other tests that the employer can demonstrate are equivalent.

Each live-line tool shall be wiped clean and visually inspected for defects before use each day. If any defect or contamination that could adversely affect the insulating qualities or mechanical integrity of the live-line tool is present after wiping, the tool shall be removed from service and examined and tested according to 1910.269(j)(2)(iii) before being returned to service.

Live-line tools used for primary worker protection will be removed from service every 2 years and whenever required under 1910.269(j)(2)(ii) for examination, cleaning, repair, and testing.

Signs & Barricades

Barricades shall be used in conjunction with safety signs (never by themselves) to prevent or limit access to work areas containing live parts. Conductive barricades shall not be used where they might cause an electrical hazard. Barricades shall be placed no closer than the Limited Approach Boundary. Safety signs must meet the requirements of ANSI Z535 Table 130.7(F)

If signs and barricades do not provide sufficient protection, an attendant will be assigned to warn and protect pedestrians. The primary duty of the attendant shall be to keep an unqualified person out of the work area where an electrical hazard exists. The attendant shall remain in the area as long as there is a potential exposure to electrical hazards.

Working Space Around Electric Equipment

The following requirements for working space shall apply whenever working around energized electrical parts that are operating between 50-600 volts, and are periodically accessed for operation, adjustment, maintenance, repair, etc.:

- The depth of clear working space shall not be less than that indicated in the following table:

Voltage to Ground	Minimum Clear Distance		
	*Condition 1	**Condition 2	***Condition 3
0-150 volts	36-inches	36-inches	36-inches
151-600 volts	36-inches	42-inches	48-inches

*__Condition 1:__ Exposed live parts on one side and no live or grounded parts on the other side of the working space, or exposed live parts on both sides effectively guarded by suitable insulating materials. *(Insulated wire or insulated bus bars operating at not over 300 volts to ground shall not be considered live parts)*

**__Condition 2:__ Exposed live parts on one side and grounded parts on the other side. *(Concrete, brick, or tile walls shall be considered as grounded surfaces)*

***__Condition 3:__ Exposed live parts on both sides of the workspace (not guarded as provided in condition 1) with the worker between.

- Working space shall not be required in the back or sides of assemblies, such as dead-front switchboards or motor control centers, where all connections and all renewable or adjustable parts, such as fuses or switches, are accessible from locations other than the back or sides. Where rear access is required to work on non-electrical parts on the back of enclosed equipment, a minimum horizontal working space of 30-inches shall be provided.

- Smaller working spaces can be permitted where all uninsulated parts operated at not greater than 30 volts rms, 42 volts peak, or 60 volts dc.

- In existing buildings where electric equipment is being replaced, Condition 2 working clearance shall be permitted between dead-front switch boards, panel boards, or motor control centers located across the aisle from each other where conditions of maintenance and supervision ensure that written procedures have been adopted to prohibit equipment on both sides of the aisle from being open at the same time. Qualified electrical workers who are authorized will service the installation.

- The width of the working space in front of the electrical equipment shall be the width of the equipment or 30-inches, whichever is greater. In all cases, the workspace shall permit at least a 90-degree opening of equipment doors or hinged panels.

- The workspace shall be clear and to the height of the equipment, or 6’6” from the base of the working surface, whichever is greater.

Access & Entrance to Working Space

At least one entrance of sufficient area shall be provided to give access to the working space around electric equipment.

When working on equipment that contains over current devices, switching devices, or control devices, and that is over 6’ wide and rated 1200 amperes or more, there shall be one entrance to egress at each end of the working space that is not less than 24-inches wide or 6’6” high.

Subcontractor Requirements

Safety programs used by subcontractors must meet or exceed all applicable guidelines of this plan.

Subcontractors are required to comply with applicable safety and health regulations such as OSHA, NFPA, and EPA.

Subcontractors may be required to submit copies of their safety program to the Garmong Construction Services Safety Advisor upon request. In addition, by submitting such a program, it does not constitute shared liability with Garmong Construction Services.

Training Requirements

Unqualified Electrical Worker Training

Any worker who is *not* expected or authorized to work on or near energized parts but may be inadvertently exposed to electrical parts at or above 50-volts or at risk of electric shock, and who are not qualified persons shall be trained in “General Electrical Awareness”. Since this applies to nearly all employees it will be included in the company’s Safety Orientation training program.

Qualified Electrical Worker Training

Only certain workers will be authorized to work on live energized parts. These individuals must have adequate prior experience with the tasks to be performed, as well as a sound understanding of the National Electric Code and the hazards/precautions applicable to the work they will be doing, In addition, they must be able to distinguish exposed parts from other parts, select the proper tools and PPE necessary to perform the work, and recognize the signs/symptoms of electric injuries.

Prior to authorizing a worker to work on live energized parts, they must complete Lockout Tagout Training and Arc Flash Awareness training. Arc Flash Awareness must be conducted once every three-years, or whenever policies/procedures change, new equipment/systems are introduced, or when inspections indicate that a worker is lacking the knowledge/skills to safely work on or around electrical components.

Documentation of training shall be maintained by the Safety Advisor at the corporate office for the duration of each individual’s employment.

© RMS-Safety

APPENDIX A - NFPA 70E Table 130.7(C)(14)
Standards on Protective Equipment

Subject	Number & Title
Clothing-Arc Rated	ASTM 1506-10a Standard Performance Specification for Flame Resistant and Arc-Rated Textile Materials for Use by Electrical Workers Exposed to Momentary Electrical Arc and Related Thermal Hazards. Also ASTM F1449 and F2757 for Industrial/Home Laundering
Aprons-Insulating	ASTM 2677-08a Standard Specifications for Electrically Insulating Aprons
Eye and Face Protection -General	ANSI/ASSE Z87.1-2003 Practice for Occupational and Educational Eye and Face Protection
Face-Arc Rated	ASTM F 2178-08 Standard Test Method for Determining the Arc Rating and Standard Specification for Face Protective Products
Fall Protection	ASTM F 887-10 Standard Specifications for Personal Climbing Equipment
Footwear - Dielectric Specification	ASTM F 1117-03 (2008) Standard Specifications for Dielectric Footwear
Footwear - Dielectric Test Method	ASTM F 1116-03 (2008) Standard Test Method for Determining Dielectric Strength of Dielectric Footwear
Footwear - Standard Performance Specification	ASTM F 2413-05 Standard Specification for Performance Requirements for Foot Protection
Footwear – Standard Test Method	ASTM F 2412-05 Standard Test Methods for Foot Protection
Gloves-Arc Rated	ASTM F2675/F2675M Standard Test Method for Determining Arc Ratings of Hand Protection
Gloves –Protectors	ASTM F 696-06 Standard Specification for Protectors for Rubber Insulating Gloves or Mittens
Gloves – Rubber Insulating	ASTM D 120-09 Standard Specification for Rubber Insulating Gloves
Gloves and Sleeves – In-Service Care	ASTM F 496-08 Standard Specification for In-Service Care of Insulating Gloves and Sleeves
Head Protection – Hard Hats	ANSI/ISEA Z89.1-2009 Personal Protection – Protective Headwear for Industrial Workers
Rainwear - Arc	ASTM F1891-06 Standard Specification for Arc and Flame Resistant Rainwear
Rubber Protective Products - Visual Inspections	ASTM F 1236-96 (2007) Standard guide for Visual Inspection of Electrical Protective Rubber Products
Sleeves – Insulating	ASTM D 1051-08 Standard Specifications for Rubber Insulating Sleeves

APPENDIX B ~ NFPA Table 130.5(C)

Estimate of Likelihood of Occurrence an Arc Flash for AC and DC Systems

TASK	EQUIPMENT CONDITION	LIKELIHOOD OF OCCURRENCE
Reading a panel meter while operating a meter switch.	Any	No
Normal operation of a circuit breaker (CB), switch, contactor or starter. Note: Operation of a circuit breaker or switch the first time after installation or completion of maintenance in the equipment is now required to be a "likelihood of occurrence" of YES.	Normal operation, if equipment is: • properly installed • properly maintained • covers/doors are closed and secured • there is no evidence of impending failure	No
	Operation the first time after installation or completion of maintenance in the equipment.	Yes
For AC Systems: Work on energized electrical conductors and circuit parts, including voltage testing.	Any	Yes
For DC Systems: Work on energized electrical conductors and circuit parts of series-connected battery cells, including voltage testing.	Any	Yes
Voltage testing on individual battery cells or individual multi-cell units.	All of the following: • The equipment is properly installed. • The equipment is properly maintained. • Covers for all other equipment in place & secured. • There is no evidence of impending failure.	No
	One or more of the following: • The equipment is not properly installed. • The equipment is not properly maintained. • Equipment doors are open or not secured. • Equipment covers are off or not secured. • There is evidence of impending failure.	Yes
Removal or installation of CBs or switches.	Any	Yes
Removal or installation of covers for equipment such as wire ways, junction boxes, and cable trays that does not expose bare energized electrical conductors and circuit parts.	All of the following: • The equipment is properly installed. • The equipment is properly maintained. • There is no evidence of impending failure.	No
	Any of the following: • The equipment is not properly installed. • The equipment is not properly maintained. • There is evidence of impending failure.	Yes
Removal of bolted covers (to expose bare energized electrical conductors and circuit parts). For dc systems, this includes bolted covers, such as battery terminal covers.	Any	Yes
Removal of battery intercell connector covers.	All of the following: • The equipment is properly installed. • The equipment is properly maintained. • Covers for all other equipment in place & secured. • There is no evidence of impending failure.	No
	One or more of the following: • The equipment is not properly installed. • The equipment is not properly maintained. • Equipment doors are open or not secured. • Equipment covers are off or not secured. • There is evidence of impending failure.	Yes
Opening hinged door(s) or cover(s) (to expose bare energized electrical conductors and circuit parts).	Any	Yes
Perform infrared thermography and other noncontact inspections outside the restricted approach boundary. This activity does not include opening of doors or covers.	Any	No

TASK	EQUIPMENT CONDITION	LIKELIHOOD OF OCCURENCE
Application of temporary protective grounding equipment after voltage test.	Any	Yes
Work on control circuits with exposed electrical conductors and circuit parts, 125 volts or below without any other exposed energized equipment over 125 volts including opening of hinged covers to gain access.	Any	No
Insertion or removal (racking) of CBs or starters from cubicles, doors open or closed.	Any	Yes
Insertion or removal (racking) of CBs or starters from cubicles, doors open or closed.	Any	Yes
Insertion or removal of plug-in devices into or from busways.	Any	Yes
Insulated cable examination with no manipulation of cable.	Any	No
Work on exposed energized electrical conductors and circuit parts of equipment directly supplied by a panelboard or motor control center.	Any	Yes
Insertion and removal of revenue meters (kW-hour at primary voltage and current).	Any	Yes
For dc systems, insertion or removal of individual cells or multi-cell units of a battery system in an enclosure.	Any	Yes
For dc systems, maintenance on a single cell of a battery system or multi-cell units in an open rack.	Any	No
For dc systems, work on exposed energized electrical conductors and circuit parts or utilization equipment directly supplied by a dc source.	Any	Yes
Arc resistance switchgear Type 1 or 2 (for cleaning times of <0.5 sec with a prospective fault current not to exceed the arc-resistant rating of the equipment) and metal enclosed interrupter switchgear, fused or unfused of arc resistant type construction tested in accordance with IEEE C37.20.7: • Insertion or removal (racking) of CBs from cubicles • Insertion or removal (racking) of ground and test device • Insertion or removal (racking) of voltage transformers on or off the bus.	All of the following: • The equipment is properly installed. • The equipment is properly maintained. • Covers for all other equipment in place & secured. • There is no evidence of impending failure.	No
	One or more of the following: • The equipment is not properly installed. • The equipment is not properly maintained. • Equipment doors are open or not secured. • Equipment covers are off or not secured. • There is evidence of impeding failure.	Yes
Opening voltage transformer or control power transformer compartments.	Any	Yes
Outdoor disconnect switch operation (hookstick operated) at 1 KV through 15 KV.	Any	Yes
Outdoor disconnect switch operation (gang-operated; from grade) at 1 KV through 15 KV.	Any	Yes

NOTE: Hazard identification is one component of risk assessment. Risk assessment involves a determination of the likelihood of occurrence of an incident, resulting from a hazard that could cause injury or damage to health. The assessment of the likelihood of occurrence contained in this table does not cover every possible condition or situation. Where the table indicates that arc flash PPE is not required, an arc flash is not likely to occur.

- The term “properly installed”, as used in this table, means that the equipment is installed in accordance with applicable industry codes and standards and the manufacturer's recommendations.
- The term “properly maintained”, as used in this table, means that the equipment has been maintained in accordance with the manufacturer's recommendations and applicable industry codes and standards.
- The term “evidence of impending failure”, as used in this table, means that there is evidence of arcing, overheating, loose or bound equipment parts, visible damage, deterioration, or other damage.

APPENDIX C ~ NFPA Table 130.7(C)(15)(a)

Arc Flash PPE Categories for Alternating Current (AC) Systems

EQUIPMENT	ARC FLASH PPE CATEGORY	ARC FLASH BOUNDARY
Panelboards or other equipment rated 240 V & below. Parameters: • Maximum 25kA short-circuit current available. • Maximum 0.03 sec (2 cycles) fault clearing time. • Working distance 18 inches.	1	19 inches
Panelboards or other equipment rated 240 - 600 V. Parameters: • Maximum 25kA short-circuit current available. • Maximum 0.03 sec (2 cycles) fault clearing time. • Working distance 18 inches.	2	3 feet
600-V class motor control centers (MCCs). Parameters: • Maximum 65kA short-circuit current available. • Maximum 0.03 sec (2 cycles) fault clearing time. • Working distance 18 inches.	2	5 feet
600-V class motor control centers (MCCs). Parameters: • Maximum 42kA short-circuit current available. • Maximum 0.33 sec (20 cycles) fault clearing time. • Working distance 18 inches.	4	14 feet
600-V class switchgear (with power circuit breakers or fused switches) and 600 V class switchboards. Parameters: • Maximum 35kA short-circuit current available. • Maximum 0.5 sec (30 cycles) fault clearing time. • Working distance 18 inches.	4	20 feet
Other 600-V class equipment (277 - 600 V, nominal) Parameters: • Maximum 65kA short-circuit current available. • Maximum 0.03 sec (2 cycles) fault clearing time. • Working distance 18 inches.	2	5 feet
NEMA E2 (fused contactor) motor starters, 2.3 - 7.2 kV Parameters: • Maximum 35kA short-circuit current available. • Maximum 0.24 sec (15 cycles) fault clearing time. • Working distance 36 inches.	4	40 feet
Metal-clad/Metal enclosed interrupter switchgear, 1 - 15 kV Parameters: • Maximum 35kA short-circuit current available. • Maximum 0.24 sec (15 cycles) fault clearing time. • Working distance 36 inches.	4	40 feet
Arc-resistant equipment up to 600 volt class Arc resistant equipment 1 – 15kV. Parameters: • with available fault current and fault clearing time that does not exceed the arc resistant rating of the equipment.	Doors Closed = N/A **Doors Open =** refer to non-arc resistant equipment section in this table as a reference	N/A (doors closed) Doors open=refer to non-arc resistant equipment section of this table as a reference
Other equipment 1 - 15 kV. Metal enclosed interrupter switchgear, fused or unfused type construction 1-15kV Parameters: • Maximum 35kA short-circuit current available. • Maximum 0.24 sec (15 cycles) fault clearing time. • Working distance 36 inches. • Maximum of 35kA available fault current; maximum of 0.24 sec (15 cycles) fault clearing time; minimum working distance of 36”	4	40 feet

APPENDIX C ~ *NFPA Table 130.7(C)(15)(b)*

Arc Flash PPE Categories for Alternating Current (DC) Systems

EQUIPMENT	ARC FLASH PPE CATEGORY	ARC FLASH BOUNDARY
Storage batteries, DC switchboards, and other DC supply sources Parameters: • Greater than 150 V less than or equal to 600 • Maximum 2 sec arc duration. • Working distance 18 inches.	(Reference Next 3 Rows)	"
Available fault current < 1.5 kA.	2	3 feet
1.5 kA ≤ available fault current < 3 kA.	2	4 feet
3 kA ≤ available fault current < 7 kA.	3	6 feet
7 kA ≤ short circuit current < 10 kA.	4	8 feet

APPENDIX D ~ NFPA Table 130.7(C)(15)(c)

The List of PPE for Each Category

PPE CATEGORY 1

- All components must have a minimum Arc Thermal Performance Value of 4 cal/cm2 (see Note 1).
- Arc-rated long-sleeve shirt and pants or arc-rated coverall.
- Arc-rated face shield (see Note 2) or arc flash suit hood.
- Arc-rated jacket, parka, high visibility apparel, rainwear, or hard hat liner (AN).
- Hardhat
- Safety glasses or goggles (SR).
- Hearing protection (ear canal inserts).
- Heavy duty leather gloves, arc rated gloves, or rubber insulating gloves with protectors (SR).
- Leather footwear (see Note 3).

PPE CATEGORY 2

- All components must have a minimum Arc Thermal Performance Value of 8 cal/cm2 (see Note 1).
- Arc-rated long-sleeve shirt and pants or arc-rated coverall.
- Arc-rated flash suit hood or arc-rated face shield (see Note 2) and arc-rated balaclava.
- Arc-rated jacket, parka, high visibility apparel, rainwear, or hard hat liner (AN).
- Hardhat.
- Safety glasses or goggles (SR).
- Hearing protection (ear canal inserts).
- Heavy duty leather gloves, arc rated gloves, or rubber insulating gloves with protectors (SR).
- Leather footwear (see Note 3).

PPE CATEGORY 3

- All components must have a minimum Arc Thermal Performance Value of 25 cal/cm2 (see Note 1).
- Arc-rated long-sleeve shirt and pants or arc-rated coverall.
- Arc-rated flash suit jacket.
- Arc-rated flash suit pants.
- Arc-rated arc flash suit hood.
- Arc-rated gloves or rubber insulating gloves with protectors (SR)
- Arc-rated jacket, parka, high visibility apparel, rainwear, or hard hat liner (AN).
- Hardhat.
- Safety glasses or goggles (SR).
- Hearing protection (ear canal inserts).
- Leather footwear (see Note 3).

PPE CATEGORY 4

- All components must have a minimum Arc Thermal Performance Value of 40 cal/cm2 (see Note 1).
- Arc-rated long-sleeve shirt and pants or arc-rated coverall
- Arc-rated flash suit jacket
- Arc-rated flash suit pants
- Arc-rated arc flash suit hood
- Arc-rated gloves or rubber insulating gloves with protectors (SR).
- Arc-rated jacket, parka, rainwear, or hard hat liner
- Hardhat
- Safety glasses or goggles.
- Hearing protection (ear canal inserts).
- Leather footwear (see Note 3).

NOTES: AN (As Needed); SR (Selection Required)

(1) *Arc rating* is defined in Article 100.

(2) Face shields are to have wrap-around guarding to protect not only the face but also the forehead, ears, and neck. An arc-rated arc flash suit hood may be worn as an alternative.

(3) Footwear other than leather or dielectric shall be permitted to be used provided it has been tested to demonstrate no ignition, melting, or dripping at the minimum arc rating for the respective arc flash PPE category.

Emergency Action Plan

Purpose

To ensure the safety of individuals when an emergency situation or natural disaster occurs.

Scope

This section applies to all employees of Garmong Construction Services.

Responsibilities

Chief Operations Officer

Follow this policy when dealing with the media.

Safety Advisor

Ensure that this policy is completely implemented and evaluated on an annual basis.

Superintendent

Complete and post all forms required by this section, including the *Emergency Action Plan Checklist* (located in the Forms Section).

Educate all crew members about their duties and the procedures to follow specific to the jobsite in case of an emergency. They will also document this training.

Take the lead by directing all company employees onsite according to this plan and site-specific procedures if an emergency situation occurs.

Perform First-Aid/CPR on employees who need immediate care.

Employees

Alert the Superintendent immediately when an emergency situation arises.

Procedures

Emergency Planning (Facilities)

Review the emergency action plan when the plan is developed/changed, when the employee is initially assigned to a job, and when the employee's responsibilities under the plan change.

At least two (2) individuals will be identified as “Company Emergency Responders” at each company office/facility. These individuals will be trained in First Aid/CPR/AED and be responsible for implementing the procedures outlined in this plan if an emergency situation were to occur.

Emergency Action Plans/Maps will be published & posted inside of each facility that consists of 10 or more people. These maps will identify the facility layout, exits, designated shelter areas, and rally point. An emergency action plan must include procedures to account for all employees after evacuation. If more information is needed about the plan, please contact the Project Manager.

© RMS-Safety

Emergency Planning (Jobsites)

Superintendents will serve as the "Company Emergency Responder" on each jobsite. Prior to beginning each project, Superintendents will complete the *Emergency Action Plan Checklist* (located in the Forms Section), review the information with all company employees onsite, and then post it in a conspicuous location for the duration of the job. This documentation will identify the site layout, exit ways, designated shelter areas, and a rally point. The name or job title of every employee who may be contacted by employees needing more information about the plan should be provided. A list of points of contact should be developed and available to employees. If more information is needed about the Emergency Action Plan for the jobsite, please contact the Superintendent.

General Response Procedures

Chemical Spill or Terrorism

1. If a chemical spill or act of terrorism creates a hazard inside a building (i.e., bomb threat):
    a. Instruct all employees to evacuate the area/facility immediately.
    b. Assign monitors (if necessary) to restrict access to the area.
    c. Gather at the designated rally point.
    d. Call 911.
    e. Do not re-enter the area/facility until instructed by 911 Emergency Responders.
2. If a chemical spill or act of terrorism creates a hazard outside a building (i.e., radiation):
    a. Instruct all employees to report to the designated shelter area immediately.
    b. Seek shelter in the designated shelter area.
    c. Company Emergency Responders will:
        - Close and lock all doors and windows.
        - Use duct tape to seal all door frames (if available).
        - Communicate with 911 and/or the local fire service to determine next steps.
    d. Do not leave the shelter area until instructed by 911 or the local fire service.

Earthquake

1. If outside, stay away from all structures, buildings, poles and overhead power lines.
2. If inside, seek shelter *directly beside* a rigid structure immediately (e.g., desk, filing cabinet, etc.).
3. If life-threatening injury or severe damage occurs:
    a. Evacuate the building.
    b. Look for and stay at least 50' away from any down power lines.
    c. Gather at or near the designated rally point.
    d. Company Emergency Responders will:
        - Call 911.
        - Attend to any injuries until the 911 Emergency Responders arrive.
    e. Do not re-enter the facility until instructed by 911 Emergency Responders.

Electrical Line Strike

1. Upon striking an electric line with equipment or a vehicle:
    a. Instruct everyone in the immediate area to stand still and keep everyone else away.
    b. Attempt to break contact with the electric line.
    c. Stay put until the line can be de-energized (even if you break contact).
    d. Call the electric company (begin documenting all conversations and activities).
    e. Notify the customer and your Superintendent.
2. If the equipment ignites while waiting for emergency responders:
    a. Jump away from the equipment.
    b. Don't hold onto the equipment and land on both feet.
    c. Hop or shuffle in a straight line away from the equipment.
    d. If electrically shocked, turn 90-degrees and continue hopping/shuffling.

Excavating Contaminated Soil

1. Upon discovering soil that is unexpectedly contaminated with a hazardous substance:
    a. Stop all job activities in the immediate area.
    b. Secure and isolate the area.
    c. Notify the customer and your Superintendent (begin documenting all conversations and activities).
    d. Wait for a customer representative and your Superintendent to arrive at the location and decide how to resolve the situation.
    e. Assist in resolving the situation as directed.
    f. Depending on the substance, all employees and equipment may need to be decontaminated at the jobsite before they are permitted to leave.

Fiber-Optic Strike

1. If an employee damages a fiber-optic cable:
    a. Avoid touching or looking into the ends of the cut cable.
    b. Notify your Superintendent and the utility company immediately.
    c. Treat broken fiber shards like glass shards.
    d. Wash skin if contact with cable occurs.

Fire or Explosion

1. Extinguish the fire with a nearby extinguisher (if the fire is small and you are trained).
2. If you do extinguish the fire, report the incident to your supervisor.
3. If you do *NOT* extinguish the fire:
    a. Instruct all employees to evacuate the area and/or facility immediately.
    b. Evacuate the area/facility.
    c. Gather in the designated rally point.
    d. Company Emergency Responders will:
        - Call 911.
        - Attend to any injuries.
        - Facilitate a headcount to ensure everyone has evacuated.
        - Inform 911 of any missing individuals and the last place they were seen.
    e. Do not re-enter the facility until instructed by 911 Emergency Responders.

Floods or Heavy Rain

1. Contact your supervisor to discuss leaving work before flash flooding occurs.
2. Plan routes to avoid common flood areas.
3. Stop and take an alternate route before driving through a flooded area.

Gas Line Strike

1. Upon striking a gas line:
    a. Stop all job activities, turn off all equipment in the vicinity, and protect life and property.
    b. Evacuate and secure the area.
    c. Notify the customer and your Superintendent.
    d. Coordinate the need to call 911 and/or evacuate nearby facilities with the customer.
    e. Move all vehicles away from the area to allow emergency responders better access.
    f. Wait for emergency responders, a customer representative, and your Superintendent to arrive at the location.
    g. Assist in resolving the situation as directed.

Sewer Line Strike

1. If an employee damages a sewer line:
    a. Notify your Superintendent and the utility company immediately.
    b. Wear goggles & impervious clothing over all exposed skin before making any repairs.
    c. Discard or thoroughly clean all PPE and wash skin when finished.
    d. Notify the Safety Advisor of direct contact with sewage occurred.
    e. The Safety Advisor will send any employees who had direct contact with sewage to the clinic for evaluation and offer them a Hepatitis B vaccination.

Tornados or Damaging Winds

1. Instruct all employees to seek shelter immediately.
2. Seek shelter in the designated shelter area.
3. If life-threatening injury or severe damage occurs, Company Emergency Responders will:
   a. Call 911.
   b. Attend to any injuries until the 911 Emergency Responders arrive.

Trench Collapse

1. If an employee is buried in a trench collapse:
   a. Stop all job activities and turn off all equipment (NEVER attempt to dig buried coworkers out of a collapse with powered equipment!)
   b. Secure and isolate the area, keeping everyone away from the trench.
   c. Call 911 (begin documenting all conversations and activities).
   d. Notify the customer and your Superintendent.
   e. Move all vehicles away from the area to allow emergency responders better access.
   f. When the 911 Emergency Responders arrive, tell them:
      - How many people were buried.
      - Their exact locations.
      - The depth of the trench.
      - The time of the collapse.
   g. Assist the 911 emergency responders as instructed.

Workplace Violence

1) If an individual who could *potentially* become violent is seeking an employee:
   a. Immediately and privately notify the employee.
   b. Move the employee to a safe and secure area.
   c. Inform the individual they are not available and ask to take a message.
   d. Notify the police as soon as possible.
2) If a violent individual is confronting an employee:
   a. Move all other employees to a remote and secure area.
   b. Call 911.
   c. A manager may attempt to diffuse the situation (as long as weapons are not involved).
   d. If weapons are involved, cooperate with the individuals demands without hesitation.

Emergency Warning Devices

If an emergency situation occurs, Company Emergency Responders will alert employees by verbal notification. When present or working in a large facility this may be done using an intercom system. When scattered on jobsites this may be done by using a vehicle or air horn. When using a horn as the notification system, the following warnings shall be used:

Repeated Short Blasts

Repeated short blasts will be used in the event of a fire, smoke build up, hazardous chemical spill, bomb threat, or explosion. This signal will be used to inform employees to evacuate immediately and convene at the designated rally point. Employees will not be permitted to re-enter the evacuated area until given the “All Clear” order.

One Continuous Blast

One continuous blast will be used in the event of a tornado, flood or severe storm. This signal will be used to warn employees to immediately seek shelter in the designated shelter area and quietly await further instruction.

Superintendent Response Procedures

Upon initial notification of an emergency situation:

- Ensure that the crew has protected life and property.
- Notify the Safety Advisor (and Chief Operations Officer for severe incidents).
- Arrive at the scene within 30 minutes or assign a replacement.
- Meet with any 911 emergency responders, customer representatives and the Safety Advisor to establish a plan for resolving the situation quickly and safely.
- Assist in resolving the situation.
- Notify and assist family members of injured employees as instructed by this plan.
- Conduct a formal investigation of the incident.

Media & Family Relations

Media Relations

1. If an incident occurs that results in media involvement:
   a. Inform the customer and your Superintendent of their involvement immediately.
   b. Treat the media with respect and make sure they maintain a safe distance from the area.
   c. Direct any inquiries or requests for interviews to “a designated company representative”.
   d. Avoid making any other statements.
2. The Superintendent and/or Safety Advisor will:
   a. Contact the customer to identify an individual(s) who will represent the company(s).
   b. Brief the designated representative of the situation.
   c. Maintain constant communication with the designated representative.
3. The designated representative will:
   a. Privately meet with all workers upon arriving at the scene to calm everyone, establish themselves as the only media contact, and gather the facts.
   b. Release our initial statement as, “We are taking this situation very seriously and are in the process of conducting a formal investigation. When we have accurate information, we will pass it along to you. My contact information is…”
   c. Remain accessible to reporters and respect their deadlines.
   d. Escort media representatives in and out of the area.
   e. Answer questions directly and clearly.
   f. Avoid speculating any details, exaggerating or minimizing the severity of the incident, covering up facts, or placing blame.
   g. Document all conversations with the media.
   h. Provide all media sources with equal access to information we release.

Accommodating Families

1. If a life-threatening injury occurs, the Superintendent will:
   a. Notify the employee’s spouse or closest family member and give them the name/address of the treatment facility the injured employee will be taken to.
   b. Immediately and privately meet with any family members who arrive at the scene to:
      - Establish themselves as the person supervising the scene.
      - Inform them of all known facts about the incident.
      - Assure them that we are doing everything we can to address/investigate the situation and will keep them informed.
      - Introduce them to the company representative who is handling media relations and request that all media communication be channeled through them.
      - Give them contact information for both individuals and gather theirs as well.
      - Deliver any new facts to them first.
      - Do everything possible to comfort them while at the scene.

Training Requirements

All employees will be trained on the contents of this plan during Safety Orientation.

Extreme Temperatures

Purpose

Identify hazards that relate to working in naturally hazardous environments & prescribe precautions that workers should follow in order to avoid such hazards.

Scope

This section applies to all workers of Garmong Construction Services.

Responsibilities

Superintendents

Implement all precautions identified in this plan.

Procedures

Heat Illness Prevention

The Superintendent is responsible for monitoring the temperatures at the worksite. Employees shall take basic precautions to avoid heat illnesses whenever working in environments that have a heat index of 80º F or higher. The extent of these precautions should get more aggressive when the heat index rises above 91ºF. Extreme precautions must be taken when it rises above 110ºF.

Some basic ways that workers can avoid heat stress include: dressing in light colored clothing; applying sunscreen to all exposed skin; consuming 8-ounces of water or sports drink every 30-minutes; avoiding caffeinated drinks and/or alcoholic beverages 24-hours before working in extreme heat; take physical work factors that can contribute to heat related illnesses into consideration before performing a task; taking short breaks in the shade as needed; and utilizing job rotation with coworkers when performing strenuous tasks in hot environments.

Some basic ways that Superintendents can help their crew members avoid heat stress include constantly monitor employees for signs/symptoms of heat exhaustion; continuously remind crew members to stay hydrated; ensure cool water is easily accessible to the employees; mandate frequent breaks; provide access to shade on breaks (Shaded areas should have good air circulation. A vehicle would be sufficient as long as air conditioning is on. A temporary tent/canopy will be provided if there are no other shaded areas within the work area.); encourage employees to lookout for each other; and take personal factors into consideration before assigning a task where there is a possibility of a heat related illness occurring.

If signs of heat exhaustion occur, move the employee to a cool location; remove excess clothing; drink a carbohydrate-electrolyte drink; and apply cool water to the head and torso. If signs of heat stroke occur, call 911; Immerse the person in cool water or apply cold packs to the neck, armpits, and groin.

Cold Illness Prevention

Workers shall take precautions to avoid cold stress injuries & illnesses whenever working in environments with temperatures below 32º F.

Some basic ways that workers can avoid cold stress include dressing in warm layers; taking a change of clothing to work; wearing waterproof clothing/boots when necessary to prevent skin from getting wet; drying skin whenever it does get wet; and taking frequent breaks in warm/heated areas.

© RMS-Safety

Some basic ways that Superintendents can help their crew members avoid cold stress include constantly monitor workers for signs/symptoms of cold stress; make sure that any exposed skin that gets wet is dried immediately; and mandate frequent breaks in warm areas.

If signs of frostbite occur, take the employee to a warmer place. Remove any wet clothing from the affected area and dry the skin. Rewarm the area by using skin-to-skin contact. If signs of hypothermia occur and they are breathing normally, lie them flat, face up, and begin warming them. If they have wet clothing, remove it.

Training Requirements

All employees will be educated on the precautions listed in this plan and how to recognize the hazards of working in extreme temperatures during Orientation.

Fall Protection

Purpose

Identify the proper procedures for controlling falls, comply with Federal OSHA regulations and assist the company in achieving our overall goal of maintaining a safe workplace.

Scope

This section applies to all workers of Garmong Construction Services

Definitions

Anchorage - Means a secure point of attachment for lifelines, lanyards or deceleration devices.

Body Harness - Means straps which may be secured about the worker in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, and chest with means for attaching it to other components of personal fall arrest system.

Deceleration Device - Means any mechanism, such as a rope grab, rip-stitch lanyard, specially woven lanyard, tearing or deforming lanyards, automatic self-retracting lifelines/lanyards, etc., which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on a worker during fall arrest.

Lanyard - Means a flexible line of rope, wire, or strap, which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline, or anchorage.

Leading Edge - Means the edge of a floor, roof, or formwork for a floor or other walking/working surface (such as the deck) which changes location as additional floor, roof, decking, or form-work sections are placed, formed, or constructed. A leading edge is considered to be an "unprotected side and edge" during periods when it is not actively and continuously under construction.

Lifeline - Means a component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

Low Slope Roof - Means a roof having a slope less than or equal to 4 in 12 (vertical to horizontal).

Personal Fall Arrest System - Means a system used to arrest a worker in a fall from a working level. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. As of January 1, 1998, the use of a body belt for fall arrest is prohibited.

Rope Grab - Means a deceleration device that travels on a lifeline and automatically, by friction, engages the lifeline and locks to arrest the fall of a worker. A rope grab usually employs the principle of inertial locking, cam/level locking, or both.

© RMS-Safety

Steep Roof - Means a roof having a slope greater than 4 in 12 (vertical to horizontal).

Toeboard - Means a low protective barrier that will prevent the fall of materials and equipment to lower levels and provide protection from falls for personnel.

Unprotected Sides and Edges - Means any side or edge (except at entrances to points of access) of a walking/working surface, (i.e., floor, roof, ramp, or runway where there is no wall or guardrail system at least 39 inches [1.0 m] high.)

Walking/Working Surfaces - Means any surface, whether horizontal or vertical on which a worker walks or works, including, but not limited to, floors, roofs, ramps, bridges, runways, form-work and concrete reinforcing steel but not including ladders, vehicles, or trailers, on which workers must be located in order to perform their job duties.

Warning Line System - Means a barrier erected on a roof to warn workers that they are approaching an unprotected roof side or edge, and which designates an area in which roofing work may take place without the use of a guardrail, body belt, or safety net systems to protect workers in the area.

Floor Hole: Any opening measuring less than 12 inches but more than 1 inch at its least dimension.

Floor Opening: Any opening measuring more than 12 inches at its least dimension.

Wall Hole: Any opening less than 30 inches but more than 1 inch high of unrestricted width.

Wall Opening: Any opening at least 30 inches high and 18 inches wide.

Standard Railing: Vertical barrier to protect and prevent persons from falling into, through or from wall openings, ramps, platform or other areas where a fall hazard exists.

Responsibilities

Safety Advisor

Ensures the procedures of this policy are followed and supported by all levels of workers.

Coordinates the annual documented inspection of all fall protection equipment/systems by a trained and qualified third-party inspector.

Superintendents

Enforce the guidelines addressed in this policy.

Contractors

Ensure that their Superintendents are trained and educated on their company's fall protection policy and procedures.

Provide for prompt rescue of their employees in the event of a fall or will assure that employees are able to rescue themselves.

Procedures

Pre-Project Planning

A systematic evaluation of the elevated structure, openings and skylights, and fall exposures will be made prior to construction or demolition operations.

Pre project planning for safety will be performed in conjunction with contractor safety representatives, the project management team, and other appropriate experts.

General Fall Protection

The types of fall protection systems that Garmong Construction Services's workers will use are guardrail systems, personal fall arrest systems, warning lines, and covers. When purchasing equipment and raw materials for use in fall protection systems applicable ANSI & ASTM requirements should be met.

One of the types of fall protection systems will be used whenever a worker is exposed to a fall of six feet or more.

Superintendents will implement the most suitable form of fall protection systems for each project, task, and worker. This implementation will occur prior to beginning work.

Fall Protection Systems

Guardrail Systems

The top edge of the guardrail will be 42 inches above the walking/working level.

Mid-rails will be installed at a height halfway between the top edge of the guardrail system and the walking/working surface.

Guardrail systems will be capable of withstanding without failure, a force of at least 200 pounds in any outward or downward direction, at any point along the top edge.

When the 200-pound test load is applied in a downward direction, the top edge of the guardrail will not deflect to a height less than 39 inches above the walking/working level.

Mid-rails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members will be capable of withstanding, without failure, a force of at least 150 pounds applied in any downward or outward direction at any point along the mid-rail or other member.

Guardrail systems will be so surfaced as to prevent injury to a worker from punctures or lacerations, and to prevent snagging of clothing.

If wire rope is used for top rails, it will be flagged at 6-foot intervals with high-visibility material.

When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section will be placed across the access opening between guardrail sections when hoisting operations are not taking place.

When guardrail systems are placed around holes they will be erected on all unprotected sides or edges of the hole. If the hole is an access point, a gate will be provided, or the guardrails will be offset so that workers cannot walk directly into the hole.

Personal Fall Arrest Systems

Connectors will be drop forged, pressed or formed steel, or made of equivalent materials.

Connectors will have a corrosion-resistant finish, and all surfaces and edges will be smooth to prevent damage to interfacing parts of the system.

Dee-rings and snaphooks will be proof-tested to a minimum tensile load of 3,600 pounds without cracking, breaking, or taking permanent deformation.

Snaphooks will be sized to be compatible with the member to whom they are connected to prevent unintentional disengagement of the snaphook by depression of the snaphook keeper by the connected member or will be a locking type snaphook designed and used to prevent disengagement of the snaphook by the contact of the snaphook keeper by the connected member.

Snaphooks will be of the locking type.

On suspended scaffolds or similar work platforms with horizontal lifelines that may become vertical lifelines, the devices used to connect to a horizontal lifeline will be capable of locking in both directions on the lifeline.

Horizontal lifelines will be designed, installed, and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.

When vertical lifelines are used, each worker will be attached to a separate lifeline.

Lifelines will be protected against being cut or abraded.

Self-retracting lifelines and lanyards, which automatically limit free fall distance to 2 feet or less, will be capable of sustaining a minimum tensile load of 3,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.

Self-retracting lifelines and lanyards which do not limit free fall distance to two feet or less, ripstitch lanyards, and tearing and deforming lanyards will be capable of sustaining a minimum tensile load of 5,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.

Lanyards will be capable of beginning fall arrest at six feet or less from the workers work surface. Once the lanyard begins fall arrest, it will complete the arrest within 3½ feet. Therefore, a worker will never be allowed to drop more than 9½ feet total. Fall arrest systems will be of adequate length to prohibit workers from contacting a lower level, or equipment below.

Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body belts and body harnesses will be made from synthetic fibers.

Anchorages used for attachment of personal fall arrest equipment will be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per worker attached, or will be designed, installed, and used as part of a complete personal fall arrest system which maintains a safety factor of at least two, as well as under the supervision of a qualified person.

The attachment point of the body harness will be located between the wearer’s shoulder blades.

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

Personal fall arrest systems and components subjected to impact loading will be immediately removed from service and will not be used again for worker protection until inspected and determined by the Superintendent to be undamaged and suitable for reuse. The Superintendent will refer to the manufacturer’s guidelines when making this determination.

Personal fall arrest systems will be inspected prior to each use for wear, damage and other deterioration, and defective components will be removed from service.

Personal fall arrest systems will not be attached to guardrail systems unless the guardrail is designed for such use, nor will they be attached to hoists.

When a personal fall arrest system is used at hoist areas, it will be rigged to allow the movement of the worker only as far as the edge of the walking/working surface.

Positioning Device Systems

Positioning devices will be rigged such that a worker cannot free fall more than 2 feet.

Positioning devices will be secured to an anchorage capable of supporting at least twice the potential impact load of a worker's fall or 3,000 pounds, whichever is greater.

Connectors will be drop forged, pressed or formed steel, or made of equivalent materials.

Connectors will have a corrosion-resistant finish, and all surfaces and edges will be smooth to prevent damage to interfacing parts of this system.

Connecting assemblies will have a minimum tensile strength of 5,000 pounds.

Dee-rings and snaphooks will be proof-tested to a minimum tensile load of 3,600 pounds without cracking, breaking, or taking permanent deformation.

Only locking type snaphooks will be used.

Positioning device systems will be inspected prior to each use for wear, damage, and other deterioration and defective components will be removed from service.

Controlled Access Zones

When using control access in areas where leading edge and other operations are taking place the controlled access zone will be defined by a control line or by any other means that restricts access.

The control line will extend along the entire length of the unprotected or leading edge and will be approximately parallel to the unprotected or leading edge.

Control lines will consist of ropes, wires, tapes, or equivalent materials that are at least 39 inches from the walking working surface. They will be supported with stanchions and flagged every six feet with highly visible material.

On floors and roofs where control lines are in place, but need to be removed to allow temporary work to take place, only that portion of the guardrail necessary to accomplish that work will be removed and replaced as soon as possible. A safety monitor will be used in these instances.

Warning Line Systems

The warning line will be erected around all sides of the roof work area.

When mechanical equipment is not being used, the warning line will be erected not less than 6 feet from the roof edge.

When mechanical equipment is being used, the warning line will 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 will be connected to the work area by an access path formed by two warning lines.

© RMS-Safety

When the path to a point of access is not in use, a rope, wire, chain, or other barricade, equivalent in strength and height to the warning line, will be placed across the path at the point where the path intersects the warning line erected around the work area, or the path will be offset such that a person cannot walk directly into the work area.

The rope, wire, or chain will have a minimum tensile strength of 500 pounds and after being attached to the stanchions, will be capable of supporting, without breaking, the loads applied to the stanchions.

The line will be attached at each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over.

No worker will be allowed in the area between a roof edge and a warning line unless the worker is performing roofing work in that area, and a Safety Monitor, guardrail, or personal fall arrest system is used.

Mechanical equipment on roofs will be used or stored only in areas where workers are protected by a warning line system, guardrail system, or personal fall arrest system.

Covers

Covers will be capable of supporting at least twice the weight of the anticipated maximum load that may be imposed on the cover at any one time.

All covers will be secured when installed to prevent accidental displacement by the wind, equipment, or workers.

All covers will be marked with the word "HOLE" or "COVER" to provide warning of the hazard.

All wall or floor openings will be covered.

Hatchways will be guarded with hinged cover and standard railings with only one exposed side. The hinged cover will be closed, or the side will be guarded with removable standard railings.

Chutes will be guarded with removable standard railings and toeboards. All standard railings will be kept in place when the chute is not in use.

Skylights will be guarded with fixed standard railings on all sides or provided adequate covers.

Pits and trap doors will be guarded with floor opening covers or standard railings on all exposed sides by removable standard railings.

Dropped Object Prevention

As required by this policy under “Guardrail Systems”, all railing systems used as a form of fall protection will be equipped with a mid-rail, which can also help to prevent objects from falling.

Toe-boards will be installed on all overhead work surfaces including aerial lifts and scaffolding. All toe-boards will be at least 3.5” high, capable of withstanding 50-pounds of force, and secured within 1/8-inch from the work surface.

The area below an elevated work surface shall be barricaded with red danger tape to prevent unauthorized entry and danger signs shall be posted that read “Danger – Overhead Falling Objects”.

If the area below an elevated work platform cannot be fully barricaded, then all tools must be tethered and screens shall be installed along the perimeter of the overhead work surface to better

prevent dropped objects. If our customers exceed this policy by requiring tools to be tethered and/or screens to be installed at all times (even with the area below barricaded) then our employees shall comply.

Tools and equipment that are lifted or lowered from overhead work platforms must be done in a manner that prevents the tools/equipment from being accidentally dropped.

All materials present on an overhead work platform must be properly secured in order to prevent them from being knocked off, especially when workers are present on the platform, or the platform is being transported.

The elements of this policy will be reviewed with employees during Orientation and audited when safety inspections are conducted.

Training Requirements

All employees who are expected to work at levels of six feet or more will be issued certification training according to the Training and Education Section. Written certification records must be maintained showing the following:

1) Who was trained, when, dates of training
2) Signature of person providing training & date employer determined training was deemed adequate.

Training shall enable each worker to recognize the hazards of falling & the procedures to follow to minimize these hazards. All employees will be trained in the general requirements for fall protection during Safety Orientation. Retraining shall be provided when there are deficiencies in training, when work practices are changed or when fall protection equipment is modified. Also, all employees who do not comply with the requirements of this policy will be issued disciplinary action and will be retrained.

Fatigue Management

Purpose

Identify and control the risks of fatigue while performing work related tasks.

Scope

This section applies to all employees of Garmong Construction Services.

Responsibilities

Managers

Intentionally schedule work to involve multiple shifts if workdays will extend beyond the set limits.

Superintendent

Monitor jobsites for fatigued employees and implement the requirements of this policy as needed.

Procedures

General Requirements

Managers will consider ergonomic design when evaluating the materials, tools, and processes that employees use. This will not only be done in order to prevent soft tissue injuries but also to help prevent fatigue from ergonomic hazards such as: awkward posture, repetitive motion, excessive force, contact stress, intense vibration, poor illumination, loud noise, and excessive temperatures.

Superintendents will identify and assess the potential to work beyond the limits established within this plan and make arrangements to bring in a second shift if necessary. This will be assessed during the Job Hazard Analysis process that will happen each morning and after lunch.

Work shifts shall be limited to no more than fourteen (14) consecutive hours including drive time for employees who drive a DOT regulated vehicle. Employees who do not drive a DOT regulated vehicle may work up to sixteen (16) consecutive hours including driving time. Working more than sixteen (16) hours may be approved by a manager in emergency situations, but it must be documented on the Job Hazard Analysis form.

Whenever employees work shifts longer than 12-hours they will be required to take at least 8 hours off in order to rest and recover.

The chronic use of over-the-counter drugs, prescription drugs, or any other substance that could cause a significant amount of fatigue should be avoided during work hours. Such substances that could impair an employee's ability to work safely shall not be taken during work hours.

© RMS-Safety

Superintendents will make sure there is an adequate amount of rest breaks given throughout each day. The frequency and length of breaks will be determined by the Superintendent in accordance with the type of work being done.

General Requirements

Employees are responsible for reporting fatigue to their Superintendent, and not only for themselves but for their coworkers as well. Upon being notified of fatigue, Superintendents should approach the worker(s) in question and check for mental acuity. If the individual's mental acuity seems as if it could cause a risk to themselves or their coworkers, then the individual shall be sent offsite to rest.

Training Requirements

All employees will be trained in this topic. During these training events, employees will be educated on how to recognize signs of fatigue, how to control fatigue through work and personal habits, and the importance of reporting fatigue to supervision.

Fire Prevention

Purpose

Identify and control potential fire hazards, comply with Federal OSHA regulations and assist the company in achieving our overall goal of maintaining a safe workplace.

Scope

This section applies to all workers of Garmong Construction Services

Definitions

Class IA Liquid: Liquid having flashpoint below 73 degrees and boiling point below 100 degrees.

Class IB Liquid: Liquid having flashpoint below 73 degrees and boiling point above 100 degrees.

Class IC Liquid: Liquid having flashpoint above 73 degrees and boiling point below 100 degrees.

Class II Liquid: Liquid having flashpoint above 100 degrees below 140 degrees.

Class IIIA Liquid: Liquid having flashpoint above 140 degrees and boiling point below 200 degrees.

Class IIIB Liquid: Liquid having flashpoint above 200 degrees.

Flammable Liquid: Any liquid having a flashpoint below 100 degrees F.

Fire Watch: A worker who monitors hot work activities & responds to any type of ignition. This person will be equipped with a charged extinguisher, perform only the duty of watching for & responding to fires, and wait at least 30-minutes after the activity to monitor for smoldering materials.

Incipient Stage Fire: A fire that is in the initial or beginning stage that can be controlled by portable fire extinguishers.

Responsibilities

Safety Advisor

Ensures the procedures of this policy are followed and supported by all workers.

Superintendent

Enforces the guidelines addressed in this policy.

Workers

Act as a fire watch when designated by the Superintendent to do so.

Procedures

Worker Designation

The Superintendent of each job site will be responsible for overseeing the maintenance of all fire suppression equipment, as well as the control of all fuel sources.

Fire Hazards

General Safety Rules

Flammable liquids will not be used within 20 feet of areas where sources of ignition are likely to be present unless taking proper precautions and assigning a person to act as a fire watch (refer to *Definitions* for responsibilities).

Highly visible signs reading "No Smoking or Open Flame" will be posted on aboveground tanks, barrels and in all flammable storage locations.

Drums will be properly grounded, and containers will be bonded to the drum when transferring flammable liquids into portable containers.

Flammable liquids will be kept in closed containers when not actually in use. All leakage or spillage will be disposed of promptly and safely.

Indoor Flammable Storage

Not more than 25 gallons of Class IA or 120 gallons of Class IB, IC, II or III liquids will be stored outside a flammable storage cabinet. All unused containers must be kept sealed.

Twenty-pound Class ABC fire extinguishers will be mounted within 10 feet of each flammable storage location and maintained ready for immediate use.

Outdoor Flammable Storage

All flammable liquid containers will be maintained in orderly piles when stored outdoors. These piles will remain at least 20 feet from highly traveled passageways, roads, building structures and work areas that involve any type of source of ignition. Containers will be guarded from excessive weather damage as well by installing temporary overhead shelter or covering them prior to leaving each day.

All storage sites will be kept free from accumulation of unnecessary combustible materials. Weeds and grass will be kept down and debris will be picked up regularly.

Storage containers (not more than 60 gallons each) will not exceed 1,100 gallons in any one pile or area. Each storage pile will be separated by a 5-foot walkway. A 12-foot-wide access way will be maintained to permit approach of fire control apparatus.

At least one portable fire extinguisher having a rating of not less than 20-B units will be maintained between 25 – 75 feet from each flammable storage pile.

Aboveground storage tanks will be equipped with a containment system that is rated to hold 1.5 the tank’s capacity. All tanks rated with a capacity of 1,100 gallons or more will be separated by a 5-foot clear area.

© RMS-Safety

Sources of Ignition

All flammable liquids and materials will be kept away from areas in which sources of ignition are frequently located. Some of these areas on Garmong Construction Services job sites may include such tasks as hot work, the use of striking tools, powder actuated tools, and forklift operations.

Fire Protection Equipment

Fire Hydrants

Fire hydrants and hose receptacles will remain free from parked vehicles and other obstructions by at least 15 feet. Small easily movable barricades or road cones will be placed in front of all hydrants to prevent workers from parking in these areas.

Fire Extinguishers

Whenever working inside of a building or structure, type 2A rated fire extinguishers shall be located on each floor of the structure and within 100' from each work area.

Whenever working with flammable or combustible liquids/gases/vapors, type 10B rated fire extinguishers shall be located within 50'.

Fire extinguishers will remain fully charged, unobstructed, and in good condition.

Superintendents will visually inspect extinguishers on a monthly basis. The extinguisher vendor will conduct certified inspections annually and hydrostatic testing as needed. Damaged or spent extinguishers will be replaced and removed from service and repaired or charged.

Hose and Sprinkler Systems

Hoses will remain unobstructed at all times, and a vertical clearance of at least 18 inches will be maintained for each sprinkler head. Heads may not be covered with any material that might limit their effectiveness (i.e., something that can melt).

Housekeeping of Flammable Waste

Workers will notify the Superintendent of any excess flammable materials that may need to be disposed of. The Superintendent will consult with the Safety Advisor if necessary.

Training Requirements

All employees will be educated on the contents of this policy during Safety Orientation. All employees will be trained on the use of fire extinguishers and the hazards involved in incipient stage fire fighting annually.

First Aid/CPR/AED

Purpose

To establish a procedure for providing medical treatment to employees who need immediate care.

Scope

In the absence of an infirmary, clinic, hospital, or physician, that is reasonably accessible in terms of time and distance to the worksite, which is available for the treatment of injured employees, a person who has a valid certificate in first aid shall be available at the worksite to render first aid.

Responsibilities

Safety Advisor

Organizes First-Aid/CPR training and maintains documentation.

Superintendent

Ensures first-aid kits are kept fully stocked on each job site and checked weekly.

Performs First Aid/CPR on employees who need immediate care.

Contacts the designated emergency responder whenever an incident with severe injury occurs.

Notifies the Safety Advisor immediately after any incident with injury occurs.

Procedures

A first aid cabinet shall be easily assessable and will be posted and fully stocked on every job site and in all company vehicles. First aid kits shall consist of appropriate items which will be adequate for the environment in which they are used. Items shall be stored in a weatherproof container with individual sealed packages of each type of item. First Aid kits will be checked before being sent out to each job and then Superintendents will ensure they are stocked weekly. For construction operations, items shall be stored in a weatherproof container with individual sealed packages of each type of item.

If an employee is exposed to corrosive materials that may enter the eyes (i.e., battery charging areas), then eye wash or body drench stations will be installed in the area for immediate use.

Only trained and authorized Superintendents will administer first-aid/CPR/AED to employees who need immediate care.

Superintendents will guide employees who have minor injuries on how to properly treat themselves. If an incident occurs that requires more than basic first aid to properly treat an injury, the Superintendent will designate a nearby individual to contact 911 and will care for the injuries until an ambulance arrives.

If an injured employee's heart stops beating or they stop breathing, the Superintendent will perform CPR and use an AED (if one is available). The Superintendent will stop all CPR procedures as soon as the designated emergency responders arrive and take over.

© RMS-Safety

Training Requirements

All Superintendents & Confined Space Attendants will maintain current certification in First Aid/CPR/AED. A valid certificate in first aid training must be obtained from the American Red Cross or equivalent training that can be verified by documentary evidence. Copies of certifications will be kept on file.

Fit for Duty

Purpose

This policy outlines the responsible parties and necessary actions when an employees' fitness for duty is in question, the steps necessary to assess the employee's physical or mental capabilities, necessary follow-up, and return to work.

Scope

This policy applies to all company employees.

Responsibilities

Safety Advisor

Schedule all drug & alcohol tests through the designated occupational clinic.

Notify employees when they are required to complete a drug & alcohol test.

Schedule all pre-employment physicals and additional physicals if the job duties, functions, or environment should change.

Superintendent

Monitor the workplace for those employees who appear to be under the influence of any illegal substance and inform the Safety Advisor immediately.

Monitor activities and behavior to determine if the employee should be removed from the job site.

Determine if employees are fit for work. Fitness involves drug and alcohol issues, physical and emotional well-being, and fatigue and stress.

Employee

An employee is expected to perform essential job functions in a safe and effective manner, and to discuss with his/her supervisor any circumstances that may impact his/her ability to do so.

Employees must report all medications that they are taking. Over-the-counter medications such as allergy or cold and flu medication could also impair one's ability to perform safely and must also be reported to their supervisor.

Each employee is expected to give consideration to the prevention of injury to self and co-workers.

The employee should not report to work in a condition that endangers the safety of their fellow workers.

© RMS-Safety

Procedures

Garmong Construction Services reserves the right to request employees to display the contents of their private property if there is reason to believe they are carrying drugs or alcohol.

Garmong Construction Services shall ensure that each contract employee is trained in the work practices necessary to safely perform his/her job.

Garmong Construction Services shall ensure that each contract employee receives training specific to their assigned task. Examples of this are hot work permitting, scaffold building, equipment operator qualifications, respirator fit test, and any other hazards of their job.

Garmong Construction Services shall assure that each contract employee follows the safety rules of the facility, including the safe work practices. Some examples of safe work procedures are hot work permitting, confined space, Lockout/Tagout, electrical safety, operator safety and all other safe work practices.

Training Requirements

All affected Garmong Construction Services employees will be trained according to this policy.

Fleet Safety

Purpose

Identify and control potential hazards associated with operating company vehicles and assist the company in achieving our overall goal of maintaining a safe workplace.

Scope

This section applies to all employees of Garmong Construction Services who are required to operate a motor vehicle on company business.

Responsibilities

Safety Advisor

Maintain all documentation required by this policy.

Review and validate investigation reports and findings.

Employee

Follow all requirements of this policy. Only authorized employees will drive a motor vehicle in the course and scope of work or operate a company-owned vehicle. Drivers shall be appropriately assessed, licensed, and trained to operate the vehicle.

Complete the *Vehicle Accident Report* upon being involved in a vehicular accident.

Procedures

Preparation, Inspection & Maintenance

The Safety Advisor will make sure that the following materials are placed in each company vehicle: vehicle registration, tire gauge, basic first-aid supplies, road flares or cones, & copies of the company's *Vehicle Accident Report* (located in the Forms Section).

Each employee who operates a company vehicle will be required to conduct an inspection of each vehicle before operation each day. All defects must be immediately reported to the Superintendent.

© RMS-Safety

All vehicles will receive maintenance as directed by the manufacturer to ensure it is in safe working order. This maintenance will consist of such tasks as changing the oil, replacing cracked belts, refilling fluids, etc.

Safe Driving Habits

Each employee must maintain good housekeeping in each vehicle in which they operate. This means picking up cans and debris, placing tools where they go, keeping documentation orderly, not placing materials on the dashboard, & performing any cleaning that needs to be done (e.g., vacuuming, dusting, washing, etc.)

All employees who operate company vehicles must comply with all federal, state, and local traffic laws. They shall also practice the following safe driving principles:

- Avoid overloading vehicles.
- Make sure that loads are properly secured.
- Ensure use of vehicle is correct size & designed for intended use.
- Adjust mirrors before driving.
- Wear a seat belt at all times (including all occupants).
- Keep headlights on (day or night).
- Follow the posted speed limit.
- Obey traffic signs & signals.
- Keep eyes moving.
- Maintain a 4-second following distance.
- Activate turn signal, check mirrors, & drift over when changing lanes.
- Gradually brake, check mirrors, & leave 1-car length when coming to a stop.

Drivers shall not operate a motor vehicle while under the influence of alcohol, illegal drugs, or prescription or over-the counter medications that might impair their driving skills.

Extreme care and caution must be used if it is necessary to use cellular/mobile phones while operating a vehicle. If at all possible, or if the driving conditions are dangerous or risky, allow voice mail to handle your calls and return them at your safe convenience or ask a passenger to make the call. If you need to place or receive a call and driving conditions are unsafe or risky, pull off the road to a safe location.

Accident Prevention & Response

The details of each vehicular accident will be documented immediately by the driver completing the *Vehicle Accident Form* (located in the Forms Section). These forms will be sent to the Safety Advisor to review, validate the findings & keep them on file.

Training Requirements

This section will be covered during Safety Orientation.

Forklift Operations

Purpose

Identify the proper procedures for controlling hazards associated with operating forklifts, comply with Federal OSHA regulations and assist the company in achieving our overall goal of maintaining a safe workplace.

Scope

This section applies to all workers of Garmong Construction Services who operate forklifts.

Definitions

Fixed Objects: Any stationary object that is capable of restricting a worker's ability from moving out of the path of a forklift.

Unattended: When the operator is twenty-five feet away from a forklift, cannot visually see the forklift, or is around a corner from a forklift.

Wheel chocks: Devices wedged between tires and ground to prohibit equipment from moving.

Lifting Carriage: A bucket or other lifting device attached on the end of a forklift.

Responsibilities

Safety Advisor

Ensures the procedures of this policy are followed and supported by all workers.

Conducts all Certification Training for operators.

Maintains all maintenance documentation and completed *Forklift Inspection Log*.

Superintendent

Enforces the guidelines addressed in this policy by constantly monitoring the safe operations of operators and the proper control and isolation of all hazards on job sites.

Ensures that all forklifts that are found defective are immediately removed from service, tagged out and receive necessary maintenance as soon as possible.

Conducts an informal job site inspection prior to beginning work on a new project.

Workers

Conduct daily inspections by completing the *Forklift Inspection Log* (located in the Forms Section)

Procedures

Certification

Workers will not operate forklifts for any amount of time unless they have been trained according to the Training and Education section of this Health & Safety Program and have received certification.

Certificates will include the operator's name, trainer's name, date of training and the date of evaluation and will be kept in each worker's file.

Inspection

Superintendents will conduct an informal job site inspection to identify all hazards that may be encountered by forklift operators prior to beginning work on a new project. Identified hazards will be verbally communicated to all operators, and periodically monitored for unexpected changes. Some examples of these hazards include overhead power lines, valleys and ditches, flammables, bodies of water and large branches or rocks.

Operators will complete the *Forklift Inspection Log* (located in the Forms section) prior to beginning work each day (one per shift).

Safe Work Practices

No person will be permitted to stand or pass under elevated loads.

Personnel will not be elevated using forklifts, unless the forklift is designed by the manufacturer to do so. Proper means of fall protection will be used when a worker is elevated.

Whenever operators drive a forklift into a building or covered area on a sunny day, they will pause 5-10 seconds to let their vision adjust.

Operators will maintain their focus on pedestrians and all operating hazards identified during the initial site inspection, such as overhead power lines and flammable storage piles or areas.

Operators will not be allowed to smoke whenever flammable liquids are located on-site.

When maneuvering forklifts (forward or backward) in a "hazardous location" such as a substation, congested area, or high traffic area, the Operator must first walk the path of travel in order to identify all potential hazards. They must then assign at least one spotter *per identified hazard* and instruct those spotters on what to watch for. The Operator must also maneuver the forklift in a slow controlled manner, maintain adequate communication with all spotters, fully obey their commands, and stop immediately if communication ceases. If the Operator fails to do any part of this, they will be held responsible for any incidents that occur.

Spotters must discuss hand signals with Operators before spotting. While spotting they must maintain a safe distance of 10' from the forklift, avoid pinch points, and walk sideways so they can scan the operating area as well as look where they are stepping. Spotters may not use cell phones, hold conversations with anyone other than their assigned Operator, or perform other tasks that may distract them from spotting.

Situations that require the use of spotters on jobsites shall be documented on the *Job Hazard Analysis* form (located in the Forms Section). The situation, hazards involved, and number of spotters shall be included on the form. Anyone who does not feel comfortable with operating equipment or spotting in a hazardous situation should stop and notify their supervisor before proceeding.

Load Manipulation and Maneuvering

Operators will follow the recommended load capacity and load center ratings according to the information indicated on the manufacturer's identification plate. They will also use the load chart mounted in the cab when determining the machines capability to boom out when lifting loads.

If the load carried obstructs the view of the driver, the driver will be required to travel with the load trailing. Operators will also avoid performing work in restricted spaces. If either of these procedures is not possible, a flag person will be used. The flag person will always be in sight of the driver and use hand signals to direct the driver.

Whenever ascending or descending steep grades, loaded forklifts will be driven with the load upgrade. The load will always be carried as low as possible, while still allowing the operator to utilize the mirror.

Doorways and overhangs will be tall enough to permit proper clearance when traveling. Overhead obstructions that are not of proper clearance or could be questionable will be marked with caution and the rated clearance.

If operators are required to cross railroad tracks while performing work, then they will do so diagonally.

Equipment Usage

Operators will wear seatbelts whenever a truck is equipped with them.

Horns will be sounded at every intersection, when turning corners and when cresting hills.

When a worker finds any kind of defect with a forklift (e.g., deflated tire, damaged mast, leaking oil, etc.), the forklift will be removed from service immediately and a tag will be placed on the steering wheel reading, “Warning: Do Not Operate!”. The designated service company will be contacted as soon as possible to conduct on-site maintenance procedures.

All forklift operators will be required to wear work boots. Workers who operate rough terrain forklifts on job sites will wear all required PPE.

Attachments

Only attachments that are approved by the manufacturer will be used. This approval will be documented and kept on file.

Attachments or forks will not be welded or altered in any way that will decrease their strength.

Unattended Forklift Procedures

When a forklift is left unattended, the forks will be fully lowered, controls placed in neutral, the power off, and parking brake set.

Forklifts that are parked on hills or inclines/declines will have both wheels chocked.

Trailers and/or trucks must be chocked and secured prior to loading/unloading.

Training Requirements

All operators will be issued certification training and a hands-on evaluation before they are allowed to operate a forklift. Formal instruction includes lecture, discussion, interactive computer learning, videos, and written materials. Practical training involves instructor demonstrations and trainee exercises. Operator evaluation - critiques required. Training includes topics such as forklift operating instructions, use of controls, capacity and load stability. A re-evaluation will be conducted every 3-years. All trainers must have the knowledge and ability to teach and evaluate operators.

Mandatory refresher training shall be provided when unsafe operations are observed, after an accident, if operating a different vehicle type, changes in conditions, etc.

© RMS-Safety

Hand and Power Tools

Purpose

Identify and control potential hazards associated with hand and power tools, comply with Federal OSHA regulations and assist the company in achieving our overall goal of maintaining a safe workplace.

Scope

This section applies to all workers of Garmong Construction Services.

Responsibilities

Safety Advisor

Ensures the procedures of this policy are followed and supported by all workers.

Superintendent

Enforces the guidelines addressed in this policy.

Ensures that all workers expected to use various tools while performing their regular job functions are familiar with the tool and the safety precautions to take while using it by witnessing them demonstrate their competency.

Procedures

Proper Use and Safe Practices

Absolutely no worker is to remove a guard, handle or any other device without direct permission from their Superintendent. If permission is granted, then the Superintendent will offer instruction on the proper techniques to be used in order to perform the task properly. This may include an actual demonstration.

Ground Fault Circuit Interrupters will be used on every outlet whenever a tool or an electrical extension cord is used. The GFCI are to be plugged-in at the outlets, not at the end of an extension cord!

All power tools are to be equipped with a grounding pin, or of the double insulated type. Tools of a double insulated type will be labeled so. Labels that are not legible or have been removed will be replaced. If the tool is not equipped with one of these or the ground pin has been removed, then the tool will be immediately tagged as defective and removed from service until proper repair can be made.

Whether furnished by Garmong Construction Services or the worker, the tools shall be maintained in a safe condition.

Cords of power tools will remain free from defects such as cracks, frays, cuts or nicks. Any cord that has a defect in the outer insulation only will be removed from service and repaired with heat shrink tubing, or electrical tape at least as thick as the original insulation and 2 inches on both sides of the defect. Any cord that has a defect past the outer insulation will be disposed of immediately.

Whenever work is to be conducted in wet locations, only cordless power tools will be used, or the operator will unplug the tool at the source of power whenever it is not in use. After each day, all tools need to be locked in the job site toolbox to prevent theft or damage.

© RMS-Safety

Power or striking tools will never be used in areas where flammable liquids/materials are within 20 feet. If this is the case, then one of the following actions will be taken to prevent fire or explosion:

Flammables removed 20 feet from the area
Work removed and placed in area free from flammables
A designated worker will serve as a fire-watch

All keys and equipment used to adjust parts will be removed from tools that involve rotating parts prior to beginning operation. Workers will tie back long hair, remove jewelry, and roll-up long sleeves to prevent entanglement when working with tools that rotate.

Only tools manufactured and approved for a job will be allowed. Screwdrivers are not to be used as chisels, wrenches or hammers.

Scrap nails and other materials will be picked-up before taking lunch and ending the day each day in any area that hand or power tools are used.

Hammers with broken or cracked handles, chisels and punches with mushroomed heads, wrenches with sprung jaws, or bent/broken wrenches will be removed and tagged immediately.

Most hand-held electrical tools will be equipped with a "dead-man" or "quick-release" control, so that power is shut off automatically whenever the operator releases the control.

Portable circular saws will be equipped with guards above and below the base plate or shoe. The lower guard will retract when the blade is in use, and automatically return to the guarding position when the tool is withdrawn from the work.

All workers who operate hand or power tools that involve the risk of personal injury such as loss of eyesight/hearing, hand abrasions, or crushes will wear all prescribed PPE during operation.

Tool Inspection Procedures

Each worker will visually inspect all hand or power tools prior to use each day. If they find a defect, then they will place a warning tag on the tool indicating its defect, take it out of service and immediately inform the Superintendent. These tools will not be used until the proper repairs have been made. Superintendents will formally inspect all hand and power tools during each week's documented self-inspection.

Training Requirements

This section will be covered during Safety Orientation.

Hazard Communication

CFR 1926.59; 1910.1200

Purpose

Identify and control potential hazards associated with handling hazardous chemicals and comply with the Federal OSHA standards 1926.59 and 1910.1200.

Scope

This program applies to all workers of Garmong Construction Services and will be made available to all company workers 24 hours a day by keeping an electronic copy on our company website as well as a hardcopy on each company jobsite.

Definitions

Chemical: Any substance or mixture of substances.

Chemical Name: The scientific designation of a chemical in accordance with the nomenclature system developed by the international Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name that will clearly identify the chemical for the purpose of conducting a hazard classification.

Classification: To identify the relevant data regarding the hazards of a chemical; review those data to ascertain the hazards associated with the chemical; and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemical in this section. In addition, classification for health and physical hazards included the determination of the degree of hazard, where appropriate, by comparing the data with the criteria for health and physical hazards.

Container: Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical.

Hazard Category: The division or criteria within each hazard class (e.g., oral acute toxicity and flammable liquids include four hazard categories). These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.

Hazard Class: The nature of the physical or health hazards (e.g., flammable, solid, carcinogen, oral acute toxicity, etc.).

Hazardous Chemical: Any chemical which is classified as a physical hazard or health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

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

Health Hazard: A chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard.

Flammable Gas: Any gas at 68°F and a standard pressure of 14.7 psi that is flammable whenever it's mixed with air (e.g., Ammonia).

Flammable Liquid: Any liquid having a flash point of 199.4°F or less (e.g., diesel fuel).

Label: An appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.

Label Elements: The specified pictogram, signal word, hazard statement, and precautionary statement for each hazard class and category.

Mixture: A combination or a solution composed of two or more substances in which they do *not* react.

Non-Routine Tasks: Tasks that include handling hazardous chemicals which do not occur during normal operation.

Pictogram: A composition that may include a symbol plus other graphic elements (e.g., a border, background pattern, or color) that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to the hazard category.

Precautionary Statement: A phrase that describes recommended measures for minimizing or preventing adverse effects resulting from exposure to a hazardous chemical.

Product Identifier: The name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label, and the SDS.

Physical Hazard: A chemical that is classified as posing one of the following hazardous effects: explosive, flammable (gases, aerosols, liquids, or solids), oxidizer (liquid, solid or gas, self-reactive, pyrophoric (liquid, or solid), self-heating, organic peroxide, corrosive to metal, gas under pressure, or in contact with water emits flammable gas.

Pyrophoric Gas: A chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.

Safety Data Sheet (SDS): Written or printed material concerning a hazardous chemical that is prepared in accordance with this section.

Signal Word: A word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are “danger” and “warning.” “Danger” is used for the more severe hazards, while “warning” is used for the less severe.

Simple Asphyxiant: A substance or mixture that displaces oxygen in the ambient atmosphere and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.

Substance: Chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.

Work Area: A room or defined space in a workplace where hazardous chemicals are produced or used, and where workers are present.

Workplace: Any area where a worker performs work while located on Garmong Construction Services property.

Responsibilities

Safety Advisor

Train all workers on the content of this policy during Safety Orientation.

Determine the proper procedures to take when dealing with a non-routine task.

Risk Manager

Ensure membership with SDS Mobile by KHA is maintained so employees have access to SDS.

Keep an updated copy of the Hazard Communication policy on the company website.

Superintendents

Make sure that a copy of this policy and SDS are available if there is no internet or cell service to access SDS Mobile.

Educate workers on the hazards and precautions of any new chemicals as they are introduced.

Enforce the practice of properly labeling all secondary hazardous chemical containers & wearing prescribed PPE when handling hazardous chemicals.

Oversee the response to exposure incidents and/or chemical/waste spills and report them upon making the situation safe.

Workers

Learn about and become familiar with the hazards associated with the chemicals handled while working for Garmong Construction Services.

Properly label all hazardous chemicals as required by this program.

Take all required precautions when handling hazardous chemicals, including the use of PPE.

Report any exposure incident or chemical/waste spill to the Supervisor immediately.

Procedures

Designation of Responsibility

Due to the diverse knowledge levels, work locations, time schedules, and core responsibilities of Garmong Construction Services management members, it is not practical to designate one individual to control the entire Hazard Communication Program. The tasks associated with this program will be divided as indicated in the *Responsibilities Section* above to allow the company to be more successful in controlling the program.

Hazardous Chemical Identification

Warning Labels

Any chemical that is deemed to be a “Hazardous Chemical” by the manufacturer or otherwise will be properly labeled. Garmong Construction Services will rely on chemical manufacturers and supplier to properly label their products. Each of these labels must include the following:

- The Product Name
- The Manufacturer's Information *(Company Name, Address, Phone Number)*
- Pictograms *(all that apply)*
- A Signal Word
- Hazard Statements *(for each hazard class and category)*
- Precautionary Statements

Pictograms must be OSHA approved images and have a red border (see the table below). Signal words will either be "Danger" or "Warning", with danger being used for more hazardous chemicals.

OSHA Approved Pictograms

Health Hazard ▪ Carcinogen ▪ Mutagenicity ▪ Reproductive Toxicity ▪ Respiratory Sensitizer ▪ Target Organ Toxicity ▪ Aspiration Toxicity	**Flame** ▪ Flammables ▪ Pyrophorics ▪ Self-Heating ▪ Emits Flammable Gas ▪ Self-Reactives ▪ Organic Peroxides	**Exclamation Mark** ▪ Irritant (skin and eye) ▪ Skin Sensitizer ▪ Acute Toxicity ▪ Narcotic Effects ▪ Respiratory Tract Irritant ▪ Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder ▪ Gases Under Pressure	**Corrosion** ▪ Skin Corrosion/Burns ▪ Eye Damage ▪ Corrosive to Metals	**Exploding Bomb** ▪ Explosives ▪ Self-Reactives ▪ Organic Peroxides
Flame Over Circle ▪ Oxidizers	**Skull and Crossbones** ▪ Acute Toxicity *(fatal or toxic)*	**Environment** *(Not Mandatory)* ▪ Aquatic Toxicity

Warning Labels *(continued…)*

All secondary containers for hazardous chemicals must also contain the same information listed above. Since labels must contain all of the information above and include a red border, using a black marker to label the name of a chemical is not allowed. These labels shall be made and printed ahead of time for application.

Labels must remain legible and located in a conspicuous location. Any label that is removed or defaced must be replaced immediately.

To avoid potential chemical over exposure, workers will be instructed to never assume an unlabeled container is harmless, mix chemicals that are not properly labeled, or remove a label unless they immediately replace it with another one. If a container is mislabeled, it shall be removed from general use and properly labeled.

Safety Data Sheets (SDS)

General Information

An SDS will be maintained for each hazardous chemical used, handled or stored by Garmong Construction Services workers. All SDS are required to contain sections 1-11 and 16 displayed below, and may also include sections 12-15 (although these sections are not required):

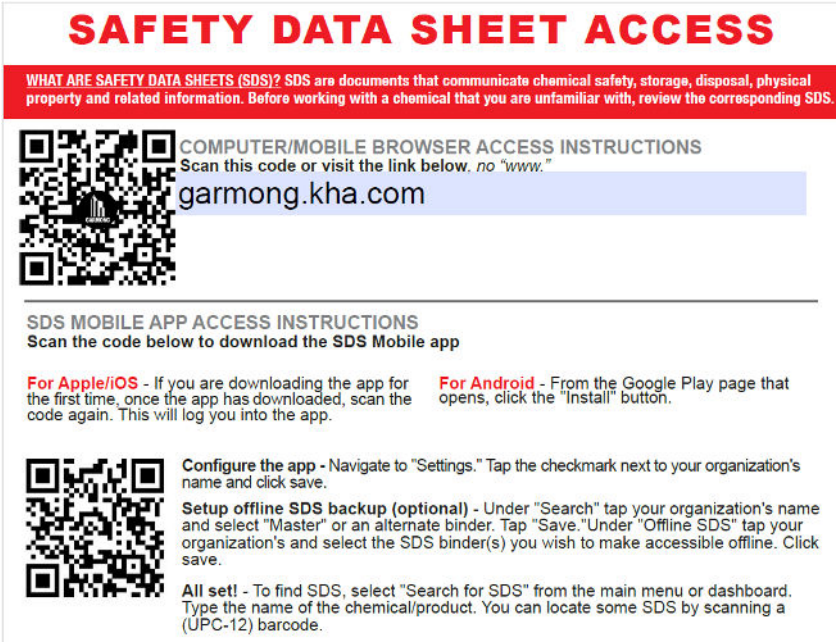
1. **Identification** - Includes product identifier; manufacturer name, address, phone number; emergency phone number; recommended use; and restrictions on use.
2. **Hazard(s) Identification** - Includes all hazards regarding the chemical.
3. **Composition/Information on Ingredients** - Includes information on chemical ingredients and trade secret claims.
4. **First-Aid Measures** - Includes important symptoms and required treatment.
5. **Fire-Fighting Measures** - Lists suitable extinguishing techniques, proper extinguisher equipment, and chemical hazards from fire.
6. **Accidental Release Measures** - Lists emergency procedures, protective equipment, proper methods of containment, and cleanup.
7. **Handling and Storage** - Lists precautions for safe handling and storage (including incompatibilities).
8. **Exposure Controls/Personal Protection** - Lists OSHA's Permissible Exposure Limits (PELs), Threshold Limit Values (TLVs), appropriate engineering controls, and Personal Protective Equipment (PPE).
9. **Physical and chemical properties** - Lists the chemical's characteristics.
10. **Stability and reactivity** - Lists chemical stability and reactivity.
11. **Toxicological information** - Includes routes of entry into the body, related symptoms (acute and chronic), and numerical measures of toxicity.
12. **Ecological information** - (Not OSHA Required)
13. **Disposal considerations** - (Not OSHA Required)
14. **Transport information** - (Not OSHA Required)
15. **Regulatory information** - (Not OSHA Required)
16. **Other information** – Includes date of preparation or last revision.

Assembling & Distributing SDS

An electronic copy of this policy is available on our website. Safety data sheets (SDS) can be accessed through SDS Mobile by KHA. To get the App the direct links to both Apple and Google Play for the SDS Mobile App download are below

- Apple - https://apps.apple.com/us/app/sds-mobile/id467738315
- Android - https://play.google.com/store/apps/details?id=com.onlinemsds.msds

From a mobile device an employee can search for the SDS by typing in the product or by using their phones camera to scan a bar code or QR Code on the product and the safety data sheet will show up for them to scroll through the product information at-a-glance or download it to email, fax or text the SDS.



Updating Information

If an employee doesn't see the Safety Data Sheet that they are looking for they can contact SDS Mobile through Support, and they will assist them. Up to nine items at a time can be submitted for them to look up.

There is also a feature where employees can store the SDS material offline if they are going to be working in an area with limited or no internet/cell service.

Non-Routine Tasks

Superintendents will conduct a formal Job Hazard Analysis (JHA) prior to beginning a new project and review the results with all crew members prior to commencing work. If they identify a non-routine task that could involve potential exposure to a hazardous substance, they shall notify the Safety Advisor before starting work.

The Superintendent and/or Safety Advisor will then review the JHA to make sure all potential hazards and necessary precautions have been identified. Workers will be informed and trained on non-routine tasks where workers could be exposed to hazards associated with chemicals.

Multi-Employer Worksites

Garmong Construction Services' Superintendents and employees will maintain open lines of communication with other employers conducting work on or near our jobsites. If our employees ever conduct work that could potentially expose their employees to a hazardous chemical, then our Superintendent shall notify all other employees in the area of the hazards involved and precautions they may need to take. If their employees are noticed working with chemicals that we do not have knowledge about (especially if they are wearing PPE), our Superintendent shall request a copy of the SDS for review and take action accordingly. Where employees must travel between workplaces

during a work shift (multi-job sites), the written program may be kept at a primary job site. If there is no primary, then the program shall be sent with employees.

All Garmong Construction Services subcontractors will be required to provide an SDS to our Superintendents for each hazardous chemical they plan to bring on our jobsite.

Spill Response Procedures

Garmong Construction Services may handle clean-up and disposal activities for small spills of low hazard chemicals. This process will involve referring to the SDS for instruction, putting on all required PPE, cleaning with absorbent supplies, putting contaminated supplies & PPE in a sealed container, and having a licensed hazardous waste hauler dispose of the items.

If a large spill occurs or a high hazard chemical is spilled, the local branch of the Environmental Protection Agency (EPA) will be contacted for directions on proper spill response and disposal procedures.

In the case of a worker(s) being exposed to a chemical by contact with skin, that worker shall immediately rinse the exposed areas with constant cold water for at least 5 minutes. Any worker who is splashed in the eyes with a caustic or acid should rinse their eyes with tepid water or eye wash solution for at least 15 minutes prior to seeking medical attention.

Training Requirements

All employees will be trained on the common physical and health hazards of chemicals, how to obtain and read an SDS, how to understand the GHS labeling system, protective measures, safe work practices, methods for detecting exposure, emergency responses, and other details of this policy by the Safety Advisor during Safety Orientation and annually thereafter.

If there are employees who would have difficulty in understanding the training material presented in English, then the company will provide the training in the employee's native language through the use of an interpreter and basic instruction written in their native language.

Hearing Conservation

NOTE: *Garmong Construction Services tries not to expose employees to decibels exceeding 85, however if we have the exposure, we will adhere to the following.*

Purpose

Identify and control high levels of noise that could be hazardous to employees, comply with Federal OSHA regulations and assist the company in achieving our overall goal of maintaining a safe workplace.

Scope

This program will be administered in all areas that equals or exceeds an 8-hour Time Weighted Average of 85 decibels, or whenever an employee is exposed to an impact sound at or above 130 decibels.

Definitions

Action Level: An 8-hour Time Weighted Average of 85 decibels or a dose of fifty percent.

Decibels (dB): This symbol is used for expressing the relative intensity of sounds. Zero (0) represents the average least perceptible sound to approximately 130 for the average pain threshold.

Time Weighted Average (TWA): Averaged decibels over an eight-hour time period through the usage of a noise dosimeter or sound level meter.

Standard Threshold Shift: Change in hearing threshold relative to the baseline audiogram of an average of 10 decibels or more at 2000, 3000, and 4000 Hz in either ear.

Responsibilities

Safety Advisor

Oversees the complete implementation of this policy by working with all levels of employees, the designated clinic and possibly a certified competent person who will conduct all monitoring activities.

Re-evaluates noise levels whenever new equipment is purchased or set up is changed in a manner that is believed to raise the noise level.

Coordinates all medical examinations with the designated clinic.

Conducts training for all employees who are exposed to noise at or above an 8-hour time-weighted average of 85 decibels.

Superintendent

Provides and enforces the use of hearing protection for all employees exposed to sound levels exceeding OSHA permissible noise exposures.

Post “Hearing Protection Required” signs at the entrance of areas where hearing protectors are required for use.

Employees

Notify Superintendent if noise levels are believed to exceed OSHA permissible standards.

Wear personal hearing protection when the noise exposure exceeds 85 decibels over an eight (8) hour time weighted average (TWA).

Procedures

Designation of Responsibility

The Safety Advisor is responsible for overseeing the complete implementation of this policy by working with all levels of employees, the designated health clinic and possibly a certified competent person who will conduct all monitoring activities.

Monitoring Sound Levels

A certified competent person will monitor any area of a job site that is believed to reach or exceed the action level. This monitoring will include the use of a sound level meter or a dosimeter. All equipment will be properly calibrated prior to conducting monitoring procedures. The Safety Advisor will re-evaluate noise levels whenever new equipment is purchased or set up is changed in a manner that is believed to raise the noise level.

The following informational chart may be used when determining if an operation meets or exceeds the permissible noise exposure:

DURATION OF EXPOSURE	SOUND LEVEL
8 hours	90 decibels
6 hours	92 decibels
4 hours	95 decibels
3 hours	97 decibels
2 hours	100 decibels
1.5 hours	102 decibels
1 hour	105 decibels
30 minutes	110 decibels
15 minutes	115 decibels

All employees who conduct work in an area where noise monitoring is conducted will be offered a copy of the monitoring results.

Methods of Control

All monitoring results will be reviewed by the Safety Advisor. Upon receiving results that indicate noise levels to be above the action level, the Safety Advisor will determine which of the following control methods will be utilized to reduce or eliminate the hazard:

The Safety Advisor will first determine if any means of **engineering** the problem out are possible. Some of these means may include such things as eliminating the job all together, shortening the length of the job, or installing barriers to reduce noise levels.

If engineering controls are not feasible, then **administrative** controls will be taken into consideration. This type of control would include such activity as using job rotation.

Only when it is not feasible for management to implement a type of engineering or administrative control will **PPE** be used as the primary control method.

Hearing Protectors

“Hearing Protection Required” signs will be posted by the Superintendent in areas where hearing protectors are required for use.

Hearing protection will be provided and recommended for those employees who are exposed to noise that exceeds the action level, but does not exceed an 8 hour TWA at or above 90 dB.

Hearing protection will be provided and enforced for those employees who are exposed to noise that exceeds an 8-hour TWA at or above 90 dB.

Hearing protection will be provided to employees at no charge. Garmong Construction Services shall evaluate hearing protection for the specific noise environments in which the protector will be used.

The Superintendent will supply and enforce the use of hearing protectors for Garmong Construction Services employees, and any other company's employees that are in the area.

Audiometric Testing

All employees who conduct work that involves noise levels that exceed the action level will be issued an audiogram, at no charge, by a licensed physician of a clinic.

Within 6 months of an employee's first exposure at or above the action level, a valid baseline audiogram shall be conducted. When a mobile van is used, the baseline shall be established within one year. Testing to establish a baseline audiogram shall be preceded by at least 14 hours without exposure to workplace noise. Hearing protection may be used to meet the requirement. Employees shall also be notified to avoid high levels of noise.

Audiometric testing will be conducted at least annually to all employees exposed to sound levels exceeding the action level. The results of each individual's annual audiogram will be compared to their baseline audiogram in order to determine if a baseline shift has occurred. Each employee will be provided with a copy of the results.

If an annual test implies that a baseline shift has occurred, Garmong Construction Services may deem a re-test necessary within 30 days of the produced results. If the final resolution determines that a baseline shift has occurred, then the job function or work area identified to contain high noise levels will be evaluated to determine feasible methods of implementing engineering controls or other means of reducing the duration of exposure below the action level. If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift, the employee shall be informed of this fact in writing, within 21 days of the determination.

Unless a physician determines that the standard threshold shift is not work related or aggravated by occupational noise exposure, the employer shall ensure that employees already using hearing protectors shall be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation if necessary. The employee shall be referred for a clinical audiological evaluation or an otological examination, as appropriate, if additional testing is necessary or if the employer suspects that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors.

Recordkeeping Requirements

The measurements of all monitoring activities will be documented and maintained for two years.

All audiometric test records will consist of the employee's name and job classification, date of the audiogram, the examiner's name, date of the last acoustic or exhaustive calibration of the audiometer, and the employee's most recent noise exposure assessment. These records will be maintained for the duration of the affected employee's employment.

All records will be provided upon request to employees, former employees, representatives designated by the employee and the Assistant Secretary.

If ceasing to do business, Garmong Construction Services will transfer all records to the successor employer, and the successor employer should retain them for the remainder of the period.

Training Requirements

All employees will be trained in the hazards of loud noise and reporting procedures. Employees shall be properly trained in the use, care & fitting of protectors. The training shall be repeated annually for each employee exposed to noise at or above an 8-hour TWA of 85 decibels. Training shall be updated consistent to changes in PPE and work processes.

Housekeeping & Sanitation

Purpose

Identify and control effective methods of maintaining proper housekeeping, availability of drinking water and sanitation, comply with Federal OSHA regulations and assist the company in achieving our overall goal of maintaining a safe workplace.

Scope

This section applies to all workers of Garmong Construction Services

Definitions

Potable Water – Water that meets the quality standards prescribed in the U.S. Public Health Service, or water, which is approved, for drinking purposes by the state or local authority having jurisdiction.

Responsibilities

Safety Advisor

Ensures the procedures of this policy are followed and supported by all workers.

Superintendent

Enforces the guidelines addressed in this policy.

Workers

Maintaining good housekeeping in their assigned work areas throughout the day and conducting a brief inspection prior to ending work each day.

Procedures

Proper Housekeeping

Workers are responsible for maintaining proper housekeeping of their work area throughout each workday. An informal inspection will be performed by each worker to organize work areas prior to taking lunch, and before leaving for the day.

All tools, cords, hoses or any other equipment that is not in use and likely to cause a tripping hazard will be removed from aisleways, work areas and stairways. All cords and hoses in use shall be routed out of traffic areas.

Workers will remove all protruding nails, screws or staples from construction materials, scrap, and debris, and keep work areas, passageways, stairs, in and around buildings or other structures clear from such hazards.

All combustible scrap and debris will be removed at regular intervals during the course of construction. Safe means will be provided to facilitate such removal (i.e., proper containers and material handling).

© RMS-Safety

Separate containers will be provided for the collection of general trash, flammables, and waste. The containers designated to flammables will be of an approved type rated for fire and equipped with a lid. The contents of each container will be emptied on a regular basis and removed from the job site. Workers are encouraged to properly segregate recyclable materials.

The areas designated for the storage of containers and all other materials must be free from any potential hazards. These hazards include fire, explosion, tripping or harboring of rats or other pests.

Secure all materials that can blow away in high winds which can cause bodily injury or property damage (especially rooftops, open structures, open lots, etc.)

Waste materials should be properly stored and handled to minimize the potential for a spill or impact to the environment. During outdoor activities, receptacles must be covered to prevent dispersion of waste materials and to control the potential for run-off.

Take precautions to ensure no construction debris leaves (i.e., blown or dropped) the construction area. This could interrupt work being done by grounds keepers, other contractors, or possibly cause injury to the general public.

Hazardous Waste

No material identified as hazardous waste will be placed in dumpsters or be allowed to enter the environment (i.e., pouring down a drain, sewer, ditch, or onto the ground, etc.).

All hazardous waste will be lawfully disposed of through a licensed Hazardous Waste Hauler.

Hazardous waste containers will be labeled accordingly.

Manifests will be appropriately processed, and copies will be maintained for at least 3 years.

Hazardous waste spills or releases that contaminate the environment will be immediately reported to the local branch of the Environmental Protection Agency (EPA).

Sanitation

Receptacles for waste food will be covered and maintained in sanitary condition.

Beverages and food will not be stored or consumed in a toilet room, or in any area exposed to toxic chemicals. All hazardous chemicals and waste products will be kept away from break areas.

When only one person at a time uses a toilet room and the door can be locked from the inside, then only one toilet room may be provided. If this is not the case, then separate toilet rooms will be provided for each sex. Toilet rooms will be provided for workers according to the following table:

NUMBER OF EMPLOYEES	MINIMUM NUMBER OF ROOMS
20 or less	1 Toilet Seat & 1 Urinal
20 or more	1 Toilet Seat & 1 Urinal per 40 workers
200 or more	1 Toilet Seat & 1 Urinal per 50 workers

Wash Facilities

Whenever workers are engaged in the application of paints, coatings, herbicides, insecticides or other operations where contaminants may be harmful, adequate wash facilities will be readily available. These facilities will be maintained in sanitary condition, with an adequate supply of soap, hand towels and tepid water.

Workers working with toxic substances will be required to thoroughly wash, and change clothes if necessary, before eating, drinking or smoking.

Potable Water

An adequate supply of potable water will be provided on all job sites. This water will be kept in a container capable of being tightly closed and equipped with a tap. These containers will be marked with the contents and will not be used for any other purpose. Water will not be dipped from the containers, and an adequate supply of clean drinking cups will be provided as well.

Smoking Policy

Garmong Construction Services prohibits smoking on all property and all construction sites, with the exception of outdoor designated smoking areas.

Training Requirements

This section will be covered during Safety Orientation. Workers will be instructed on the proper disposal method for waste. This may include general instruction on disposal of non-hazardous wastes, trash, or scrap materials. If waste generated are classified as hazardous, employees will be trained to ensure proper disposal.

Lockout/Tagout

Purpose

Identify the proper procedures for controlling hazardous energy, comply with Federal OSHA regulations and assist the company in achieving our overall goal of maintaining a safe work place.

Scope

This section applies to all workers of Garmong Construction Services who conduct lockout tagout as part of their normal work activities.

Definitions

Affected Employee: A worker who may operate equipment subject to lockout or who works in an area where lockout is used.

Authorized Employee: A worker who locks out and tags out equipment in order to perform servicing or maintenance on the equipment.

Lockout: The placement of a lockout device on an energy-isolating device, in accordance with an established procedure, to ensure 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 position to prevent the energizing of machine or equipment.

Potential Energy: May include any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

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 un-jamming of machines or equipment and making adjustments or tool changes, where the worker may be exposed to the unexpected startup of the equipment or release of hazardous energy.

Tagout: The placement of a tagout on the energy source that indicates the equipment being controlled may not be operated.

Responsibilities

Safety Advisor

Ensures the procedures of this policy are followed and supported by all workers.

Superintendent

Enforces the guidelines addressed in this policy.

Oversees the emergency removal of locking devices, and communicates these procedures to the workers who applied them immediately upon returning to the job site.

Procedures

Energy Control Procedures

Whenever the servicing or maintenance of equipment in which unexpected start-up or release of stored energy could cause injury, the following detailed procedures will be followed by trained and authorized personnel:

STEP 1: Preparation

Lockout/tagout procedures will only be carried out by "authorized employees". Before implementing the lockout/tagout procedure, you will fully understand the:

type and magnitude of the energy to be controlled
methods of controlling the hazardous energy
means of controlling the hazardous energy

STEP 2: Notification

Before applying lockout devices and tags, notify all affected employees that the energy control procedure is going to be used and the reasons why.

STEP 3: Shutdown

Shut down equipment by using normal procedures. When the equipment is part of a production process, all parts of the operation will be considered. Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type & magnitude of the energy, the hazards of the energy to be controlled, & the methods or means to control the energy.

The machine or equipment shall be turned off or shutdown using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to workers as a result of the equipment stoppage.

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.

STEP 5: Attachment of Locks and Tags

Attach locks to the energy-isolating device so the device is held in the "safe" or "off" position. 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. This energy will be dissipated or restrained. Some common methods to restrain or dissipate stored energy are repositioning, blocking, and bleeding down systems.

If there is a possibility of re-accumulation of stored energy level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

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. This should be accomplished by attempting to start the equipment by normal means of operation. Return operating controls to the "neutral" or "off" position after the test. Once you are sure the energy is isolated and safely controlled, proceed with the work activities.

Control Removal Procedures

STEP 1: Inspection

Inspect the work area for the removal of all tools, parts, and cleaning supplies.

STEP 2: Notification

Notify all affected employees that the lockout devices are being removed.

STEP 3: Guard Attachment

Inspect the equipment and ensure that all guards are in place and properly secured.

STEP 4: Power Restoration

Restore the power to the equipment by removing all locking devices and placing all energy isolating devices back in the on position.

STEP 5: Startup

Energize the equipment using normal startup procedures.

STEP 6: Quality Check

Check the equipment to make sure that it operates safely before allowing another worker to conduct work.

Authorization of Procedure

Only workers who have been designated by management and trained to the guidelines of this policy and safe working procedures associated with controlling hazardous energy will be allowed to practice lockout tagout. Each authorized employee will be re-trained whenever a new job, equipment or process is introduced.

Application and Removal

Equipment will be properly isolated from all energy sources and rendered inoperative prior to performing any work whenever unexpected energization could occur and cause injury.

Only the person who applied it will be able to remove the locking device, unless there is an emergency requiring immediate removal. The key will only be in the possession of the locks owner. The lockout and tagout device shall indicate the identity of the worker applying the device.

If a lock will be removed and the worker is not to be found to perform removal, then an authorized Superintendent will remove the lock by first placing a new lock on the clasp, and then removing the original lock. The worker who applied the original lock will be notified immediately upon returning to the job site.

Group Lockout Procedures

When the scope of Lockout/Tagout necessitates the use of a “group lockout” (e.g., the use of a lock box which contains the one key that controls the lock on devices), an authorized employee will be assigned the primary responsibility to oversee and coordinate group lockout procedures.

Each worker will place their own lock on the “group lockout” box. During shift changes, the workers coming on shift will place their own lock on the “group lockout” box, and sign in on the group lockout sign in/sign out sheet. Those workers leaving shall remove their locks and sign out on the group lockout sign in/sign out sheet. It is the responsibility of the authorized person or supervisor to ensure continuity of lockout or tagout procedures and proper use of the sign in/sign out sheet for any group lockout activity. This person shall not remove the group LOTO device until each worker in the group has removed his/her personal device.

The authorized employee should ascertain the exposure status of individual group members. Each worker shall attach a personal lockout or tagout device to the group's device while he/she is working & then remove it when finished. During shift change or personnel changes, there should be specific procedures to ensure the continuity of lockout or tagout procedures. Documentation should be specific.

Equipment

Only the locking devices issued by Garmong Construction Services will be used for lockout tagout. These locking devices will be uniform in size, color, and shape.

Locks will remain in good condition and able to withstand at least 50 pounds of pressure. Tags will be laminated to remain legible and in good operating condition regardless of weather conditions.

Tags will accompany all locking devices.

Legends will be included on all tagging devices, and completed prior to use. These legends will consist of worker name, company, date and purpose.

Inspection

Authorized employees will visually inspect locking devices prior to initial use each working day. The Safety Advisor will inspect all locking devices on an annual basis. This inspection will be documented and maintained on file. This inspection will consist of strength testing, physical defects and capability of application and removal.

All written procedures will be evaluated for their effectiveness on an annual basis. The evaluation will be conducted by the Safety Advisor. A certified review of the inspection including date, equipment, workers & the inspector should be documented.

Training Requirements

The training must include recognition of hazardous energy source, type & magnitude of energy available, methods & means necessary for energy isolation & control. The training should also include that a tag is not to be removed without authorization. The tag is never to be ignored or defeated in any way.

Affected employees will be trained on the purpose of lockout tagout, the equipment that will be used on company job sites, those employees who are designated as authorized level trained employees, and the importance of not removing lockout or tagout devices during Safety Orientation.

Authorized level employees will be trained on the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control. They will also be retrained whenever a procedure changes or a new piece of equipment is introduced.

Retraining is required when there is a change in job assignments, in machines, a change in the energy control procedures, or a new hazard is introduced.

All training and/or retraining must be documented, signed & certified.

Mobile Elevated Work Platforms

Only trained/authorized personnel will operate a mobile elevated work platform (MEWP). This includes aerial lifts and scissor lifts. Only trained occupants are allowed to ride in MEWPs.

A site-specific risk assessment must be done before operating each day. The assessment should be focused on identifying and controlling hazards, and communicating those hazards and controls to all affected persons. The following should be assessed: selecting the best lift for the job, how to safely access the site, necessary site preparation, maintenance of site controls, and assurance that the surface will be able to support the lift.

Annual Inspection: The owner of a MEWP will verify that an annual inspection will be performed on the equipment. Records of these inspections will be maintained by the equipment owner.

Frequent Inspection: The owner of a MEWP shall cause a frequent inspection to be performed on the lift:

a. That has been in service for three (3) months or 150 hours, whichever comes first.
b. Before putting into service a machine that has been out of service for a period longer than three months of time.

Daily Inspection: A pre-operational check will be performed prior to operating the equipment each day. This inspection will be done by completing the *Lift Inspection Report* (located in the Forms Section). Lift controls shall be tested each day prior to use to determine that such controls are in safe working condition. Tests shall be made at the beginning of each shift during which the equipment is to be used to determine that the brakes and operating systems are in proper working condition. Visual and audible safety devices shall be inspected for malfunction. Determine if deterioration or excessive leakage is occurring to the hydraulic or pneumatic systems. Ensure there is no visible damage to the fiberglass, electrical apparatus, or other insulating components.

Operator Safety Precautions

Each operator will be held accountable for abiding by all of the following safe work practices. Any employee who violates these requirements will be issued disciplinary action.

Do not operate a machine that is not functioning properly.

Boom and basket load limits specified by the manufacturer shall not be exceeded. Operators will take precautions to evaluate the total load being lifted prior to each lift.

A MEWP is designed to take employees and their tools to a high reach or elevation work area. Materials and/or tools can be carried within the confines of the bucket or basket to the extent that they do not impede the mobility of the operator, and do not result in exceeding the weight limitations of the device.

Safe operation of MEWPs may require the presence of two or more persons. A ground person will be required during the usage of any lift or platform when the following conditions exist:

Welding or burning is performed from the work platform.
Work around vehicular traffic or crane traffic.
Work is being performed adjacent to or over railroad tracks.

NOTE: The ground person will be qualified with the MEWP and its operation. In situations where more than one-man lift is being used in the immediate area, one ground person may be used to control traffic for all man lift activity in the area.

Mobile elevated work platforms, unless specifically designed for and certified for such work, will not be used to work on energized conductors.

MEWPs may be "field modified" for uses other than those intended by the manufacturer provided the modification has been certified in writing by the manufacturer or by any equivalent entity.

When operating MEWPs proximate to, under, over, or near (within 10 feet) of electrical conductors which are not in cable ladders, raceways, or conduit, clearance will be obtained from the electrical and/or safety department. For lines rated 50 kV or below, minimum clearance between the lines and any part of the equipment or load shall be at least 10 feet. If the MEWP is insulated for the voltage involved, and if the work is performed by a qualified person, the clearance distance (between the uninsulated portion of the MEWP and the power line) may be referenced to the distance provided in 1910.333(c)(3)(ii)(C) Table S-5.

Use flagging and barricades to isolate the area below an overhead work area.

Approved personal fall protection equipment will be worn by all occupants of an extensible boom platform or articulating boom lifts. A full body harness will be worn with the lanyard attached to the approved anchor point (not the guardrail or other unapproved component). Personal fall protection equipment will not be secured to an adjacent structure or poles while the person remains in the MEWP.

Aerial work platforms will be equipped with a No. 18 gauge U.S. standard wire one-half-inch mesh screen, guardrails systems, and toe boards that meet the specification put forth in OSHA 1910.28 (a) (17).

All scissor lifts will be equipped with a guardrail system consisting of a 42 inch handrail and a 21 inch mid-rail. Some scissor lifts have a chain as a temporary guardrail to allow access, but it will be attached whenever the platform is elevated, and it will only be installed on no more than one of the four sides. Some scissor lifts have a spring-loaded gate for access (not a chain).

Use extreme caution when entering or leaving the MEWP at elevated positions. Personal fall protection equipment will be used in all situations. Points of anchorage will be evaluated and tested prior to leaving the MEWP.

Operators of scissor lifts will not be allowed to move the equipment when the platform is elevated unless the operator ensures the driving surface is clear from obstacles, debris, drop-offs, holes, depressions, ramps and other hazards to ensure safe elevated travel.

Be aware of operating clearances required before initiating any machine functions. Always look in the direction that the bucket is moving and at any object in the path of the boom.

Do not mechanically block the foot switch.

Observe extreme caution to prevent obstacles from striking or interfering with controls.

Maintain a clear visual site line with the ground observer at all times.

The lift must have a reverse signal alarm audible above the surrounding noise level or the lift is backed up only when an observer signals that it is safe to do so.

Do not place ladders or scaffolds in platform or against any part of the machine.

Maintain a firm footing on the platform. Do not climb, sit or stand on the rails or edge of the basket to gain height while in a MEWP. Employees shall not use planks, ladders, or other devices for a work position.

Do not lean over the guardrail, jump, shake the platform, push/pull an object outside the lift, or touch the platform controls since these can affect stability of the lift and cause it to tip.

Assure the surface to be traveled is flat, firm and able to withstand load. Do not drive over grading, manholes, ground panels, etc.; unless the operator knows that the load capacity will not be exceeded.

When work is conducted in an area where pedestrian traffic is likely, orange pylons will be used to warn nearby employees. When vehicular traffic is likely, a barricade system will be used to completely isolate the area, or flagging will be utilized.

MEWPs may be "field modified" for uses other than those intended by the manufacturer provided the modification has been certified in writing by the manufacturer or by any equivalent entity.

Training Requirements

Operators: Any employee who operates a mobile elevated work platform must receive training on the safe inspection, operation & maintenance of MEWPs prior to initial operation.

Supervisors: Any employee who supervises employees who operate a MEWP, must complete MEWP operator training. This training will include:

- The types of mobile elevated work platforms and guidelines for proper selection;
- Potential hazards for operators, riders and pedestrians;
- How to affectively control associated hazards;
- Safe operation of lifts;
- Storage and use of owner's manual.

Maintenance: Any employee who performs maintenance on MEWPs must be trained how to thoroughly inspect the lift for safety hazards, and understand the proper maintenance procedures to do so safety and reliably.

Occupants: Any employee who will occupy a MEWP shall receive training on the following before being allowed to ride along in a lift.

- A personal fall arrest system must be worn at all times and attached to an approved anchor point;
- Maintain firm footing (never stand on toe-boards or rails);
- Keep hands free from pinch points;
- Do not lean over the guardrail, jump, shake the platform, push/pull an object outside of the lift, or touch the platform controls because these can affect stability of the lift;
- Know the safe use and hazards associated with accessories such as an access deck, panel cradle, fall arrest bar, etc.;
- Know where the operator's manual is kept;
- Know the location and proper use of controls needed to lower and shut-down the lift in case of an emergency situation.

Mobile Equipment

Purpose

This program is written to be in compliance with local regulatory requirements and provide directives to managers and workers about their responsibilities in the operations and management of Garmong Construction Services mobile equipment.

Scope

The section applies to all Garmong Construction Services workers and shop operations.

Definitions

Not applicable to this section

Responsibilities

Superintendent

Responsible for the implementation and maintenance of the program for their site and ensuring all assets are made available for compliance with the plan.

Workers

All shall be familiar with this procedure and the local workplace vehicle safety program.
Follow all requirements, report unsafe conditions, and follow all posted requirements.

Procedures

The following requirements apply for all Garmong Construction Services locations:

- Garmong Construction Services must develop and implement safe work procedures for the use of powered mobile equipment in the workplace and must train workers in those safe work procedures.
- The equipment operator of mobile equipment shall be directly responsible for the safe operation of that equipment and shall comply with all laws and regulations governing the operation of the equipment.
- The records for any service, repair or modification which affects the safe performance of the equipment must be maintained and be reasonably available to the operator and maintenance personnel during work hours.
- All mobile equipment shall be maintained in safe operating condition and operation, inspection, repair, maintenance and modification shall be carried out in accordance with manufacturer's instructions or, in the absence of the instructions, in accordance with good engineering practice.

- Servicing, maintenance and repair of mobile equipment shall be done when the equipment is not in operation, except that equipment in operation may be serviced if the continued operation is essential to the process and a safe means is provided.

- Only authorized workers shall be allowed to operate mobile equipment. Authorization to operate mobile equipment will be issued to workers qualifying under appropriate training and proficiency testing. The person must also have in possession of an applicable operator's license and an airbrake certificate where required and be familiar with the operating instructions pertaining to the equipment and be authorized to operate the equipment. Authorization will be issued on after these requirements are met.

- A Manager must not knowingly operate or permit a worker to operate mobile equipment which is, or could create, an undue hazard to the health or safety of any person or is in violation of any local or federal regulations.

- Before starting the engine, the driver shall fasten seat belts (if mobile equipment contains seatbelts) and adjust them for a proper fit.

- Mobile equipment in which the operator cannot directly or by mirror or other effective device see immediately behind the machine must have an automatic audible warning device which activates whenever the equipment controls are positioned to move the equipment in reverse, and if practicable, is audible above the ambient noise level.

- Unauthorized personnel shall not be permitted to ride on equipment unless it is equipped to accommodate riders safely.

- At the beginning of each shift, the operator shall conduct a thorough visual inspection of all critical safety and operating components. These components will include but won't be limited to: the clutch, braking system, steering, lighting, and controls.

- The operator shall immediately report defects and conditions affecting or likely to affect the safe operation of the equipment to his or her immediate Manager or other authorized person and confirm this by a written report as soon as possible. If an inspection of powered mobile equipment identifies a defect or unsafe condition that is hazardous or may create a risk to the safety or health of a worker Garmong Construction Services must ensure that the powered mobile equipment is not operated until the defect is adjusted, repaired or the unsafe condition is corrected.

- The operator of mobile equipment must not leave the controls unattended unless the equipment has been secured against inadvertent movement such as by setting the parking brake, placing the transmission in the manufacturer's specified park position and by chocking wheels where necessary.

- No operator shall leave unattended a suspended load, machine or part or extension of it unless it has been immobilized and secured against inadvertent movement.

- Powered equipment shall not be left unattended unless forks, buckets, blades and similar parts are in the lowered position or solidly supported.

- Before a worker starts any powered mobile equipment Garmong Construction Services shall ensure that the worker makes a complete 360 degree visual inspection of the equipment and the surrounding area to ensure that no worker, including the operator, is endangered by the start-up of the equipment. No worker shall start any powered mobile equipment until the inspection is completed.

- Before starting the engine, the operator shall fasten seat belts and adjust them for a proper fit.

- All powered mobile equipment is inspected by a competent person for defects and unsafe conditions as often as is necessary to ensure that it is capable of safe operation. A written record of the inspections, repairs and maintenance carried out on the powered mobile equipment is kept at the workplace and made readily available to the operator of the equipment. As soon as is reasonably practicable the defect must be repaired or the unsafe condition is corrected.

- All mobile equipment shall be equipped with a working signal alarm for backing up that is audible above the surrounding noise level. The operator shall make sure the warning signal is operating when the equipment is backing up. If an alarm is not functional, then a “spotter” must be used whenever backing or the equipment must be tagged and removed from service.

- The operator shall use access provided to get on or off of equipment. Do not jump to the ground.

- No operator shall operate mobile equipment without the protection of an enclosed cab or approved eye protection for the type of hazards to the eye.

- Where there is a danger to the operator of a unit of powered mobile equipment or any other worker who is required or permitted to be in or on a unit of powered mobile equipment from a falling object or projectile Garmong Construction Services requires that the powered mobile equipment is equipped with a suitable and adequate cab, screen or guard.

- Each mobile equipment vehicle used for lifting must be provided with a durable and clearly legible load rating chart that is readily available to the operator. The operator shall not load the vehicle/equipment beyond its established load limit and shall not move loads which because of the length, width, or height that have not been centered and secured for safe transportation.

- Mobile equipment used for lifting or hoisting or similar operations shall have a permanently affixed notation stating the safe working load capacity of the equipment and the notation must be kept legible and clearly visible to the operator.

- Mechanical equipment used to lift or move lines or other material shall be used within its maximum load rating and other design limitations for the conditions under which the work is being performed.

- The operator shall not use, or attempt to use any vehicle in any manner or for any purpose other than for which it is designated.

- The operator's manual for powered mobile equipment must be readily available to a worker who operates the equipment.

- Adequate and approved fire suppression equipment shall be provided on mobile equipment.

- The operator of a gasoline or diesel vehicle shall shut off the engine before filling the fuel tank and shall see that the nozzle of the filling hose makes contact with the filling neck of the tank. No one shall be on the vehicle during fueling operations except as specifically required by design. There shall be no smoking or open flames in the immediate area during fueling operation.

- When a worker is required to work beneath elevated parts of mobile equipment including trucks, the elevated parts shall be securely blocked.

- Materials and equipment being transported shall be loaded and secured in a manner to prevent movement which could create a hazard to workers or another person. This includes keeping the cab, floor and deck of mobile equipment free of material, tools or other objects which could create a tripping hazard, interfere with the operation of controls or be a hazard to the operator or other occupants in the event of an accident.

- Mechanical equipment shall be operated so that the minimum approach distances established by OSHA are maintained at all times.

- If work must be performed within a “Minimum Approach Distance” then all energized lines that are exposed to contact must be covered with insulating protective materials that will withstand the type of contact that might be made during operation.

- Each worker shall be protected from hazards that might arise from equipment contact with the energized lines. The measures used shall ensure that workers will not be exposed to hazardous differences in potential.

- When maneuvering equipment (forward or backward) in a “hazardous location” such as a substation, congested area, high traffic area, or near a powerline the Operator must first walk the path of travel in order to identify all potential hazards. They must then assign at least one spotter *per identified hazard* and instruct those spotters on what to watch for. The Operator must also maneuver the vehicle/equipment in a slow controlled manner, maintain adequate communication with all spotters, fully obey their commands, and stop immediately if communication ceases. If the Operator fails to do any part of this, they will be held responsible for any incidents that occur.

- Spotters must discuss hand signals with Operators before spotting. While spotting they must be in full view of the Operator, make sure “Minimum Approach Distances” from overhead lines are not crossed, maintain a safe distance of 10’ from the vehicle/equipment, avoid pinch points, and walk sideways so they can scan the operating area as well as look where they are stepping. Spotters may not use cell phones, hold conversations with anyone other than their assigned Operator, or perform other tasks that may distract them from spotting.

- Situations that require the use of spotters on jobsites shall be documented on the Job Hazard Analysis form (located in the Forms Section). The situation, hazards involved, and number of spotters shall be included on the form. Anyone who does not feel comfortable with operating equipment or spotting in a hazardous situation should stop and notify their Supervisor before proceeding.

- Under no circumstance will a worker be directed, required or permitted to work under or remain in the range of a swinging load or part of unit of powered mobile equipment due to the inherent danger.

Training Requirements

All employees shall be trained, competent, and qualified persons competent in safe procedures. Field personnel will receive daily work instructions and information from tool box talks concerning safe practices.

Pandemic Response Plan

Purpose

To establish a plan that will help the company prepare, prevent & respond to disease that may affect our employees or impact our business.

Scope

This section applies to all employees of Garmong Construction Services.

Definitions

Pandemic Disease: A contagious disease or illness that spreads rapidly over a large region.

Procedures

Pandemic Disease Prevention

This pandemic disease plan was developed to determine how such a situation will be handled. Our Risk Manager is the appointed individual to coordinate this plan and is responsible for dealing with the impact of disease issues to the workplace.

Information about seasonal or other diseases that could be beneficial for employees to know about will be communicated via email, letters sent home, and/or weekly toolbox talks.

If an outbreak of a pandemic disease has been reported in the area, the company will intentionally limit the size and number of large meetings that are held until the disease is under control.

All employees will be encouraged to receive preventative vaccinations for seasonal flu and other seasonal illnesses as necessary. In an effort to increase the number of employees who participate in these vaccinations the company may coordinate certain days where they are offered at the office.

Soap, towels & running water will be provided at all facilities and jobsites for employees to use.

All employees will be instructed to wash their hands for at least 20 seconds, on a frequent basis, and especially before eating, drinking, using tobacco products, or otherwise placing something in their mouth. The use of hand sanitizer gel will also be recommended for use, but not required.

In some cases, gloves and masks may need to be issued to workers to protect them as well.

Employees who become ill should stay at home until their symptoms have been absent for at least 24-hours. However, there may be more stringent guidelines for different illnesses. For example, if an employee has COVID-19, they will not be allowed to return to work until they are fever-free for 24 hours, at least 10 days have passed *since symptoms* first appeared, and other symptoms of COVID-19 are improving. If ill employees can do their work from home (i.e. office or management employees) and they wish to, they may talk to their direct supervisor about doing so. If granted permission, their pay will not be affected for that time period.

Pandemic Response Procedure

Any employee who is diagnosed with a pandemic disease that could be life threatening (i.e. Tuberculosis, Smallpox, H1N1, COVID-19, etc.) must immediately isolate themselves from all other employees & notify the company's Risk Manager over the phone.

Upon initial notification the Risk Manager shall gather as much detail as possible from the infected employee, including when they first noticed symptoms, what those symptoms were, when they were diagnosed, who they have been in contact with since the symptoms were first noticed, and where all they have worked/visited since the onset of the illness.

After gathering this information, the Risk Manager shall contact our Account Manager at our designated healthcare facility, to notify them of the situation and to request assistance from a healthcare professional who has intimate experience with that specific disease. They will then work with this professional to establish a plan specific to that disease to determine decontamination procedures & other precautions necessary for minimizing exposure.

A list will then be assembled of all employees who could have potentially been exposed to this disease. Those individuals will be immediately notified over the phone about the incident (in a way that complies with employee privacy and HIPPA laws), and requested to report to a specific clinic for testing (if necessary). Human Resources and the Risk Manager will work closely to track exposure and communicate/notify affected employees.

All other employees will then be notified about the incident (in a way that complies with employee privacy and HIPPA laws). This communication will likely start in the form of an email sent to all managers & supervisors but will then be communicated on down through the workforce verbally.

The Chief Operations Officer or Risk Manager will also notify the customer of the incident. Again, information will be shared but employee privacy laws will not be violated.

All tools, equipment, work areas, and other items that could have potentially been infected will then be thoroughly sanitized prior to allowing employees to use them.

Following a pandemic event, the Risk Manager shall review, and identify learning opportunities and take action to implement any corrective actions.

COVID-19 Specific Procedures

For the proposes of this policy, an "at-risk worker" is any employee who is not fully vaccinated, had a prior organ transplant, or has taken immune weaking medications for a prolonged period of time (such as corticosteroids).

Garmong Construction Services will follow the most recent guidelines established by the CDC (Centers for Disease Control and Prevention) and any applicable government orders for mitigating the spread of COVID-19. We will also follow any client requirements that exceed the CDC or other government regulations.

Our standard requirements for preventing the spread of Covid-19 are as follows:

Garmong Construction Services will educate all employees on the common signs and symptoms of Covid-19 and instruct them to immediately notify their supervisor if they experience any of those symptoms or are exposed to others who exhibit these symptoms.

Any "at-risk worker" who experiences one of the following will be required to immediately leave work, take a Covid 19 test, and isolate until test results are received:

- Exhibit one or more common symptom of Covid 19.

- Within 6' from someone who tests positive for Covid 19 for a total of 15-minutes.
- Travels to a Risk Level 2 or 3 country (as identified by the CDC).

If an employee tests positive for Covid, they (regardless of vaccination status) must stay home for 5 days. If they have no symptoms or their symptoms are resolving after 5 days, they can return to work. If the employee had symptoms that were moderate or severe (shortness of breath or difficulty breathing), they should isolate through day 10. Employee must continue to wear a mask around others for 5 additional days. However, they have to be fever free for 24 hours before returning to work.

If an employee was exposed to someone with Covid, the CDC recommends wearing a mask and taking precautions, up to 10 days after a person is exposed. After 5 full days from exposure, the exposed person should take a Covid test. If the test is negative, still wear a mask for 5 more days since the person could still develop Covid within 10 days. Employees should continue to monitor and watch for symptoms.

Please note that individuals must be fever free for at least 24 hours without taking any fever relieving medications before they return.

Whenever an employee is required to isolate, Garmong Construction Services will notify potentially effected clients, crew members, and others who could have been exposed. This notification shall occur within 8-hours of the company receiving the results.

If Garmong Construction Services' employees are required to isolate and we cannot cover the manpower with our own employees, we will subcontract the work to get completed.

The following precautions must be followed by all employees:

- Wash hands often with soap and warm water (for at least 20 seconds).
- If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.

The following precautions must be followed by "at risk workers":

- Wear a face covering that fits snugly over the nose, mouth & chin with no large gaps. (Note: The company will provide face coverings if employees do not have their own).
- Maintain a distance of at least 6' from others.
- Avoid entering tight work areas when occupied or carpooling.
- Do not shake hands with others (use a noncontact method of greeting).
- Clean and disinfect tools or equipment before use (if it was last used by someone else).

Garmong Construction Services will perform regular cleanings to reduce the risk of exposure to COVID-19 in the workplace. This includes routine cleaning and disinfecting of all frequently touched surfaces, tools/equipment, and portable toilets.

The company will ensure all work areas are well ventilated, including our office spaces. This may include make sure the HVAC unit is operating correctly and being properly maintained. HEPA filters will be used in spaces with high occupancy or limited ventilation.

Supervisors should check-in with employees periodically to see how they are feeling, as well as others in their households, to ensure they are not showing any known symptoms of COVID-19.

Garmong Construction Services will not tolerate any harassment or retaliation that occurs when employees express concerns about Covid 19 related hazards. All employees are encouraged to notify their supervisor (or another management team member) if they experience any such treatment. If an employee wants to express concerns anonymously, they may request a one-on-one meeting with a management team member.

Our management team will stay informed about new guidelines issued by the government or customers and share it with our employees as needed. This information may be shared through emails, letters and/or at safety meetings.

Training Requirements

All employees will be educated on illness prevention, initial disease symptoms, how to avoid spread of disease, when it is appropriate to return to work after illness, and company policies concerning illness at least annually during a weekly toolbox talk.

Personal Protective Equipment

Purpose

Identify adequate levels of Personal Protective Equipment for workers to wear in order to protect them from hazards that cannot be eliminated or otherwise controlled.

Scope

This section applies to all full-time, part-time, contract & temporary workers.

Responsibilities

Safety Advisor

Take full responsibility for the complete implementation of this policy.

Superintendent

Distribute the appropriate PPE to all employees prior to beginning work.

Constantly monitor jobsites for adherence to this policy and issue disciplinary action to workers who are in violation.

Worker

Wear and maintain all required PPE.

Procedures

General Requirements

Superintendents will conduct a Job Hazard Analysis prior to starting a new project, as required by our "Hazard Analysis Plan". During this process Superintendents will look for unique or non-routine tasks and prescribe the proper level of PPE.

Garmong Construction Services will provide and pay for all PPE that is required by this program other than general work attire (e.g. long pants, shirts, work boots, etc). Employees may choose to provide their own PPE as long as it meets ANSI and company specifications. Garmong Construction Services must assure its adequacy, including proper maintenance, and sanitation of such equipment.

Consideration must be given to comfort and fit. PPE that fits poorly will not afford the necessary protection. Continued wearing of the device is more likely if it fits the wearer comfortably. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

© RMS-Safety

All PPE (including employee provided equipment) shall be inspected daily for defects, replaced if found defective, stored in a way that does not promote damage, and cleaned regularly. PPE that is damaged shall not be used.

General Clothing

All workers must wear the following clothing (at a minimum) whenever present in a shop, maintenance, or construction environment:

- Long pants that reach the boots (no holes or tears).
- Shirts with at least 4" tailored sleeves.
- Durable work boots (cut-resistant material, 6" high ankle support, aggressive slip-resistant tread, puncture resistant & electric rated soles).

Clothing must be flame-resistant when welding, working on live electrical, or doing anything else that involves exposure to extreme heat. Loose clothing shall never be worn around rotating parts.

Head Protection

All workers are required to wear Z89.1 approved head protection whenever performing a task that could result in a head injury. Anyone working in or passing through areas that pose such hazards are also required to wear head protection. Some examples of when head protection must be worn are:

- 100% on all Jobsites = Hard Hats.

Headbands must be adjusted to prevent the helmet from falling off. If necessary, a chinstrap will be used to keep the hard hat in place.

Head protection shall be routinely inspected for defects, such as: visible cracks, damage from contact with chemicals, or melting from exposure to heat sources. Any helmet found with such a defect must be removed from use and replaced immediately. Hard hats shall also be replaced if the manufacturer only approves their use for a limited period of time (i.e. some only approve them for 5-years).

Eye & Face Protection

All workers are required to wear ANSI Z87.1 approved eye/face protection whenever performing a task that could result in an eye/face injury. Anyone working in or passing through areas that pose such hazards are also required to wear eye/face protection. Some examples of when proper eye/face protection must be worn are:

- Standing/working near welding or cutting = Safety Glasses (shaded lenses)
- Operating air or power tools = Safety Glasses
- Striking two objects together = Safety Glasses
- Pouring or handling standard chemicals = Safety Glasses
- Pouring or handling caustic/acidic chemicals = Safety Glasses + Face Shield
- Charging batteries = Safety Glasses + Face Shield
- Grinding metal parts = Safety Glasses + Face Shield
- Working with compressed air = Goggles
- Performing live electrical work = Safety Glasses + Appropriately Rated Face Shield

The Safety Advisor will provide properly fitted and adjusted eyewear to each individual during Safety Orientation. All eye/face protection devices must be maintained in good and sanitary condition. Eye protection is to be replaced when it becomes warped, scratched, or otherwise damaged.

All workers must wear safety glasses, or some form of eye protection, while present on a jobsite.

Workers who wear prescription lenses must either wear contact lenses under standard safety glasses, wear oversized safety glasses on top of their prescription glasses, or purchase safety glasses with built-in prescription lens. Contact lenses shall be avoided in dusty and/or chemical environments.

Hand Protection

All workers are required to wear suitable hand protection whenever performing a task that could result in hand abrasions, lacerations, punctures, burns, or blood/chemical exposure. Some examples of when hand protection must be worn are:

- Manual Materials Handling – Durable Work Gloves
- Tool Operation (Non-Rotating) – Durable Work Gloves
- Utility Knife – Durable Work Gloves
- Hot work – Flame Retardant Gloves
- Chemical Handling – Neoprene Gloves
- First Aid/CPR – Nitrile Gloves
- Live Electrical Work – Dielectric Gloves with Leather Covers

All workers must wear the appropriate hand protection while present on a jobsite. All workers required to wear hand protection must properly care for, routinely inspect, and replace gloves as needed (if the gloves are not disposable).

Foot Protection

All workers are required to wear approved protective toed footwear whenever present on a jobsite.

Foot protection shall be routinely inspected for defects, such as holes & excessively worn soles. Any footwear found defective must be removed from use and replaced immediately.

Body Protection

All workers are required to wear body protection whenever performing a task that could result in ASTM F2413-11 body abrasions, lacerations, punctures, burns, or blood/chemical exposure. Some examples of when body protection must be worn are:

- All Construction Activities – Hi-Vis Clothing or Traffic Vest (Class II); Traffic Vest worn if within 15' of a roadway
- Chemical Exposure – Tyvek Coveralls
- Chain Saws – Cut Resistant Chaps
- Work on Live Energized Parts – Appropriately Rated Balaclava + AR Coveralls (see our "Electrical & Arc Flash Safety" policy for more detail)

Respiratory Protection

All workers are required to wear respiratory protection whenever performing a task that could involve over-exposure to a hazardous substance. Anyone working in or passing through areas that pose such hazards are also required to wear respiratory protection. Some examples of when proper respiratory protection must be worn are:

- Handling Asbestos or Lead Materials – Half Face Particulate Mask w/P100 Filters
- Working Around Concrete Dust – N95 Filtering Face Piece
- Handling Contaminated Soil – SCBA or Full Face Supplied Air Respirator
- Confined Space Entry – Emergency Self Contained Breathing Apparatus (e-SCBA)
- Confined Space Rescue – Self Contained Breathing Apparatus (SCBA)

(For further detail, refer to the Garmong Construction Services "Respiratory Protection" plan.)

Fall Protection

All workers are required to wear fall protection whenever performing a task that could involve a potential fall hazard. Some examples of when fall protection must be worn are:

- Elevated above 6' while performing standard work activities.
- Elevated on scaffolding above 10'.
- Elevated above 15' while erecting steel.

(For further detail, refer to the Garmong Construction Services "Fall Protection" plan.)

Welding Protection

All workers are required to wear welding protection whenever performing hot work. Anyone working in or passing through hot work areas are required to wear properly shaded eye protection if barriers are not used. Some examples of the types of welding protection that must be worn are:

- All Hot Work – Leather boots, flame resistant long pants, jacket, & gloves (no shirt pockets, fully buttoned & all clothing overlapping).
- Arc Welding – Welding Helmet (Shade 10-14)
- Gas Welding – Welding Goggles (Shade 4-8)
- Torch Cutting – Shaded Glasses (Shade 3-6)

(For further detail, refer to the Garmong Construction Services "Welding & Cutting" plan.)

Electrical Protection

Before beginning any type of work on or near exposed energized parts, a Qualified Electrical Worker must identify the Arc Flash Boundary and the proper category of PPE to wear. This can be done by either referencing Appendices B-D of our *Electrical Safety & Arc Flash* policy or by conducting an Engineering Survey.

All individuals who cross the Arc Flash Boundary must wear the proper category of arc-rated PPE over clothing that does not easily melt, such as 100% cotton or denim. This includes unqualified workers, customers, and other contractors.

Training Requirements

Employees will be trained on when and what PPE is necessary, how to properly don, doff, adjust and wear PPE, any limitations of the equipment, as well as proper care, maintenance, useful life and disposal of the PPE by the Safety Advisor during Safety Orientation. PPE training shall be documented. The certification should include the employee name, the dates of training, and the training content.

Each affected employee must demonstrate an understanding of training received and the ability to use PPE properly. When there is a reason to believe that any employee who has been trained does not have the required understanding and skill or there are changes in the workplace, the employee must be retrained.

PPE training should be documented. The certification should include the employee name, the dates of training, and the training content.

Powder Actuated Tools

Purpose

Identify and control potential hazards associated with the operation of powder-actuated tools, comply with Federal OSHA regulations and assist the company in achieving our overall goal of maintaining a safe work place.

Scope

This section applies to all workers of Garmong Construction Services

Definitions

Fire Watch: A worker who monitors hot work activities & responds to any type of ignition. This person will be equipped with a charged extinguisher, perform only the duty of watching for & responding to fires, and wait at least 30-minutes after the activity to monitor for smoldering materials.

Responsibilities

Safety Advisor

Ensures the procedures of this policy are followed and supported by all workers.

Superintendent

Enforces the guidelines addressed in this policy.

Procedures

Operator Certification Training

Only workers who have been trained in the safe operating procedures, and have received an official Operator Certification Card will be allowed to operate powder-actuated tools. The Safety Advisor will contact the manufacturer to conduct Operator Certification Training whenever a worker is expected to perform work, but has not received certification training. A copy of all certification cards will be maintained on file by the Safety Advisor.

Personal Protective Equipment

All workers who operate powder-actuated tools will be required to wear safety glasses, steel-toed boots and earplugs throughout the operation. Face shields will be available for voluntary use.

Garmong Construction Services employees, visitors and other company's workers within 20 feet of the operating area will be required to wear safety glasses and earplugs.

© RMS-Safety

General Safe Work Practices

All powder-actuated tools will be maintained inside the storage box whenever it is not in use. This box will remain under the possession of the Superintendent to allow better control of those who use it.

All tools will be used with the correct shield, guard or attachment recommended by the manufacturer.

If the tool misfires, the tool will be kept in operating position for one full minute, and then place in vertical position (muzzle down) while the charge is carefully removed.

Only fasteners specifically designed for the powder-actuated tools are to be used. Boosters will be kept only in the box that they came in. Dropped boosters will be picked-up immediately.

Powder actuated tools will only be used on steel, concrete or block. Never should these tools be used on wood or any other thin material in which the nail could escape through the other side. Workers will inspect the other side of materials to be shot into, such as walls, prior to performing such a task.

To prevent the possible exposure to flying particles, the operator should avoid driving studs through pre-drilled or pre-punched holes without using special guards designed for this type of operation. The operator should also try to avoid driving studs closer than three inches to the edge of the material whenever possible, due of their tendency to split or crack.

Explosive or Flammable Atmospheres

Operators will not be permitted to operate powder-actuated tools in an atmosphere that contains flammable or combustible materials. If these materials are in an area in which work is to be performed, then one of the following actions will be taken to prevent fire/explosion:

- Move all flammable and combustible materials 20 feet from the work area
- Move the materials to be worked on 20 feet from all flammable and combustible materials
- Assign a worker to act as a fire watch (refer to *Definitions* for responsibilities)

Inspection and Maintenance Procedures

Powder Actuated tools will be inspected pre-use. This inspection will include if the tool is currently loaded, if it has any missing or altered parts or if any other visual defects are noticed. Tools will also be briefly inspected by the operator before loading the tool each time.

Workers will remove the tool from service and inform the Superintendent if a defect is noted. The Superintendent is then to contact the manufacturer to perform any repairs.

These tools will be thoroughly cleaned periodically. All parts will be disassembled when doing so. These parts will be replaced exactly where they came from.

Training Requirements

All operators will be trained on the safe operation of the particular tool to be used before they are allowed to use it.

Respiratory Protection

Purpose

Identify and control potential harmful exposures to dusts, fumes, mists, gases, smokes, sprays or vapors, comply with Federal OSHA regulations and assist the company in achieving our overall goal of maintaining a safe work place.

Scope

This section applies to all employees of Garmong Construction Services. that are exposed to potential hazards generating from air contaminants. This policy does not include those employees whose only use of respirators involves the voluntary use of filtering facepieces (dust masks).

Definitions

Qualitative Fit Test: A pass/fail fit test used to assess the adequacy of the respirator by introducing a test agent to the individual when wearing the respirator and observing their reaction.

Quantitative Fit Test: An assessment of the adequacy of a respirator fit using a specific machine to numerically measure the amount of leakage into the respirator.

PLHCP: Physician or other Licensed Health Care Professional.

IDLH: Immediate Danger to Life or Health.

Responsibilities

Safety Advisor

Ensures the procedures of this policy are followed and supported by all employees.

Coordinates medical activities between a medical facility and the employee.

Fit test all employees who are required to wear a tight-fitting respirator and documents the results by completing the *Respirator Fit Test Form* (located in the Forms section).

Distributes the proper respiratory protection, free of charge, to affected employees prior to beginning work.

Risk Manager

Process all paperwork between Garmong Construction Services, the employee and a medical facility necessary to evaluate an employee for the use of a respirator, including the *Respirator Medical Questionnaire* and *Respirator Information for the Physician* forms (both located in the Forms section).

Superintendent

Enforces the guidelines addressed in this policy.

Procedures

Designation of Responsibility

The Safety Advisor is responsible for overseeing the complete implementation of this policy by working with all levels of employees, a medical facility and possibly a certified competent person who will conduct all monitoring activities. This person must be knowledgeable of the complexity of the program, able to conduct evaluations and have the proper training.

Hazard Identification

All operations performed by Garmong Construction Services that involve a possible overexposure to hazardous airborne substances will analyzed to determine if the use of respiratory protection is required on a mandatory basis. This may be accomplished by either reviewing the company's operations, processes and procedures, by conducting industrial hygiene monitoring, or by a competent person analyzing the information contained on a Safety Data Sheet (SDS).

This program is to be followed when engineering control measures are not feasible or during emergency situations with high exposure to harmful vapors and oxygen deficient atmospheres. Respirators shall be provided which are applicable and suitable for purpose intended.

As all other sections in this Health & Safety Program, this policy will be evaluated on an annual basis by the Risk Manager. All monitoring results, employee complaints, recordable and near-miss injuries, as well as Incident Investigation and *Safety Inspection Reports* will be taken into consideration when conducting this evaluation.

The Safety Advisor must address appropriate surveillance, and ensure employees leave the area to wash, change cartridges, or if they detect break-through or resistance.

General Safe Work Practices

NIOSH approved tight fitting respirators will be worn by employees who perform work or work around other contractors who perform work that involves inadequate levels of oxygen or the potential overexposure to hazardous dusts, fogs, mists, gases, smokes, sprays, or vapors.

Medical evaluations must be performed before an employee is permitted to wear any type of respirator. These medical evaluations will be performed by a physician or licensed health care professional and provided at no cost. Follow-up medical evaluations shall be conducted as required by the physician and whenever conditions change (e.g. new type of respirator, employee develops asthma, significant weight loss or dental work for the respirator user, etc).

Employees must leave the respirator use area if they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece.

Disposable dust masks will be available on a voluntary basis for employees who work in areas that contain nuisance dusts. All employees will be given a copy of 29 CFR 1910.134 Appendix D during Safety Orientation.

Coordination of Medical Evaluations

Upon scheduling a medical evaluation, the Risk Manager will complete the *Respirator Information for the Physician* form (located in the Forms Section) and forward it to the physician's office before the employee is evaluated.

The Risk Manager will then give the *Respirator Medical Questionnaire* (located in the Forms Section) to the employee, and instruct them to complete it confidentially, prior to the examination, and to give it to the physician once they arrive for their medical evaluations (the company will not receive a copy).

A copy of the physician's examination and their medical determination of the employee's ability to wear a respirator will be obtained by the Risk Manager once the appointment is concluded. These documents will be placed in the employee's personnel file and not shared with anyone other than the employee, the government, company executives, and those otherwise authorized by the employee.

Medical evaluations must be confidential, during normal working hours, convenient, understandable, and the employee shall be given a chance to discuss results with physician or other licensed health care professional (PLHCP).

Types of Respiratory Protection

Air Purifying Respirators

Air purifying respirators only "purify" contaminants from the ambient air. They add NO oxygen. Because of this, air purifying respirators can only be used when the identity and concentration of the contaminant is known, the oxygen content in the air is at least 19.5%, there is periodic monitoring of the work area, the respirator assembly is approved for protection against the specific contaminant and concentration level, and the type of respirator has been fit-tested on the employee.

Filtering Facepiece (Dust Mask)

NIOSH approved disposable dust respirators provide protection against nuisance dusts and fumes. Make sure to obtain and maintain a good seal for it is difficult to fit-test.

Full-Mask Respirators

This form of respirator protects the entire face and gives much more overall protection than the Half-Mask Respirator. The full-faced mask also uses cartridges or canisters that filter out hazardous contaminants from the air. These respirators only purify the air, they do not provide a source of breathing air. Therefore, they are not to be used in an oxygen deficient atmosphere without using supplied air. Filters are available for the same materials as for the half-mask, with several additional ones available.

Half-Mask Respirators

Cartridges are used to filter the air and then discarded when the End of Service Life Indicator indicates that they are no longer offering adequate protection. The half-mask respirator has approved cartridges for pesticides, organic vapors, dusts, mists, fumes, acid gases, ammonia, and several combinations.

Powered Air Purifying Respirators

The respirators have a power unit (batter operated) to filter and force air into the mask to create positive pressure. They are used with half and full-face masks, and special helmets. They are not to be used in an oxygen deficient atmosphere.

Supplied Air Respirators

Supplied Air Respirators are atmosphere supplying respirators which the source of breathing air is either a suitable air compressor or air cylinders connected to the respirator by an airline. Self-Contained Breathing Apparatus are a type of supplied air respirators which are designed for the user to carry the source of breathing air. These types of respirators should be used in any atmosphere that is classified as being IDLH.

Selecting Proper Respiratory Protection

The selection of proper respiratory protection for each individual job will be made only by a competent person who has been trained on the specific hazards involved and the requirements of the standard. This person must consider each of the following prior to making the selection:

Identity of the substance(s) present in the work environment
The physical state of the contaminant
The PEL and toxicity of the substance
Exposure measurements showing the concentration likely to be encountered
The protection factor listed for the respirator
The possibility of an oxygen deficient atmosphere
Any limitations or restriction applicable to the types of respirators being considered

Selection of respirators will be made in accordance with the following table:

HAZARD	RESPIRATOR
Oxygen Deficiency	***Normal Use:*** SCBA, hose mask with blower, air-line respirator with auxiliary self contained air supply, or air storage receiver with alarm
Gas and Vapor Contaminants - IDLH	***Normal Use:*** SCBA, hose mask with blower, air-line respirator with auxiliary self contained air supply, air storage receiver with alarm, air purifying, or full mask with chemical cartridge (gas mask) ***Escape Only:*** Self rescue or mouthpiece respirator
Gas and Vapor Contaminants – Not IDLH	***Normal Use:*** SCBA, hose mask with blower, air purifying, or full mask with chemical cartridge (gas mask)
Particulate Contaminants - IDLH	***Normal Use:*** SCBA, hose mask with blower, air-line respirator with auxiliary self contained air supply, air storage receiver with alarm, air purifying, or full mask with appropriate filter ***Escape Only:*** Self rescue or mouthpiece respirator
Particulate Contaminants – Not IDLH	***Normal Use:*** Hose mask without blower, airline respirator, air purifying, half mask or mouthpiece respirator with filter pad or cartridge, or airline abrasive blasting respirator
Combination of Gas/Vapor and Particulate Contaminants - IDLH	***Normal Use:*** SCBA, hose mask with blower, air-line respirator with auxiliary self contained air supply, air storage receiver with alarm, air purifying, or full mask with appropriate filter, air purifying, or full facepiece with chemical canister and appropriate filter ***Escape Only:*** Self rescue or mouthpiece respirator
Combination of Gas/Vapor and Particulate Contaminants – Not IDLH	***Normal Use:*** Hose mask without blower, airline respirator, air purifying, half mask or mouthpiece respirator with chemical cartridge and appropriate filter

Fit Testing Procedures

Employees will be fit tested before they are allowed to wear a respirator. These tests will be conducted with the same brand, model, and size of respirator they will be required to use.

Qualitative fit testing will be performed by a medical facility when employees are required to wear an atmosphere-supplying or negative air purifying respirator. All documentation from these fit tests will be obtained from the clinic and maintained on file.

Quantitative fit testing will be performed by the Safety Advisor for all other types of respirators. These fit tests will be documented by completing the *Respirator Fit Test Form* (located in the Forms Section).

Re-testing will be conducted on an annual basis or when an affected employee's physical conditions change in a way that might affect the fit of the respirator.

Maintenance and Care

Inspection and Repair

Respirators will be inspected by the employee for defects before and after each use and during cleaning procedures. Respirators used for emergency only shall be inspected monthly, and before and after each use. Respirators used only for escape purposes shall be inspected before being carried into workplace. Respirator inspection shall include:

The inside sealing surface for cracks or distortions
The valves for severe distortion which would cause an inadequate seal
The headbands for severely over-stretching or other damage that could affect the fit
The secure status of the filter element
The status of the End of Service Life Indicator

If defects are noted during inspection, then the worker shall remove the equipment from service and inform the Superintendent. The worker shall use another respirator until all necessary repairs have been made. Parts that are worn or damaged beyond repair will be discarded and replaced with new ones.

The program administrator must address appropriate surveillance, and ensure workers leave the area to wash, change cartridges, or if they detect break-through or resistance.

Cleaning and Disinfecting

Routinely used respirators shall be cleaned and disinfected as frequently as necessary to ensure the respirator is clean and in good operating condition. All used respirators will be cleaned at least once a month.

Cleaning will be performed by first completely disassembling all elements of the respirator (except the filtering elements) and submerging them in a tub of hot soapy water. They should be scrubbed until all dirt and contaminants are completely removed. The worker will then thoroughly dry off the equipment and reassemble it.

Storage

Respirators shall be stored to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. Large plastic bags will be kept in all job boxes to use for storing respiratory protection.

Respirators will be stored so that the facepiece and exhalation valves rest in a normal position. A respirator will not be hung by its straps.

Respirators placed in work areas for emergency use should be quickly accessible at all times and stored in compartments built for that purpose. The compartments should be clearly marked.

Procedures for Proper Use

To allow a respirator to offer complete protection against airborne contaminants or other atmospheric hazards, workers shall follow the following guidelines:

Remain clean shaven at all times
Put on the respirator as shown during training
Adjust the straps to fit tightly
Report any weight loss or gain of more than 10 pounds to the Safety Advisor
Never enter an area to perform work without knowing the existing hazards prior to entry

Anything that can affect the seal must be prohibited and include facial hair, glasses, etc. Respirators with tight-fitting facepieces shall not be worn by workers who have facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function.

When SCBAs, hose masks with blowers or airline respirators are used in IDLH atmospheres, attendants must be present with suitable rescue equipment.

Persons using airline respirators in IDLH atmospheres shall be equipped with safety harnesses and lifelines for lifting or removing persons from hazardous atmospheres. When working in IDLH atmospheres, the following needs to be considered: outside standby persons, maintaining communication, proper training and equipment, notification procedures, and necessary action. Mandatory equipment must include SCBA or SAR with auxiliary air supply & appropriate retrieval equipment or equivalent rescue means.

Each of the following tests shall be performed before using a respirator to ensure that it is performing adequately:

Positive Pressure Fit Check

Place palms over exhalation valve cover and gently exhale.
If face piece slightly bulges and air leakage is not detected, then mask fits properly.
If leakage is detected, then reposition the respirator and tighten straps and repeat.
If proper fit cannot be achieved, do not enter a contaminated area!

Negative Pressure Fit Check

Place palms over open area of cartridge and gently inhale.
Hold breath for 5-10 seconds.
If face piece collapses slightly, then mask fits properly.
If leakage is detected, then reposition the respirator and tighten straps and repeat.
If proper fit cannot be achieved, do not enter a contaminated area!

Training Requirements

All affected employees will be trained annually on knowledge of respirators, fit, use, limitations, emergency situations, wearing, fit checks, maintenance & storage, medical signs & symptoms of effective use, and general requirements of the OSHA standard. The training must be completed before requiring the employee to use the respirator.

Scaffolding Safety

Note: Garmong Construction Services does not build or dismantle their own scaffolding.

Purpose

Identify the proper procedures for controlling hazards associated with scaffolding use, comply with Federal OSHA regulations and assist the company in achieving our overall goal of maintaining a safe workplace.

Scope

This section applies to all employees of Garmong Construction Services who conduct work on scaffolding.

Definitions

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

Scaffold - Any temporary elevated platform (supported or suspended) and its supporting structure (including points of anchorage), used for supporting employees or materials or both.

Supported Scaffolds - 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.

Fabricated Frame Scaffold (Safeway Scaffold) - A scaffold consisting of a platform(s) supported on fabricated end frames with integral posts, horizontal bearers, and intermediate members.

Suspension Scaffolds - 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.

Bosun's Chair - A single-point adjustable suspension scaffold consisting of a seat or sling designed to support one employee in a sitting position.

Responsibilities

Safety Advisor

Ensures the procedures of this policy are followed and supported by all employees.

Superintendent

Enforces the guidelines addressed in this policy.

Performs the duties of the “competent person” prescribed by this policy such as overseeing all use, erection, & dismantling of scaffolding systems.

Procedures

Inspection & Oversight

The Superintendent of each job site will perform the duties of the “competent person” prescribed by this policy by overseeing the use, erection, & dismantling of all scaffolding systems.

Prior to each day of use, the competent person shall conduct a thorough inspection of each scaffold unit in order to determine if it’s approved or not approved for use. After each inspection, a weatherproof red and green tag shall be attached to the unit that confirms this inspection has been done and whether it is approved or not approved for use.

Capacity

Scaffolds and scaffold components will 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 will be capable of supporting without failure, at least 6 times the maximum intended load.

The stall load of any scaffold hoist will not exceed 3 times its rated load.

Scaffolds will be designed by a qualified person and will be constructed and loaded in accordance with that design.

Platform Construction

Each platform on all working levels of scaffolds will be fully planked or decked.

Each platform unit will 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 will be at least 18 inches wide. Ladder jack scaffolding can be no less than 12 inches wide.

The front edge of all platforms will not be more than 14 inches from the face of the work, unless guardrail systems are erected along the front edge and/or personal fall arrest systems are used. A maximum distance of 18 inches will be allowed when performing plastering or lathe work.

Each end of a platform unless cleated or otherwise restrained by hooks or equivalent means, will extend over the centerline of its support at least 6 inches.

Each end of a platform 10 feet or less in length will not extend over its supports more than 12 inches.

Each platform greater than 10 feet will not extend over its support more than 18 inches.

On scaffolds where platforms are abutted to create a long platform, each abutted end will rest on a separate support surface.

On scaffolds where platforms are overlapping to create a long platform, the overlap will occur only over supports, and will not be less than 12 inches unless the platforms are nailed together or otherwise restrained to prevent movement.

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 will be laid first, and platforms which rest at right angles over the same bearer will be laid second.

Wood platforms will not be covered with opaque finishes.

Scaffold components manufactured by different manufacturers will 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 will not be modified in order to inter-mix them unless the Superintendent determines the resulting scaffold is structurally sound.

Scaffold components made of dissimilar metals will not be used together unless the Superintendent has determined that the galvanic action will not reduce the strength of any component to a level below that which is required by the standard.

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 will be used.

Portable, hook-on, and attachable ladders will be positioned so as not to tip the scaffold.

When hook-on and attachable ladders are used on a supported scaffold more than 35 feet high, they will have rest platforms at 35-foot maximum vertical intervals.

Hook-on and attachable ladders will be positioned so that their bottom rung is not more than 24 inches above the scaffold supporting level, specifically designed for use with the type of scaffold used, have a minimum rung length of 11½ inches and have uniformly spaced rungs with a maximum spacing between rungs of 16¾ inches.

Stairway-type Ladders Will:

Be positioned so that their bottom step is not more than 24 inches above the 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 will have a minimum step width of 11½ inches.
Have slip-resistant treads on all steps and landings.

A landing platform at least 18 inches wide by at least 18 inches long will be provided at each level.

Treads and landings will have slip-resistant surfaces.

Each scaffold stairway will be at least 18 inches between stair-rails.

Stairways will be installed between 40 degrees and 60 degrees from horizontal.

Riser heights will be uniform, within ¼ inch, for each flight of stairs.

Tread depth will be uniform, within ¼ inch, for each flight of stairs.

Integrated Prefabricated Scaffold Access Frames

Integrated prefabricated scaffold access frames will be specifically designed and constructed for use as ladder rungs, 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, and have a maximum spacing between rungs of 16¾ inches.

Each rung will have a length of at least 8 inches.

These frames will not be used as work platforms when rungs are less than 11½ inches in length, unless affected employee uses fall protection or a positioning device, which complies with 1926.502.

Steps and rungs of ladder and stairway type access will line up vertically with each other between rest platforms.

Direct access to or from another surface will be used only when the scaffold is not more than 14 inches horizontally and not more than 24 inches vertically from the other surface.

Garmong Construction Services will 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 Superintendent will determine whether it is feasible or would pose a greater hazard to provide, and have employees use a safe means of access. This determination will be based on site conditions and the type of scaffold being erected or dismantled.

Hook-on or attachable ladders will 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.

Cross braces on tubular welded frame scaffolds will not be used as a means of access or egress.

Railing Systems

A guardrail consisting of a top-rail and mid-rail will be provided on each side of a scaffold stairway.

The top rail of each guardrail system will also be capable of serving as a handrail, unless a separate handrail is provided.

Handrails, and top rails that serve as handrails, will provide an adequate handhold for employees grasping them to avoid falling.

Guardrail systems and handrails will be surfaced to prevent injury to employees from punctures or laceration, and to prevent snagging of clothing.

The ends of stairwell systems and handrails will be constructed so that they do not constitute a projection hazard.

Handrails, and top-rails that are used as handrails, will be at least 3 inches from other objects.

Stair-rails will not be less than 28 inches nor more than 37 inches from the upper surface of the stairwell to the surface of the tread, in line with the face of the riser at the forward edge of the tread.

Guardrails meeting the standards requirements will be provided on the open sides and ends of each landing.

Proper Use

Scaffolds and scaffold components will not be loaded in excess of their maximum intended loads or rated capacities, whichever is less.

Scaffolds and scaffold components will be inspected for visible defects by the Superintendent 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 will be immediately tagged out by a competent person and must be complied with.
A scaffold is not to be used until it is repaired or replaced, braced to meet those provisions, or removed from service until repaired. Unsafe equipment or conditions must be tagged out by a competent person and must be complied with.

Scaffolds will 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 will be as follows: Scaffolds will not be erected, used dismantled, altered, 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 never less than 10 feet

Scaffolds will be erected, moved, dismantled, or altered only under the supervision and direction of the Superintendent. Such activities will be performed only by experienced and trained employees selected for such work by the Superintendents.

Employees will 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 measures to control the loads will be used.

Work on or from scaffolds is prohibited during storms or high winds unless the Superintendent 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. Windscreens will not be used unless the scaffold is secured against the anticipated wind forces imposed.

Debris will not be allowed to accumulate on platforms.

Makeshift devices, such as but not limited to boxes and barrels, will not be used on top of scaffold platforms to increase the working level height of employees.

Ladders will 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 will be secured to the scaffold to prevent their movement.

The ladder legs will be on the same platform or other means will be provided to stabilize the ladder against unequal platform deflection.
The ladder legs will be secured to prevent them from slipping or being pushed off the platform.

Platform will not deflect more than 1/60 of the span when loaded.

To reduce the possibility of welding current arcing through the suspension wire ropes when performing hot work from suspension scaffolds the following precautions will be taken, as applicable:

An insulated thimble will be used to attach each suspension wire rope to its hanging support.
Excess suspension wire rope and any additional lines independent from grounding will be insulated.
The suspension wire rope will be covered with insulating material extending at least 4 feet above the hoist.
Each hoist line will be covered with insulated protective covers.
In addition to a work lead attachment required by the welding process, a grounding conductor will be connected from the scaffold to the structure.
If the scaffold grounding lead is disconnected at any time, the welding will be shut off.

An active welding rod or UNINSULATED welding lead will not be allowed to contact the scaffold or its suspension system.

Fall Protection

Each employee on a scaffold more than 10 feet above a lower level will be protected from falling to that lower level.

The Superintendent will determine the feasibility and safety of providing fall protection for employees erecting or dismantling supported scaffolds. Garmong Construction Services will 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 will be attached by a lanyard to a vertical lifeline, horizontal lifeline, or scaffold structural member (if determined capable of withstanding the force).

Guardrail systems installed to meet the requirements of the section will comply with the following provisions:

Guardrail systems will be installed along all open sides and ends of platforms.

Guardrail systems will 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 will 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 all suspended scaffolds where both a guardrail and a personal fall arrest system are required will be between 36 and 45 inches.

When mid-rails, screens, mesh, intermediate vertical members, solid panels, or equivalent structural members are used, they will be installed between the top edge of the guardrail system and the scaffold platform.

Each top-rail or equivalent member of a guardrail system will be capable of withstanding, without failure, a force applied in any downward or horizontal direction at any point along its top edge. At

least 100-pounds for guardrail systems installed on single-point adjustable suspension scaffolds or two-point adjustable suspension scaffolds, and at least 200 pounds for guardrail systems installed on all other scaffolds.

Mid-rails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members of a guardrail system will 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 for guardrail systems with a minimum 100-pound top rail capacity, and at least 150 pounds for a guardrail system with a minimum 100-pound top rail capacity, and at least 150 pounds for a guardrail system with a minimum 200-pound top rail capacity.

Guardrails will be surfaced to prevent injury to an employee from punctures or lacerations, and to prevent snagging of clothing.

The ends of all rails will 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 will be inspected by the Superintendent 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 will be no more than 48 inches apart.

Falling Object Protection

In addition to wearing hardhats each employee on a scaffold will be provided with additional protection from falling hand tools, debris, and other small objects through the installation of toe boards, screens, or guardrails 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 will be barricaded, and employees will not be permitted to enter the hazard area.

A toe board will 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 guardrail will be erected for a distance sufficient to protect employees below.

A guardrail system will 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 will be erected over the employees below.

Where used, toe boards will 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 will be securely fastened in place at the outermost edge of the platform and have no more than ¼ inch clearance above the walking/working surface.

Toe boards will be solid or with openings not over one inch in the greatest dimension.

Supported Scaffolds - Additional Requirements

Supported scaffolds with a height to base width ratio of more than four to one (4:1) will be restrained from tipping by guying, tying, bracing, or equivalent means.

Guys, ties, and braces will 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 will be placed no further than 4:1 height from the top. Such guys, ties and braces will 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 will be on base plates, mudsills or other adequate firm foundations.

Supported scaffold poles, legs, posts, frames, and uprights will be plumb and braced to prevent swaying and displacement.

Training Requirements

All Superintendents will be trained to perform the duties of a “Scaffolding Competent Person”. This training program will cover the contents of this policy and OSHA’s Subpart I and be provided by a qualified person. Specifically, it will include: the nature of any electrical, fall and falling object hazards, procedures for properly dealing with electrical hazards, installing or disassembling fall protection and falling object protection systems, proper use of a scaffold, how to handle materials on a scaffold, maximum capacities, design criteria, and proper working procedures for the work.

Retraining is required in at least the following situations:
(1) where changes at the worksite present a hazard about which an employee has not been previously trained; or

(2) where changes in the types of scaffolds, fall protection, falling object protection, or other equipment present a hazard about which an employee has not been previously trained; or

(3) where inadequacies in an affected employee's work involving scaffolds indicate that the employee has not retained the requisite proficiency.

All employees will be educated on the basic precautions for working with and around scaffolding during Safety Orientation. Training shall be provided to all employees regarding hazards by qualified persons in the subject matter.

Retraining is required where changes at the worksite present a hazard about which an employee has not been previously trained, where changes in the types of scaffolds, fall protection, falling object protection, or other equipment present a hazard about which an employee has not been previously trained, or where inadequacies in an affected employee's work involving scaffolds indicate that the employee has not retained the requisite proficiency.

Silica Exposure Control Plan

Purpose

Identify and control potential hazards associated with exposure to silica, comply with Federal OSHA regulations, and assist the company in achieving our overall goal of maintaining a safe work place.

Scope

This section applies to all workers of Garmong Construction Services.

Definitions

Action Level – The exposure amount that requires action to be taken by the company. When considering silica, the AL is 25 micrograms per cubic meter, averaged over an 8-hour period.

Assigned Protection Factor (APF) – The level of protection that a respirator is expected to provide.

Permissible Exposure Limit (PEL) – The maximum amount that a worker is allowed to be exposed to. When considering silica, the PEL is 50 micrograms per cubic meter, averaged over an 8-hour period.

Competent Person - One who is capable of identifying existing and predictable silica hazards and who has authorization to take prompt corrective action to eliminate them.

Silica – A natural crystal-like mineral that is commonly found in sand, rock, granite, clay, porcelain, coal, concrete, asphalt, brick, and even some roofing materials, abrasives, and paints.

Responsibilities

Safety Advisor

Acts as the “Competent Person” who oversees the full implementation of this program. This will be done by ensuring that all required equipment and PPE is provided, exposure assessments are conducted, training is performed, medical surveillance is administered, records are maintained, the program is reviewed, and jobsites are inspected frequently.

Superintendent

Obtains a copy of the ECP, and makes it available at the worksite.

Conducts a walk-around inspection of each jobsite before work begins in order to identify potential tasks that could involve exposure to respirable silica.

Provides adequate instruction to workers on the hazards of working with silica-containing materials and on the necessary precautions.

Ensure that workers have properly selected and are properly using/maintaining necessary respiratory protection.

Worker

Know the hazards of silica dust exposure and the company tasks that involve potential exposure.

Adhere to all required Control Measures prescribed by this program, as well as all other precautions.

Report any unsafe condition, act, or incident to the Superintendent.

Procedures

Hazard Identification

Crystalline silica (a form of silicon) is the second most abundant material on earth. It is commonly found in stone, brick, concrete, asphalt, sand, glass, quartz, porcelain, and fiber optic cable. The silica found in these products can become airborne whenever the products are broken, cut, crushed, grinded, drilled, or otherwise disturbed.

The inhalation of airborne respirable silica has been shown to cause lung cancer, silicosis, pulmonary tuberculosis and other airway diseases. These illnesses are caused because silica often scars the lungs when inhaled, which restricts their ability to extract oxygen from the air. This damage is permanent and often continues to progress until the lungs fail. These symptoms may not appear for many years after exposure.

Company Exposures

The tasks our workers perform that could involve exposure to airborne silica are identified in the table below (Table A), as well as control measures required by our company to safely limit exposure.

Please note that all tools must be operated and maintained in accordance with the manufacturer's instructions to minimize dust emissions. Dust collection units must also provide the airflow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency, as well as a filter-cleaning mechanism.

TABLE A

EQUIPMENT	CONTROL MEASURE
Stationary Mason Saws	• Maintain continuous water feed on blade.
Handheld Power Saws	<u>OUTDOORS</u> • Maintain continuous water feed on blade. • Limit exposure time to < 4 hours per person. <u>INDOORS</u> • Wear a respirator with an APF of 10 or more.
Handheld Power Saws (for Cutting Fiber Board)	• Perform all cuts outdoors. • Utilize a dust collection system.
Walk-Behind Saws	<u>OUTDOORS</u> • Maintain continuous water feed on blade. <u>INDOORS</u> • Wear a respirator with an APF of 10 or more.
Rig-Mounted Core Drills	• Maintain continuous water feed on surface.
Handheld or Stand-Mounted Drills	• Utilize a shroud & dust collection system.

Company Exposures *(continued…)*

TABLE A

EQUIPMENT	CONTROL MEASURE
Jackhammers & Power Chippers	OUTDOORS • Maintain continuous water feed on point of impact, or utilize a shroud & dust collection system. • Limit exposure time to < 4 hours per person. INDOORS or ENCLOSED AREA • Wear a respirator with an APF of 10 or more.
Handheld Grinders (for Mortar Removal)	• Utilize a shroud & dust collection system. • Wear a respirator with an APF of 10 or more.
Handheld Grinders (for Other)	• Utilize a shroud & dust collection system, or maintain continuous water feed on blade.
Heavy Equipment (for Demolition)	• The Operator remains within an enclosed cab. • Water is used to suppress dust if others are involved with the task & in the work area.
Heavy Equipment (for Grading & Excavating)	• The Operator remains within an enclosed cab. • Water is used to suppress dust if others are involved with the task & in the work area.

Control Measures

In addition to requiring the control measures listed in Table A of this policy, the company will continue exploring other ways to perform the work that may involve less exposure to silica (i.e., using products that contain less silica, using work methods that would eliminate the need to disturb the silica, etc.). Eliminating the hazard will continue to be our top priority, with the use of administrative controls and then PPE following in order.

Prior to starting a new task that involves potential exposure to airborne silica, our Superintendents shall make sure that warning signs are posted in and around the work areas. Barricade tape shall be installed around the work area if a task is performed that requires our workers to wear respirators or utilize job rotation.

If another company is performing work that could generate airborne silica and our workers are nearby, then our workers must leave the immediate area until their work is complete.

Housekeeping & Sanitation

Water or vacuums shall be used whenever feasible to clean dust that is likely to contain silica. Dry sweeping/brushing a small amount of silica dust (especially when outdoors) may be performed if water or vacuums are not available for use. Using compressed air to clean silica dust is strictly prohibited.

The consumption or open storage of food, drink and/or tobacco products in environments where silica dust could be present is prohibited.

Workers shall wash their hands after working in an area where silica dust could be present and before consuming food/drink or using tobacco products.

Workers are encouraged to use vacuums to remove silica dust from their clothing before exiting the jobsite and entering into a vehicle.

© RMS-Safety

Exposure Monitoring

Atmospheric monitoring will be conducted whenever a task is performed that could possibly exceed the “Action Level” of silica and is not listed in Table A of this policy. Atmospheric monitoring will also be conducted if all of the Control Measures listed in Table A cannot be implemented for a given task.

If atmospheric monitoring is necessary, then all workers who perform that task will be required to wear a respirator with an “Assigned Protection Factor” (APF) of 10 or more until the monitoring is conducted and the results are confirmed. These workers will also be required to practice all other precautions listed in this program (i.e., barricading, housekeeping, sanitation, etc.)

Any task that is monitored and confirmed to exceed the “Permissible Exposure Limit” of silica will require the use of a respirator with an APF of 10 or more whenever performing that task. These tasks will also require follow-up atmospheric monitoring at least once every 3 months.

Tasks that are monitored and confirmed to exceed the “Action Level” but not the “Permissible Exposure Limit” may be performed without wearing a respirator or following the other requirements listed in this program. However, these tasks will require follow-up atmospheric monitoring at least once every 6 months.

Tasks that are monitored and confirmed to be below the “Action Level” twice within a 7-day to 6-month window will not fall within the parameters of this policy and will not require any further monitoring.

All atmospheric monitoring must be conducted by an individual who is competent and experienced with conducting such monitoring. All monitoring data must be analyzed by a laboratory that meets the qualification and uses methods identified in Appendix A of OSHA’s Silica standard.

Respirators

All workers who are required by this policy to wear respiratory protection shall be medically evaluated, fit tested and trained as required by our Respiratory Protection Program. They must also follow all other requirements listed within that program regarding the proper selection, use, maintenance, and storage of respirators.

While respirators with an APF of 10 or more provide adequate protection against silica exposure in most cases, additional protection may be required depending on atmospheric testing results.

Only NIOSH approved respirators that meet the criteria set forth within this policy will be permitted for use when performing affected tasks.

Medical Surveillance

All company workers who perform tasks that have been monitored and confirmed to involve exposure at or above the “Action Level” will be entered into a medical surveillance program if they perform those tasks for a period of thirty (30) days or more per year.

This medical surveillance program will consist of a chest x-ray and lung function test. These tests shall be conducted within 30 days of being assigned to perform affected tasks, and at least once every three (3) years thereafter.

The licensed physician performing these tests must issue a written opinion at the conclusion of their exam that identifies the date of the exam, a statement that the exam met the requirements of the OSHA standard, and any recommended limitations on the worker’s use of a respirator.

Program Implementation & Maintenance

Garmong Construction Services's Safety Advisor will serve the role of the "Competent Person" who is responsible for the full implementation of this program. They will oversee all activities required by this program (even if they don't perform them directly) and conduct frequent site inspections to monitor adherence to this policy.

All monitoring results, exposure incidents, and medical examinations associated with this policy will be maintained for the worker's length of employment plus thirty (30) years.

A formal review of this policy will be conducted annually.

Training Requirements

During Safety Orientation all employees will be trained and educated on the hazards of silica, tasks that may involve exposure, Control Measures required to limit exposure, a description of our medical surveillance program, the identity of the Competent Person named in this plan, and how to obtain a copy of this plan. Refresher training will be conducted annually.

Affected employees will also be trained in the proper selection, use, storage, and maintenance of respirators as required in the Respiratory Protection Program. All training will be documented and maintained in each employee's personnel file for the length of their employment.

Spill Prevention and Response

Purpose

Requirements and responsibilities for providing effective and correct steps to take in controlling and reducing risks to health and the environment.

Scope

This section applies to all Garmong Construction employees.

Definitions

SDS (Safety Data Sheets) - States identity of the chemical, physical hazards, health hazards, primary routes of entry, whether it is a carcinogen, precautions for safe handling and use, emergency and first aid procedures, date of preparation or latest revision, name/address and telephone number of manufacturer, importer or other responsible party.

PPE (Personal Protective Equipment) - Goggles, lab coat, gloves, respirator, etc.

Responsibilities

Superintendent / Project Manager

Make sure that all requirements of this policy are implemented, and spills are properly reported, contained, & managed.

Employees

Immediately notify the Superintendent or Project Manager of any spills.

Procedures

Chemical substances shall be stored in proper containers to minimize the potential for a spill. Whenever possible, chemicals shall be kept in closed containers and stored so they are not exposed to storm water.

A proper spill kit must contain the appropriate supplies for materials that may be spilled. Supplies will be easily accessible when required, and considerations will be made for both the type and quantity of materials.

Areas where chemicals may be used or stored shall be well maintained with housekeeping best management practices to prevent spills. This includes, but is not limited to, clean and organized storage, labeling, and secondary containment where necessary.

All employees handling spills must first assess the hazards of the spilled material & don the appropriate PPE, which could include goggles, face shields, impervious boots or gloves, aprons, & possibly respiratory protection.

If no fire present, check the area for potential hazards such as electrical cords or wires near the spill, or obstacles in the path of the emergency response team. Check for injuries and notify emergency medical assistance.

If a fire is present, assume that the vapors are toxic. Evacuate and call for help.

If no emergency, waste from a chemical spill clean-up must be packaged, labeled, and properly disposed of in accordance with all good environmental practices. The SDS for the chemical spilled will contain information regarding neutralizing and clean up.

All chemical spills, corrective measures, and cleanup methods must be documented in writing. The report should be written either by the Superintendent or Project Manager in whose area of responsibility the spill occurred. The original report must be forwarded to Garmong Construction's Risk Manager.

Training Requirements

Employees will be instructed on the proper response procedures for spilled materials. The training will include materials available for use, proper waste disposal, and communication procedures.

Stairways & Ladders

Purpose

Identify and control potential hazards associated with stairways and ladders, comply with Federal OSHA regulations and assist the company in achieving our overall goal of maintaining a safe work place.

Scope

This section applies to all workers of Garmong Construction Services.

Definitions

Cleat - A ladder crosspiece of rectangular cross section placed on edge upon which a person may step while ascending or descending a ladder.

Double-Cleat Ladder - A ladder similar in construction to a single-cleat ladder, but with a center rail to allow simultaneous two-way traffic for workers ascending or descending.

Fixed-Ladder - A ladder that cannot be readily moved or carried because it is an integral part of a building or structure. A *side-step fixed ladder* is a fixed ladder that requires a person getting off at the top to step to the side of the ladder side rails to reach the landing. A *through fixed ladder* is a fixed ladder that requires a person getting off at the top to step between the side rails of the ladder to reach the landing.

Handrail - A rail used to provide workers with a handhold for support.

Maximum Intended Load - The total load of all workers, equipment, tools, materials, transmitted loads, and other loads anticipated to be applied to a ladder component at any one time.

Portable Ladder - A ladder that can be readily moved or carried.

Spiral Stairway - A series of steps attached to a vertical pole and progressing upward in a winding fashion within a cylindrical space.

Responsibilities

Safety Advisor

Ensures the procedures of this policy are followed and supported by all workers.

Superintendent

Enforces the guidelines addressed in this policy.

Conducts all required inspections of stairways and ladders as required by this policy.

Procedures

General Requirements

Workers will do everything possible to ensure that they do not accidentally fall from a ladder. Some common work rules that Garmong Construction Services workers will be educated and reminded to practice will include the following:

Workers will always visually inspect a ladder for defects prior to use. These defects will include cracks, decaying, missing parts (e.g. rubber feet), and grease or oil. They will immediately report any noted defects to their Superintendent, or place a tag on it to indicate the deficiency to others.

They will always use both hands when ascending or descending a ladder, and face the ladder. Workers will never attempt to carry tools or other objects while using ladders. All tools or equipment will be hauled up or down by the use of a hand line or attached to a worker's tool-belt.

Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced, when the ladder is in position for use.

Ladders placed in passageways, doorways, or driveways will be completely secured, or the area will be barricaded, a worker will be designated as a hazard watch, or warning signs will be posted in conspicuous locations.

When transporting, ladders will be carried in the horizontal position to avoid contact with overhead electrical conductors.

Whenever a worker will work at an elevated level, they will use a ladder of a length that permits them to work comfortably without overextending or standing on the top step.

Ladders shall be used only for the purpose for which they were designed. Never use a ladder in a horizontal position or as scaffolding, do not place ladders on top of boxes, barrels, crates, etc.

Any ladder used by a Garmong Construction Services worker will be free from any physical defects that may cause an injury to a worker.

A stairway or ladder will be provided at all personnel points of access when there is a break in elevation of 19" or more to gain access to different levels of the building structure, and no ramp, runway, sloped embankment, or personnel hoist is provided.

Ladder side rails will extend 3 feet above the landing surface to which the ladder is used to gain access. When such an extension is not possible, the ladder will be secured from movement at the top to a rigid support that will not deflect. A grasping device, such as a grab-rail, will be provided to assist workers in mounting and dismounting the ladder.

Straight ladders will be equipped with cleats or grippers. When in use, the ladder will be secured at the top and bottom whenever possible. They will be placed at the proper angle. The distance from the wall to the base of the ladder will be one fourth of the working length of the ladder.

Workers will remain aware of and comply with all limitations of ladders. These limitations include not exceeding the maximum rated load capacity, limiting the number of occupants on the ladder at one time, never using a ladder in a way to reduce stability (i.e. standing on the top step), and using the right type of ladder that will provide necessary protection (i.e. non-metallic ladders in electrical locations).

Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced, when the ladder is in position for use. Rungs, cleats, and steps of portable ladders (except as provided below) and fixed ladders (including individual-rung/step ladders) shall be spaced not less than 10 inches (25 cm) apart,

nor more than 14 inches (36 cm) apart, as measured between center lines of the rungs, cleats, and steps. Rungs, cleats, and steps of step stools shall be not less than 8 inches (20 cm) apart, nor more than 12 inches (31 cm) apart, as measured between center lines of the rungs, cleats, and steps. Rungs, cleats, and steps of the base section of extension trestle ladders shall not be less than 8 inches (20 cm) nor more than 18 inches (46 cm) apart, as measured between center lines of the rungs, cleats, and steps. The rung spacing on the extension section of the extension trestle ladder shall be not less than 6 inches (15 cm) nor more than 12 inches (31 cm), as measured between center lines of the rungs, cleats, and steps. The minimum clear distance between the sides of individual-rung/step ladders and the minimum clear distance between the side rails of other fixed ladders shall be 16 inches (41 cm). The minimum clear distance between side rails for all portable ladders shall be 11 1/2 inches (29 cm). The rungs of individual-rung/step ladders shall be shaped such that workers' feet cannot slide off the end of the rungs. The rungs and steps of portable metal ladders shall be corrugated, knurled, dimpled, coated with skid-resistant material, or otherwise treated to minimize slipping.

Proper Selection

Superintendents will ensure that the ladders that are selected to be used during a job are properly rated to withstand the load capacity. The following describes the different types of ladders and their ratings:

Type IA – A ladder made for extra heavy-duty professional use rated for up to 300 lbs.
Type I – A ladder made for heavy-duty industrial use rated for up to 250 lbs.
Type II – A ladder made for medium duty commercial use rated for up to 225 lbs.
Type III – A ladder made for light duty household use rated for up to 200 lbs.

A double-cleated ladder will be used when a ladder is the only means of access or egress from a working area for 25 or more workers, or when the ladder is to serve simultaneous two-way traffic.

Metal ladders will not be used in areas were contact with electrical parts is possible.

Ladder Inspections

Using the *Safety Inspection Report* (located in the Forms Section) on a weekly basis (or after any occurrence that could affect their safe use) the Superintendent will visually inspect the ladders for defects or improper usage. Inspections conducted should review the following:

No cracked or missing cleats
No cracked side rails
No broken or missing rungs/steps
No corroded or defective components
No decaying and rotted wood
Proper installation of rubber feet
Not painted to hide defects
Not spliced together to extend length
No more than one worker at a time on a ladder
Used as the manufacturer recommends
Not moved shifted or extended while in use
Secured when accessing a landing
Extended 3 feet above landings

If a ladder does not pass inspection, it will be removed until the necessary repairs can be made. If for some reason the ladder cannot be removed, it will be tagged out of service until the necessary repairs can be made.

General Requirements for Stairways

All steps of stairways will be level, without cracks or defects and uniform in height. A landing of 20 inches of clear space beyond the swinging radius of the door will be placed directly outside of doorways to job site trailers before the first step of a stairway begins. All stairways will be at least 22 inches wide.

Stairways consisting of more than 3 stairs will be equipped with a guardrail system on all open sides. This guardrail system will consist of a top-rail 42 inches from the walking surface and a mid-rail 21 inches from the walking surface.

Spiral stairways are not permitted on construction sites, unless they are to be a permanent part of the building structure.

Training Requirements

All employees who are expected to use ladders while performing their work will be trained in the nature of fall hazards, hot to select the proper type/construction of ladder for each job, how to inspect ladders for defects, common precautions for using ladders, the importance of not exceeding rated load capacities, and other requirements stated in this policy during Safety Orientation.

Traffic Zone Safety

Purpose

Identify, control, and provide an overview of potential hazards associated with highway and road construction, as defined by the Federal Highway Administration, Manual for Uniform Traffic Control Devices (MUTCD), Chapter 6, 2009 Edition and Federal OSHA Standards, Subpart G – Signs, Signals, and Barricades.

Scope

This program applies to all employees of Garmong Construction Services and will be made available to all company employees 24 hours a day by keeping a *readily assessable* copy on our company website as well as on each company jobsite.

Definitions

Incident Zone: An area of a highway where temporary traffic controls are imposed by authorized officials in response to a traffic incident.

Planned Special Event: A planned special event often creates the need to establish altered traffic patterns to handle the increased traffic volumes generated by the event.

Temporary Traffic Control (TTC) Plans**:** A plan that describes temporary traffic control measures to be used for facilitating road users through a work zone, or an incident area. A TTC plan plays a vital role in providing continuity of effective road user flow when a work zone, incident, or other event temporarily disrupts normal road user flow.

Temporary Traffic Control Zones**:** Areas of a highway where road conditions are changed because of a work zone, an incident zone, or a planned special event through the use of TTC devices, uniformed law enforcement officers, or other authorized personnel.

Work Zone: An area of a highway with construction, maintenance, or utility work activities.

Procedures

Temporary Traffic Control Plans

Any time work is to be done along or on an active roadway an “External Traffic Control Plan” must be written. These plans usually focus on public safety and are generated, issued & controlled by a local municipality or government agency. However, by law contractors have the right to review these plans & make suggestions for modifications.

Internal Traffic Control Plans are optional and are developed by contractors. These plans usually focus on employee safety. Some points that could be included in these plans include:

- Traffic Flow
- Parking Areas
- Backing Avoidance
- Loading & Unloading Zones
- “No Pedestrian” Areas

Areas of Temporary Traffic Control Zones

Most TTC zones are divided into four areas: the advance warning area, the transition area, the activity area, and the termination area.

Advanced Warning Area

The advance warning area is the section of highway where road users are informed about the upcoming work zone or incident area. This area is mandatory.

Transition Area

The transition area is the section of highway where road users are redirected out of their normal path. This area is mandatory

Activity Area

The activity area is the section for the highway where the work activity takes place. It is comprised of the work space, the traffic space, and the buffer space. While work spaces & traffic spaces are unavoidable, buffer zones are optional.

Work Space - The work space is that portion of the highway closed to road users and set aside for workers, equipment, and material, and a shadow vehicle if one is used upstream. Work spaces are usually delineated for road users by channelizing devices or, to exclude vehicles and pedestrians, by temporary barriers.

Traffic Space – The traffic space is the portion of the highway in which road users are routed through the activity area.

Buffer Space - The buffer space is a lateral and/or longitudinal area that separates road user flow from the work space or an unsafe area, and might provide some recovery space for an errant vehicle.

Termination Area

The termination area is the section of the highway where road users are returned to their normal driving path. This area is optional.

Requirements of Traffic Control Devices

All traffic control devices must meet the following criteria:

- They must be used whenever working on all roads and shoulders.
- They must be “crashworthy” (i.e. they will not become a hazardous flying object if struck).
- They must fulfill a need (i.e. they shall be removed or covered when not in use).
- They must command attention (i.e. they must be easily seen).
- They must convey a clear and simple message (no conflicting information).
- They must command respect of public (i.e. avoid sloppy installation/display).
- They must give adequate time to respond (MUTCD placement requirements).

Lane Encroachments

A traffic lane must be closed, and an appropriate merge or detour shall be established whenever the lane is encroached to the point that less than 10' remains clear.

Advanced Warning Signs

At least one (1) warning sign shall be placed whenever working within 15' from an active roadway. A second sign is recommended when the speed limit is at or above 45mph. A third sign is recommended when using a flagger.

The following chart shall be used when determining the proper placement of warning signs:

SIGN	25-30 MPH	35-40 MPH	45-55 MPH	Freeway/ Expressway
Sign Closest to Work Zone	100'	350'	500'	1000'
2nd Sign from Work Zone	100'	350'	500'	1500'
3rd Sign from Work Zone	100'	350'	500'	2640'

All signs used for TTC purposes must meet the following criteria:

- Signs must have an orange background with a black border and print.
- Signs must only have approved wording and symbols (MUTCD, Section 6F).

Channelizing Devices

All channelizing devices must meet the following criteria:

- Channelizing device types cannot be mixed.
- Channelizing devices have to be evenly spaced (no unexpected gaps).
- Channelizing devices have to be reflective or have beacons when used at night.
- Barricades cannot have sand bags on the rails.
- Stripes on the barricades have to point towards the merge.
- All channelizing devices must be kept clean and legible.

The following guide shall be used when selecting channelizing devices:

- 18" Cones = 40mph and Daytime
- 28" Cones = Speeds Above 40mph and Nighttime (if they have two reflective collars)
- 36" Drums = Lightweight Construction
- Type 1 Barricades = Urban Streets and Speeds under 40 mph
- Type 2 Barricades = Highway and Speeds above 40 mph
- Type 3 Barricades = Road Closures.

The following chart shall be used when determining how to place channeling devices in order to establish an appropriate taper length in a transition area:

Speed (S)	Merge Taper Length (L)
40 mph or less	L = W x S(squared) / 60
45 mph or more	L = W x S

Channelizing Devices *(continued…)*

After calculating the appropriate taper length, use the following chart to make any necessary adjustments:

Speed (S)	Merge Taper Length (L)
Merging Lanes	L
Shifting Lanes	1/2 L
Shoulder Work	1/3 L
Flagger Used	50’ to 100’ MAX
Distance Between Consecutive Merges	2 x L
Distance After Merge & Before Shift	1/2 L

Use the following criteria to determine how far apart to space channelizing devices:

- Transition with Flagger = 20’ Maximum
- Transition without Flagger = 1 x Speed Limit
- Activity Area = 2 x Speed Limit

Flagging Requirements

Flagger operations are required when traffic in both directions must share a single lane for a limited distance. When this occurs, movement from each end shall be directed by a flagger.

Exception: “If the work space on a low-volume street or road is short and road users from both directions are able to see the traffic approaching from the opposite direction through and beyond the worksite, the movement of traffic through a one-lane, two-way constriction may be self-regulating.”

Flagger Qualifications

Individuals who perform flagging operations must be able to:

- Receive and communicate instruction.
- Move and maneuver quickly.
- Control signaling devices.
- Perform well in stressful situations.
- Recognize danger and warn workers.

Flagger Performance

Flaggers must be positioned on the side of the road while facing traffic and they must remain focused on the sole task of flagging. They may not sit down, turn their back to traffic, or engage in other activities that could distract their attention (i.e. phone use, etc.).

Flagging Equipment

All flagging equipment shall meet the following criteria:

- Stop/Slow paddles must be used and placed on a rigid handle.
- Radios shall be used when multiple flaggers cannot see each other.
- Flags can only be used for emergency situations.

Personal Protective Equipment (PPE)

Traffic vests must be worn by all employees who are exposed to vehicular traffic. PPE class and type shall be selected by the Competent Person. The following guide shall be used when selecting vests:

- Class I Vests are no longer approved near roadways.
- Class II Vests are required and currently approved for all applications.
- Class III Vests are *recommended* for Speed Limit > 50mph or when flagging and movements must be seen from 1/4 mile away.

Work Zone Inspections

A Competent Person must perform an informal site inspection (documentation not mandatory) before and after each shift, and whenever an incident occurs within a work zone.

Training Requirements

All employees who work in work zones must be trained on the potential hazards. Individuals who flag traffic shall be certified if they flag on a roadway that is under INDOT contract. Competent Persons shall be trained in their responsibilities.

Trench & Excavation Safety

Purpose

Identify hazards associated with trenching and excavating operations & prescribe the necessary precautions to avoid incident.

Scope

This section applies to all Garmong Construction Services workers.

Definitions

Competent Person - One who is capable of identifying existing hazards and is authorized to take prompt corrective measures in order to eliminate them.

Excavation - Any man-made cut, cavity, trench, or depression in an earth surface.

Hazardous Atmosphere - An atmosphere which by reason of being explosive, flammable, poisonous, corrosive, oxidizing, irritating, oxygen deficient, toxic, or otherwise harmful, may cause illness or death.

Protective System - A method of protecting workers from excavation cave-ins. Common types of protective systems include: sloping, benching, shielding & shoring.

Responsibilities

Safety Advisor

Ensure the procedures of this policy are followed and supported by all workers.

Superintendent

Perform the duties of the “competent person” prescribed by this policy, such as: conducting frequent inspections, classifying soil, designing protective systems, and overseeing the installation/removal of protective systems.

Procedures

Basic Excavation Safety

An “Excavation Competent Person” must be present and named on the jobsite whenever excavating is being performed. These individuals will be issued comprehensive formal training so they are well equipped to identify excavation hazards & given authority to stop a job until those hazards are corrected. The competent person is responsible for such things as 1) inspecting the excavation prior to entry; 2) testing the atmosphere; 3) removing workers if conditions dictate, etc. Competent persons should examine the possibility of cave-ins, failures or protective systems, etc. If problems are found, provisions should be made for immediate personnel removal.

At least 48-hours prior to conducting any excavation work, a request shall be submitted to National 811 for locating & marking all nearby underground utilities. When utility companies or clients cannot respond to a request to locate underground utility installations within 24 hours, or cannot establish exact location of these installations, workers may proceed, provided they does so with caution and provided detection equipment or other acceptable means to locate utility installations are used. Once

all utilities are marked they shall be safely exposed using a shovel. Mechanized equipment must stay at least 24-36 inches away from underground utilities, depending on state laws.

All nearby objects that could become unstable while excavating shall be properly secured before mechanized equipment is used (e.g. trees, fences, signs, etc).

Undermining shall be avoided or the object must be underpinned. Any undermining that occurs under a building or other large structure must be approved by a Registered Professional Engineer.

When excavation operations are performed near roadways workers shall wear traffic vests and park vehicles to serve as barriers between the work area and traffic. If work is performed on a roadway, then 28" traffic cones must be placed around the work area and all equipment. Advanced warning signs shall also be set at all construction entrances. Flaggers, arrow boards, and other traffic control devices shall also be used if traffic patterns are altered.

All workers and pedestrians should stand at least 10' from excavating equipment while it's in operation and never stand under a suspended load or within the swing radius of the boom (this includes workers who are spotting utilities for the operator).

Excess spoil, rocks & other loose debris must be kept at least 2-feet away from trench edges.

If soil is discolored, an oily sheen appears on top of ground water, or if there is a foul odor, the crew shall stop work immediately and notify the Safety Advisor. The source of contamination will then be identified, monitoring will be conducted, and precautions may be taken if necessary to avoid exposure. This is especially critical in trenches that are 4' or deeper.

Tests should be conducted for air contaminants such as oxygen and flammable gases. Atmospheric testing should be completed before entry and periodically for the duration of operations.

Excavations shall be kept free from excess/standing water. Water pumps may be necessary in order to accomplish this. Workers must be protected from water accumulation.

A ladder, steps, or a ramp must be placed every 25' of lateral travel for workers in excavations that are over 4' deep.

Temporary walkways will be placed over excavations when workers are required to cross them. These walkways must be at least 20" wide and overlap the excavation by 24" on each side. They must also be equipped with guardrails if the trench is over 6' deep and 30" wide.

Excavations must be properly barricaded to prevent unauthorized entry before they are left unattended. The material used for this must be durable, highly visible, and drawn tight to prevent unauthorized entry. In most cases construction fencing or 2-3 rows of caution tape will suffice. Proper protection from "attractive nuisance" should be done prior to work in an excavation.

Tests should be conducted for air contaminants such as oxygen and flammable gases. Atmospheric testing should be completed before entry and periodically for the duration of operations.

Protective Systems

A protective system such as sloping/benching, shoring, or shielding (i.e. trench boxes) must be used if an excavation is greater than 5' deep or otherwise deemed unsafe by the Competent Person. Each of these systems shall be installed & used as approved by OSHA and/or the manufacturer. The following guidelines shall be followed when using protective systems:

Benching/Sloping

- Designed by a Registered Professional Engineer (RPE) when over 20' deep.
- No work can be done on the face of the slope/bench.

- Stable Rock: Can have vertical walls.
- Type A Soil: Must be sloped/benched at ¾:1 ratio.
- Type B Soil: Must be sloped/benched at 1:1 ratio.
- Type C Soil: Must be sloped at 1½:1 ratio (type C soil cannot be benched).

Shielding (Trench Boxes)

- Tabulated data must be kept onsite.
- Maximum rated depth cannot be exceeded.
- Must place 12" from adjacent walls or backfilled at least half way.
- Pins must be placed and kept in all cross braces.
- The ends of the trench must be protected from collapse.
- Boxes may be stacked if they are designed to stack (welding not allowed).
- May shield the bottom of a trench and slope down to the box (however if this is done, then the box must extend at least 18" out of the trench).

Shoring

- All systems must be designed according to the manufacturer's "Tabulated Data".
- Tabulated Data Sheets must be maintained onsite.

Inspections & Soil Classification

Competent persons shall conduct a visual and manual inspection of each trench before initial entry, as conditions change (i.e. earthquake, rain storm, etc), and daily thereafter. The focus of these inspections will be to determine if a trench needs to be protected, how it should be protected, and to make sure any protective systems already installed are still adequate. These inspections will be documented by completing the *Excavation Inspection Log* (located in the Forms Section).

If a trench is deemed as needing a form of trench protection, then the competent person shall determine what the soil type of the excavation is. These soil types are as follows:

- **STABLE ROCK**: Solid mineral matter without any cracks or fissures.

- **TYPE A SOIL**: Cemented or cohesive soils with an unconfined compressive strength of 1.5 ton per square foot or higher. This soil may not have any cracks/fissures; it cannot be exposed to vibration; it cannot be previously disturbed; and it cannot have freely seeping water or be submerged.

- **TYPE B SOIL**: Cohesive or granular soils, and *dry* unstable rock, with an unconfined compressive strength between 0.6 and 1.4 ton per square foot. This soil cannot have freely seeping water or be submerged.

- **TYPE C SOIL**: Cohesive or granular soils with an unconfined compressive strength of 0.5 ton per square foot or less. This classification also includes any soil that is submerged, as well as unstable rock with freely seeping water.

Training Requirements

All Superintendents will be trained as competent persons. This training will include such topics as: an overview of OSHA's Subpart P, basic excavation safety, conducting inspections, classifying soil types, and the proper installation of various protective systems.

All new employees will be trained on the contents of this policy during Safety Orientation.

Welding & Cutting

Purpose

Identify and control hazards associated with performing hot work, comply with Federal OSHA regulations and assist the company in achieving our overall goal of maintaining a safe work place.

Scope

This section applies to all workers of Garmong Construction Services who conduct hot work as part of their normal work activities.

Definitions

Fire Watch: A worker who monitors hot work activities & responds to any type of ignition. This person will be equipped with a charged extinguisher, perform only the duty of watching for & responding to fires, and wait at least 30-minutes after the activity to monitor for smoldering materials. This person must receive fire extinguisher training annually. Assigned fire watchers will be trained in the use of fire extinguishing equipment and familiar with the facilities for sounding an alarm in the event of a fire.

Responsibilities

Safety Advisor

Ensures the procedures of this policy are followed and supported by all workers.

Superintendent

Ensures that all workers expected to perform hot work are familiar with the process and the safety precautions to take while using it by witnessing them demonstrate their competency.

Reviews *Hot Work Permits*, gives final authorization to perform the work, and forwards all completed permits to the Safety Advisor.

Enforces the guidelines addressed in this policy.

Workers

Complete the *Hot Work Permit* (located in the Forms Section) and request authorization from the Superintendent prior to work, post the permit while conducting work, and return it to the Superintendent upon completing the job.

Act as a fire watch when designated by the Superintendent to do so (when welding, cutting, brazing and/or soldering is performed near combustible materials and/or locations where fire may develop).

Procedures

Qualified Workers

Only workers who have knowledge, experience and ability to understand the hazards that are associated with the work involved and the various precautions to take when attempting to control them will be allowed to perform welding, cutting or brazing. Individuals performing welding/cutting must be suitably trained in the safe operations of their equipment and the safe use of the process. The knowledge and ability of these workers will be evaluated by the Superintendent.

Workers designated to perform hot work activities will conduct informal inspections of all equipment (i.e. cylinders, gauges, hoses, torches, etc.) on a daily basis.

Operators will fill-out the *Hot Work Permit* (located in the Forms Section) prior to conducting welding, cutting or brazing in a potentially hazardous environment. Upon filling-out this permit, the Superintendent will give final authorization to conduct the work and the operator will post the permit in the work area. This permit will remain posted until the work is complete. The permit will then be completed and returned to the Superintendent who will then forward it onto the Safety Advisor to be maintained on file.

Gas Welding & Cutting

All cylinders (oxygen and fuel gas) will be safely used, handled, transported, moved, stored and secured according to the Compressed Air and Gas Section located in this Health & Safety Program.

Gauges and lenses will remain functional and the lens free from cracks or scratches.

Hoses will be equipped with flashback arresters.

Valves will be opened only 1.5 turns and all wrenches and tools needed to operate valves will be located by the equipment and ready for use whenever conducting work.

Cables will remain distinguishable, and less than 4 inches of the hose will be taped every foot.

Welders will only be allowed to use friction lighters when striking an arc. Striking an electrode against a cylinder or the use of matches will not be permitted.

Arc Welding and Cutting

Electrode holders will remain fully insulated and be kept clear of wet areas at all times. Electrodes will be removed and the power supply switch opened whenever the equipment is to be unattended.

Cables will be of the flexible type and free from damaged insulation or exposed wire. Splices will not be allowed within 10 feet of the electrode holders. Cables will not be permitted to stand in resting water or damp floor conditions.

The grounding clamp will remain in good shape to provide a proper ground and completely secured to a good ground source whenever work is being done.

The frame will be equipped with a three-wire cord or a separate grounding wire will be used. The lead terminals of the frame will be equipped with rubber boots and a panel cover whenever work is conducted.

All damaged equipment will be immediately tagged as “DO NOT USE” and removed from service until repairs can be made. Repairs shall be made only by qualified personnel.

Fire Prevention Considerations

Hot work will only be conducted in designated locations. Hot work will not be permitted in areas that contain flammable or combustible materials. If these materials are in an area in which work must be performed, then one of the following actions will be taken to prevent fire/explosion:

Move all flammable and combustible materials 20 feet from the work area
Move the materials to be worked on 20 feet from all flammable and combustible materials
(If the object to be welded or cut cannot be moved and if all the fire hazards cannot be removed, then guards shields, fire blankets, etc. shall be used to confine the heat, sparks and slag and to protect the immovable fire hazards. If this cannot be obtained, then welding/cutting shall not be performed.)
Assign a worker to act as a fire watch (refer to *Definitions* for responsibilities)

Workers who perform hot work as part of their normal job functions will inspect the designated area for fire hazards prior to beginning work. A class ABC fire extinguisher will be located within 10 feet of all hot work operations.

A determination will be made regarding the former contents of containers prior to hot work or cutting. Containers that have been identified as previously containing flammable/combustible materials will be completely filled with water, or thoroughly cleaned, ventilated and tested before the ignition source is introduced.

All containers that are sealed will first be opened or a vent created prior to applying heat to allow built-up pressure to release.

Personal Protective Equipment

Workers who perform hot work or cutting will protect themselves against physical harm by wearing the following PPE:

Welding hood or rated goggles
Flame retardant jacket or at least long sleeves
Flame retardant gloves
Leather boots
Long pants

Whenever hot work is done on an elevated surface, guardrails will be installed or a body harness will be worn to protect the worker from fall hazards.

If other workers in the area may be subject to flash burn, then light curtains will be installed in the area.

When workers conduct hot work in a confined space they will either install a type of mechanical ventilation or wear an airline respirator. A shield will also be used when possible.

Ventilation

Whenever workers weld or cut in a restricted work area that has the potential to entrap vapors and gasses or before welding or cutting potentially toxic metals (e.g. stainless steel, manganese, etc), a type of ventilation or local exhaust will be used. This ventilation will be capable of removing all contaminants from the area and replacing them with clean respirable air.

Hot work with certain types of bearing, base and filler metals require the use of either mechanical ventilation or local exhaust system. These metals include Beryllium, Cadmium, Chromium, Lead, Mercury and Zinc. Chlorinated solvents must be at least 200 feet from hot work activities.

Atmospheres must be monitored, permits must be completed, mechanical ventilation or airline respirators must be utilized, and all provisions of the Confined Space Entry plan must be followed whenever a worker is required to conduct hot work in a confined space.

Preservative Coatings

Workers will completely strip all coated surfaces at least 4 inches on each side of the work location whenever the chemical content of the coating is not known, an SDS is not present, or when the coating is conceived to be flammable or toxic.

Training Requirements

This section will be covered during Safety Orientation.

GARMONG

Health & Safety Program

APPENDIX

© RMS-Safety

Garmong Construction Services
Health & Safety Program

IOSHA Inspections

Purpose

To direct the successfulness of an IOSHA Inspection.

Scope

This section applies to all employees of Garmong Construction Services.

Definitions

Indiana administers its own safety statue and standards through a state agency known as "IOSHA." Indiana is one of 23 states, Puerto Rico and The Virgin Islands that has its own state program. State programs must be equal to or better than the OSHA program. State programs must also adopt and enforce all standards from the federal level.

A Summary of Indiana's OSHA Act

Effective Date: The State of Indiana assumed administration and enforcement of occupational safety and health laws, regulations and standards on March 6, 1974. On that date, the federal Occupational Safety and Health Administration (OSHA) approved an Indiana plan submitted in December of 1972.

Coverage and Description of IOSHA: The Indiana Occupational Safety and Health Act (I.C. 22-8-1.1) covers all employers with one or more employees. IOSHA is a division within the Indiana Department of Labor. It consists of five units. The Bureau of Building and Factory Inspections (industrial); Construction Enforcement; Industrial Hygiene; Public Sector; and The Bureau of Safety Education and Training, (INSAFE).

IOSHA's address: Indiana Department of Labor, Occupational Safety and Health Administration, 402 W. Wash. St. W195, Indianapolis, IN 46204-2287. IOSHA telephone number: (317) 232-2693.

Reporting: It is a requirement to report all work-related fatalities to OSHA within 8-hours, and to report all work related injuries involving inpatient hospitalization, amputation or eye loss within 24 hours.

Posting: (1) Put up state furnished or federal poster in a prominent place so employees can see it. (2) If you receive a citation because of an inspection, post the citation at or near the place of the alleged violation of the standard for at least three days or until the alleged violation has been corrected, whichever is greater.

Responsibilities

Safety Advisor

Greet and accompany the Compliance Officer during the entire investigation.

Review the IOSHA Inspection Checklist (located in the Appendix Section) prior to the opening conference.

Document conversations/citations and take duplicate pictures when they take pictures.

Superintendent

Greet the Compliance Officer and assist in the majority of the investigation.

Immediately contact the Safety Advisor and inform all employees of the inspection.

Enforce safety rules through the entire inspection process.

Abate all hazards on the spot if possible.

Procedures

Inspections

What to do when the State Compliance Officer (inspector) arrives.

Obtain, review and complete the IOSHA Inspections Checklist (located in the Appendix Section).

Be polite, respectful and cooperative. You should not be hostile or negative, for such attitudes could interfere with the investigation, result in the loss of rapport, and make it more possible to receive the maximum penalties and fines for violations.

See Credentials. After presenting his credentials, the inspector will be allowed to enter the workplace without undue delay; however, it is appropriate to ask the inspector to wait until a management member that must participate in the inspection arrives.

Outside Parties NOT with the Department of Labor. If the inspector brings another person who is neither a compliance officer nor an authorized employee representative to participate in the inspection, you should carefully question this person to determine why they are present.

The best rule to follow is one of reasonableness and common sense. If the person is an equipment expert, and he is otherwise a disinterested party to the investigation, you may choose to let him participate. If, on the other hand, you feel the person's presence will be of questionable value concerning matters of safety and health in the workplace, then you may politely ask the outside party to wait until your Chief Operations Officer or other officer of the company can be consulted.

Get a copy of his identification badge and job assignment. Record all pertinent information. The names, business affiliation and addresses of all persons present should be written down. If a complaint is involved, ask:

Whether the complaint was filed by a present or past employee, by an employee of a customer, or material supplier, or by a person not directly employed around the workplace involved. The answers to these questions may be extremely important. In most cases, an inspection should not be permitted if someone filed the complaint other than a present employee or his representative unless the complaint involves an imminent danger.

Opening Conference.

Before starting the inspection, the compliance officer will explain the nature and purpose of his inspection, the general scope, and outline the records he wants to review. Notify all employees that an inspection is underway, and to be cooperative.

Items you especially want to point out to the Inspector are:

Copy of Garmong Construction Services Health & Safety Program and annual program reviews.
Documentation of the Safety Orientation Process and supplemental employee training.
Copies of safety committee meeting minutes.

Documentation of self-inspections and corrective actions.
Supplemental 10 Hour Training for management members.
Recent documented trend analysis.
Any other material that would help to establish "good faith compliance efforts."

Your Right to a Reasonable Inspection.

The act repeatedly guarantees employers the right to a reasonable, orderly, and fair inspection. The entry must be:

At a reasonable time.
To inspect within reasonable limits.
In a reasonable manner.
To question a reasonable number of employees if there is not an authorized representative of the employees.

If the investigation is due to a complaint, the compliance officer is restricted to only inspect and interview with respect to matters reasonably related to the complaint, but may also address other serious situations they see during the inspection. After preliminary investigation, if you believe that a request is unreasonable, you must use careful judgment and good faith in handling the situation. You can discuss the matter with the compliance officer and explain why you think his request is unreasonable. If he insists on the request, ask the inspector to wait until top management can be consulted.

Avoidance of Disruption

The Department of Labor's regulations direct the compliance officer to avoid any undue and unnecessary disruption of the normal operations of the employer. Inform the inspector of the day's schedule and assist him in conducting the investigation.

What to Do During the Actual Inspection

Accompany the Inspector

This is an employer's right and a most important one. You may be the only spokesperson for your company during the inspection. The IOSHA statute gives the compliance officer authority to interview employees, privately if he wishes, and to examine machinery or equipment. The compliance officer also is empowered to take pictures and samples and to employ other reasonable techniques. You should also take pictures and samples as near to those of the Compliance Officer as possible. Keep in mind, when you answer the question “So how long has this hazard been here” you are providing the compliance officer with proof that you knew of its existence. The lack of this proof may later help to prove cases of employee misconduct.

Take Notes

It is imperative that you take notes during the inspection. Identify the areas, machinery, equipment and material examined, employees interviewed, others interviewed or involved in the inspection, and a written description of each alleged hazard. Each report should include the above items, relevant comments made by the inspector, information acquired during the pre-inspection and the closing conference at the end of the investigation

Representatives Authorized by Employees

The IOSHA statute provides a right for a representative authorized by the employer's employees to accompany the compliance officer. The statute further provides, in the absence of an authorized employee representative, the compliance officer "shall consult with a reasonable number of employees concerning matters of safety in the workplace."

Post Inspection Actions

Post Inspection Conference

After an inspector completes his inspection, he will conduct a closing conference with all members who wish to be present. The inspector is to informally advise of apparent violations. This closing conference is important. If you agree you violated the Act or any standards during the closing conference, this admission can be used against Garmong Construction Services later. If the inspector believes a violation may have occurred, he will tell you. He will also ask how long it will take to correct these conditions. Agreeing to have the alleged unsafe conditions corrected within a certain time period becomes your abatement period, assuming you receive a citation.

Garmong Construction Services does have a say in deciding on an abatement date. The inspector does NOT set it alone. The inspector should ask, "When can you have it corrected?" It is up to the Safety Advisor to insist on an adequate abatement period. If the condition to be corrected is a very minor one and it is an unsafe condition, then agree to an early abatement period (immediate or one day after receipt of citation.) If you feel you are in compliance or certain that a definite amount of time would be necessary to correct the alleged unsafe condition (supplies or delivering time), then deny a violation or insist on a longer abatement date, usually 15 to 30 days. Remember, the abatement date becomes effective upon receipt of the Safety Order (citation) from IOSHA. Even with immediate abatement, you have one day after the receipt of the Safety Order in which to correct the alleged unsafe condition.

Employers generally receive a Safety Order (citation) about (30) days after an inspection. If you wait to see what you will be cited on and you agree to an immediate or one-day abatement, then you may not have time to make the correction. Failing to correct within the time allowed may subject you to a stiff penalty for failure to abate. On the other hand, to spend money to correct an alleged unsafe condition before you actually receive the Safety Order may prove to be a waste if you are not cited on this particular condition. If the violation is going to cost Garmong Construction Services money and/or you question the alleged unsafe condition, insist on a "long" abatement period to allow enough time to assess whether Garmong Construction Services will want to contest.

After the inspection process is over and you have been cited, make sure you correct cited violations that you decide not to contest. Re-inspection is becoming more prevalent due to federal pressures. Failure to abate can cost up to $7,000 a day for up to 30 days.

Imminent Danger

If the Compliance Officer concludes that conditions or practices exist that could reasonably be expected to cause death or serious physical harm before the danger can be eliminated, he shall inform the Safety Advisor of Garmong Construction Services. It should be your priority to immediately abate any imminent danger issues.

Citations (Safety Order)

Seven to ten days after IOSHA inspected your job site, you will receive a Safety Order(s) with a cover letter signed by the IOSHA Advisor. The Act requires a copy of the enclosed Safety Order(s) to be prominently posted in a conspicuous place near each place a violation occurred. It must remain posted until the alleged violation is corrected or for at least three days, whichever is greater.

Serious vs. Non-Serious

A Safety Order for violation of a standard is deemed either serious or non-serious. If it is non-serious, no penalty is assessed unless ten or more violations were charged. In this event, penalties up to $7,000 may be assessed for each non-serious violation. Penalties for Serious violations begin at $75 and go as high as $7,000. Penalties are noted on an attached penalty sheet. Payment of assessed penalties should be made payable by check or money order to

"Indiana Department of Labor/IOSHA", and should be sent to Indiana Department of Labor, 402 West Washington St. Rm. W195, Indianapolis, IN 46204-2287.

Read the Safety Order carefully. Note especially the date by which alleged violations are to be corrected. If you do not contest a particular violation, it must be corrected by the date so indicated. Failure to correct puts you in a position of "Failure to Abate" which carries a $400 to $7,000 a day fine for up to 30 days and a maximum of $210,000.

Contesting Citations

From the day you receive the Safety Order at your office, you have fifteen (15) working days in which to contest. You may contest whether the violation occurred, its' gravity (serious or non-serious), the amount of the penalty, the abatement period, or any combination thereof. If fifteen (15) working days have elapsed and you have filed no contest, the Safety Order becomes final and binding. You must then pay any assessed penalties and correct all alleged violations.

Informal Conferences

During the fifteen (15) working day period in which you may contest a Safety Order, you may request an informal conference. It is strongly encouraged to request such a hearing. A request for an informal conference, however, does not extend the 15 working day period for seeking judicial review.

An informal conference is a meeting held between your company's personnel and IOSHA officials to discuss the Safety order that you have received. The informal conference can be arranged by making a phone call to the IOSHA office at (317) 232-2693 and asking for an informal conference. At this meeting, you have the opportunity to discuss any points of disagreement such as excessive fines. IOSHA has the right to lower penalties and/or drop items from the Safety Order if they feel it is warranted. On the other hand, they may hold to their original charges and accompanying penalties. At the close of the hearing, you can accept the settlement proposed by IOSHA or you can choose to go to the next step and file a letter for Formal Contest.

The company will receive, by mail, a Safety Order with a cover letter stating posting requirements. The Safety Advisor will see that the requirements are complied with for all Safety Orders. If, however, it is determined after review with all concerned that the company should contest, the Safety Advisor will take correct steps to do so.

If the Safety Order is sent to your home office, it should be forwarded to the Safety Advisor at the main office.

Petition for Review by Board of Safety Review

An employer has 15 working days after the receipt of a Safety Order, (the results of job site inspection with citations and penalties), to file a Notice of Contest, (Petition for review), to the Commissioner of Labor, Indiana Department of Labor/IOSHA, Rm. W195, 402 West Washington, Indianapolis, IN 46204-2287. In the letter of contest, it should be stated what is being contested, whether the violation occurred, its severity (serious, non-serious, etc.), abatement dates and/or penalties. You must be specific because matters that you do not contest are waived. A copy of the letter must be posted at your home office. Send the letter to the Commissioner, by certified mail, return receipt requested. After you send the letter, the Commissioner of Labor has five (5) days in which to reply. He may or may not uphold the findings of IOSHA. If he does uphold IOSHA, he will immediately certify your petition for review (contest letter) to the Board of Safety Review. Although legal counsel is not required, legal counsel always represents IOSHA. Thus, it is recommended that you obtain counsel as well.

If the Commissioner disagrees with IOSHA and modifies or deletes the item(s), you may then accept the decision, requiring no further action, or file a second Petition for review within 15 days

of receipt of his decision. This second petition will be immediately certified to the Board of Safety Review for a hearing.

An employee or representative of employees also may contest the time fixed for abatement of a violation in a Safety Order. In order to do so, the employee or representative must file a Notice of Contest with the Commissioner of Labor within 15 working days of the issuance of the Safety Order. The employee or his representative is required to serve notice of such contest with the employer.

All hearings before the Board of Safety Review are formal in nature. The hearing is a trial-like proceeding in which witnesses are examined and cross-examined and documents must meet evidentiary standards for admission as exhibits. Once a proceeding before the Board of Safety Review has begun, a case still may be settled without a hearing. In such situations, a settlement ordinarily is embodied in a written agreement between IOSHA and the employer, which is approved by the Board. Once approved, the agreement becomes enforceable in the same way as an uncontested Safety Order. Decisions of the Board of Safety Review are reviewable in court.

Petitions for Modification of Abatement Period

An employer also may file with the Commissioner a Petition for Modification of an Abatement Period. Such a petition must be filed no later than the close of the working day following the date on which abatement is required. The petition must describe all measures taken to achieve abatement, provide the reasons additional time is necessary, specify interim steps to be taken to safeguard employees during the abatement period, and state the additional time needed to achieve compliance. The petition also must include an affidavit that the petition has been posted in an area to give notice to affected employees.

The Commissioner has the authority to approve any petition for Modification of Abatement, but authority shall not be used and he will not act on the petition until 15 days after the posting date. If either the Commissioner or an employee or employee representative objects to the petition, then it is certified to the Board of Safety Review, which holds a formal hearing to determine whether the petition should be granted.

Variances

Occasionally, it is difficult, if not impossible and/or economically infeasible, to comply with a certain standard. In such a situation, Garmong Construction Services can apply for a variance. There are two kinds of variances available: 1) a temporary variance and 2) a permanent variance.

Temporary Variance

A temporary variance may be granted, for example, when a new standard has been promulgated and is to go into effect on a particular date, but the contractor cannot comply by that date. In a temporary variance, Garmong Construction Services can request more time in which to come into compliance, normally from one to six months. In unusual and substantiated cases, up to a year may be requested and granted. A written request for a temporary variance must be filed with the Indiana Occupational Safety Standards Commission, Rm. W195, 402 West Washington, Indianapolis, IN 46204-2287.

Permanent Variance

A permanent variance differs from a temporary variance in that, a permanent variance means Garmong Construction Services does not need to comply with the standard for which the variance was sought. With a temporary variance, you are only allowing yourself more time in which to comply with the standard in question. To obtain a permanent variance from a standard, you must be able to prove that your alternative manner or method of operating is as good as (safe as), or better than, (safer than), conforming with the standard.

Training Requirements

Training on this policy is not mandatory by government regulations, but allowing management members and other key personnel to become familiar with the policy could increase the company's outcome during an inspection. Training employees on cooperating with compliance officers and how to handle isolated interviews with compliance officers would benefit the company's well-being also.

IOSHA INSPECTION CHECKLIST

(Procedures to follow before, during and after an Indiana OSHA inspection.)

The first requirement in dealing with any OSHA inspection is to be prepared before an inspector arrives on a job site. The Safety Advisor and a Superintendent should participate in the opening and closing conference.

Preparations before an Inspection

- Identify who will be notified of the inspection
- Emphasize with Superintendent the need to continue to enforce corporate safety policies during the inspection.
- Know exact location of training records, SDS, safety program, and related documentation that may be requested by the inspector.
- Know the location of confidential and proprietary information.

Start of the Inspection and the Opening Conference

- Notify the employee representative (if applicable)
- Copy the inspector's name, agency he/she is from, the agency address and telephone number.
- Establish whether the inspector has a warrant.
- Find out what the purpose of the inspection is, and what the inspector wants to see.
- Identify which documents or records the inspector desires to review.
- Ask the inspector what initiated the inspection.
- Write opening conference information down.

During the Inspection

- Accompany the inspector for the entire inspection
- Take specific notes on the following areas:
  - What is seen and said by the inspector
  - Who the inspector talks to
  - Take duplicate pictures as the compliance officer.
- Ask the inspector to write down and provide you with a copy of his/her questions being asked to the employees.

Post Inspection and Closing Conference

- Do not admit doing anything wrong or argue with the inspector.
- Request copies of photographs or videotapes made by the inspector.
- Request copies of any documents copied.

If Cited

- Promptly post the citation near the violation area.
- Schedule the informal conference.
- Have a notice of contest filed to the issuing OSHA office no later than 15 working days from the date of citation (if applicable).
- Fix the uncontested violations within the stated abatement period.

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 recordable 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	☐	☐	☐	☐	☐	☐
			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.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review 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 about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

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)		
(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.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review 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 about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

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

GARMONG

Health & Safety Program

FORMS SECTION

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

You have indicated that you wish to voluntarily wear a respiratory protection device. The following information is required by OSHA to be supplied to employees who wish to use respiratory protection devices voluntarily. Please read this information and sign the form to indicate that you have received this information.

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

I acknowledge that I have received a copy of the information for voluntary use of respirators when not required under the Standard Sec. 1910.134. I have discussed this document with my supervisor, will receive medical clearance prior to wearing a respirator beyond an N95 face piece, and am in compliance. I will receive a signed copy of this document from my supervisor for my record, as well as one will be in my medical file.

Employee Name: _____

Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Bloodborne Pathogens Vaccination Form

GARMONG CONSTRUCTION SERVICES

INTRODUCTION: By signing this document I am verifying that I understand I may be exposed to the bodily fluids of others due to the activities of my job, and therefore I am at risk of contracting an infectious disease. Garmong Construction Services has recommended and offered to fully pay for the series of Hepatitis B vaccinations. It has been explained that by receiving these vaccinations my immune system may strengthen, but complete immunity to these diseases is not guaranteed. It has also been explained that these vaccinations do sometimes cause adverse effects. After considering the benefits and consequences that may be involved with these vaccinations, I have decided to proceed as follows (check the appropriate box below):

☐ **I HAVE ALREADY RECEIVED THE VACINATIONS.**

☐ **I WOULD LIKE TO DECLINE THE VACCINATIONS.**

By placing a check in the box above I am verifying that I would like to decline Garmong Construction Services's recommendation to receive the vaccinations. I understand that by declining to receive these vaccinations, I remain at risk of contracting an infectious disease. It has also been explained that if I decide to receive these vaccinations in the future, I may still receive them at no cost.

☐ **I WOULD LIKE TO RECEIVE THE VACCINATIONS.**

By placing a check in the box above I am verifying that I would like to receive the series of Hepatitis B vaccinations at no cost. I understand that the company's responsibility is limited to offering these vaccinations, issuing the name, address, and phone number of a facility that can administer them, and paying for all associated costs. I understand that it is my sole responsibility to schedule and attend all appointments.

_____ _____

Printed Name *City/State Where You Prefer to Receive Vaccinations*

_____ _____

Phone Number *Signature*

GARMONG CONSTRUCTION SERVICES OFFICE USE ONLY

_____ _____

Facility Name *Phone Number*

_____

Street Address / City / State

DATE THIS INFORMATION WAS SENT TO THE EMPLOYEE

Chemical Inventory List

GARMONG CONSTRUCTION SERVICES

PRODUCT NAME	MANUFACTURER	SDS #

List Page Number: ____

Confined Space Entry Permit

GARMONG CONSTRUCTION SERVICES

This permit is to be completed by an employee who has been trained and authorized to conduct confined space entry, and it must be authorized/cancelled by the Entry Supervisor.

GENERAL INFORMATION

SPACE TO ENTER:	
PURPOSE OF ENTRY:	
POTENTIAL HAZARDS:	
PROHIBITED CONDITIONS:	
RESCUE PLAN & INFO:	
OTHER PERMITS:	
START DATE/TIME:	
END DATE/TIME:	

AUTHORIZED PERSONS

NAMES:	SUPERVISOR	ATTENDANT	ENTRANT
	❑	❑	❑
		❑	❑
		❑	❑
		❑	❑
		❑	❑

HAZARD CONTROL

ISOLATION PROCEDURES: ❑ Lockout Tagout ❑ Blocking/Plugging ❑ Other: _____

AREA PROTECTION: ❑ Warning Signs ❑ Barrier Devices ❑ Danger Tape

VENTILATION: ❑ Continuous ❑ Intermittent ❑ Initial

ATMOSPHERIC MONITORING: ❑ Continuous ❑ Periodic *(Every 15-Minutes or More)*

SPECIAL TOOLING: ❑ Spark-Free Tools ❑ Intrinsically Safe Lighting ❑ Other: _____

COMMUNICATION: ❑ Voice ❑ Rope Tugs ❑ Radios

RESCUE DEVICE: ❑ Tripod, Winch & Harness ❑ Wristlets/Anklets ❑ Rescue Cart ❑ SCBA

REQUIRED PPE

❑	Hardhat / Bump Cap	❑	Cut-Resistant Gloves	❑	Tyvek Coveralls
❑	Body Harness	❑	Cut Resistant Sleeves	❑	Barrier Cream
❑	Hearing Protection	❑	Rubber Boots	❑	Supplied Air Respirator
❑	Safety Glasses / Goggles	❑	Rubber Gloves	❑	SCBA Respirator

MONITORING EQUIPMENT

Manufacturer:	Model:	Date Last Calibrated:

MONITORING RESULTS

PERMISSABLE ENTRY LEVELS

Oxygen: 19.5-23.5%
LEL: <10%
CO: <35 ppm
H_2S: <10 ppm
Other: <PEL

Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____	Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____	Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____	Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____
Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____	Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____	Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____	Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____
Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____	Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____	Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____	Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____
Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____	Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____	Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____	Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____
Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____	Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____	Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____	Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____
Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____	Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____	Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____	Date: ___/___/___ Time: _____ am/pm O^2 _____ % LEL _____ % CO _____ ppm H_2S _____ ppm Other _____

PERMIT STATUS

AUTHORIZED BY: _____ **DATE & TIME**: ____/____/____, _____

CANCELLED BY: _____ **DATE & TIME**: ____/____/____, _____

Disciplinary Action Form

GARMONG CONSTRUCTION SERVICES

Employee Name: _____ **Job Title**: _____

Person Issuing Disciplinary Action: _____ **Job Title**: _____

Date Noticed: _____ **Time Noticed:** _____ AM / PM **City/State Noticed:** _____

Give a detailed description of the undesired behavior that was noticed: _____

Give a detailed description of the desired behavior that should be practiced in the future: _____

Indicate the level of disciplinary action being <u>ISSUED AT THIS TIME</u>:

- ❒ VERBAL CONSULTATION – A discussion held between the employee and person issuing the disciplinary action about what was noticed, what is expected, and what will happen the next time it is noticed.
- ❒ WRITTEN WARNING – A documented warning to the employee instructing them to avoid this behavior going forward.
- ❒ TERMINATION – Termination of employment.
- ❒ OTHER: _____

Indicate the level of disciplinary action that <u>WILL BE ISSUED THE NEXT TIME</u> this behavior is noticed:

- ❒ WRITTEN WARNING – A documented warning to the employee instructing them to avoid this behavior going forward.
- ❒ TERMINATION – Termination of employment.
- ❒ OTHER: _____

Employee Signature: _____ **Date**: _____

Person Issuing Disciplinary Action Signature: _____ **Date**: _____

© RMS-Safety

Emergency Action Plan Checklist

GARMONG CONSTRUCTION SERVICES

Employee Responsibilities

The following individuals are responsible for the listed emergency actions:

- □ Sound the "Emergency Warning System" = _____
- □ Turn off equipment & barricade the area = _____
- □ Administer temporary medical treatment = _____
- □ Handle communication:
  - Emergency Responders = _____
  - Customer = _____
  - Media = _____

Emergency Warning System

If multiple employees will be located in different locations on the jobsite, indicate what system will be used to notify those employees of an emergency situation (verbal phone communication, continuous car or air horn blast, short repeated car or air horn blast, etc.):

- □ Evacuation Signal = _____
- □ Shelter Signal = _____

Designated Locations

The following are areas designated to gather in during emergency situations:

- □ Rally Point = _____
- □ Shelter Area = _____

Emergency Contact Information

List the name, address & phone number (as applicable) for each of the following:

- □ Emergency Response = _____
- □ Garmong Construction Services Superintendent = _____
- □ Customer Contact = _____
- □ Local Clinic = _____
  _____
- □ Other = _____

Employee Training

- □ **All crew members have been educated on the information listed above.**

© RMS-Safety

Energized Electrical Assessment & Work Permit

GARMONG CONSTRUCTION SERVICES

Job/Work Order Number: _____
Job Location/Circuit/Equipment: _____
Description of work to be performed: _____

1. Will this job or task require exposure to energized electrical conductors or circuit parts and/or work within an arc flash boundary (this includes testing and troubleshooting)? ☐ Yes ☐No

2. Shock Hazard Analysis:

Voltage (V) Level Phase to Phase

□ Less than 120 V □ 120 V □ 208 V □ 240 V □ 277 V
□ 480 V □ Greater than 600 V □ Single phase □ 3 Phase

Approach Boundaries

Limited: _____ inches Restricted: _____inches

3. Arc Flash Hazard Analysis: Has an arc flash analysis been performed on this equipment? ☐Yes ☐No

• If "Yes", what is:

o The Hazard Risk Category for the task? _____ o The Arc Flash Boundary? _____ inches

o Incident Energy at Working Distance? _____ cal/cm2

• If "No", using the NFPA 70E Hazard/Risk Category Table, what is:

o The Hazard Risk Category for the task? _____ o The Arc Flash Boundary? _____ inches

4. Can equipment be de-energized, locked and tagged out prior to task (other than testing/troubleshooting)? ☐Yes ☐No

IF YOU ANSWERED "No" TO QUESTION 4, COMPLETE THE ENERGIZED ELECTRICAL WORK PERMIT ON PAGE 2 OF THIS DOCUMENT.

5. Non Electrical Hazards:

□Falls □Chemical Exposure □Traffic in Public Areas
□Falling Objects □Biological Exposure □Obstructed Egress
□Lack of Lighting □Radiation Exposure □Heavy or Repetitive Lifting
□Wet or Damp Area □Extreme Temperature □Repetitive Motions
□Confined Space □Noise □Other: _____

6. What personal protective equipment (PPE) and safety measures will be used (check all that are applicable)?

Body	☐Arc-Rated or ☐Cotton, Long sleeve Shirt & Long Pants or Coveralls; Arc-Rated ☐Rainwear or Jacket; ☐Arc-Rated Flash Suit Jacket and Pants; ☐Arc-Rated Fall Protection Harness
Eye, Face, and Head	☐Safety Glasses ☐Safety Goggles ☐Arc-Rated Face Shield ☐Arc-Rated Flash Hood ☐Arc-Rated Hardhat ☐Arc-Rated Balaclava ☐Hardhat Liner ☐Hearing Protection (Ear Canal Inserts)
Hands and Arms	☐ Heavy Duty Leather Gloves ☐Rubber Insulating Gloves with Protectors ☐Rubber Insulating Gloves Only ☐Rubber Sleeves
Foot	☐Closed Toe Shoes ☐Leather Work Shoes
Respiratory	☐Dust Mask ☐Air Filtering Respirator ☐Supplied Air Respirator ☐SCBA
Tools	☐Insulated Tools ☐Meter ☐Rubber Blankets
Safety Measures	☐Barricades with Signs ☐Attendant
Other	

_____ _____ _____

Employee Name (Print) **Employee Signature** **Date**

© RMS-Safety

Part I: TO BE COMPLETED BY THE REQUESTER

Job/Work Order Number: _____

A. Description of Circuit/Equipment/Job Location: _____
_____

B. Description of work to be done: _____
_____

C. Justification of why the circuit/equipment cannot be de-energized or the work deferred until the next scheduled outage: _____
_____
_____

_____	_____	_____
Requestor's Name (Print)	**Requestor's Signature**	**Date**

Part II: TO BE COMPLETED BY THE ELECTRICALLY QUALIFIED PERSONS DOING THE WORK

A. Evidence of completion of a Job Briefing including discussion of any job-related hazards:

_____

_____

B. Do you agree the above described work can be done safely? ☐ Yes ☐ No (If "No" return to requester)

_____		_____	
Electrically Qualified Person	**Date**	**Electrically Qualified Person**	**Date**

Part III: APPROVAL(S) TO PERFORM THE WORK WHILE ELECTRICALLY ENERGIZED

_____	_____
Manufacturing Manager	**Maintenance/Engineering Manager**
_____	_____
Safety Advisor	**Electrically Knowledgeable Person**
_____	_____
General Manager	**Date**

Note: Once the work is complete, forward this form to the site Safety Advisor for review and retention.

© RMS-Safety

Excavation Inspection Log

GARMONG CONSTRUCTION SERVICES

Competent Person:	*Date:*	*Time:*
Location:	*Depth:*	*Soil Class:* ❒ A ❒ B ❒ C

	YES	NO	NA
BEFORE DIGGING			
○ Are overhead power lines covered, moved or de-energized if within 10'?	❒	❒	❒
○ Are nearby unstable objects secured (telephone poles, street lights, etc.)?	❒	❒	❒
○ Are all underground utilities marked and are the marks current?	❒	❒	❒
WHILE DIGGING			
○ Are live utilities being hand dug around to prevent scraping or prying against?	❒	❒	❒
○ Are employees away from heavy equipment and not riding or directly under buckets?	❒	❒	❒
○ Is heavy equipment back from edge of occupied excavations?	❒	❒	❒
○ Is undermining avoided under buildings, sidewalks, streets and other structures?	❒	❒	❒
○ Is spoil pile at least 2 feet from the edge of excavation in areas to be occupied?	❒	❒	❒
AFTER DIGGING			
○ Is excess water removed from excavations?	❒	❒	❒
○ Is ventilation and monitoring equipment used if the soil has signs of contamination?	❒	❒	❒
○ Are all loose objects back from edge of excavations?	❒	❒	❒
○ Is a ladder, ramp or steps placed every 25 feet in excavations over 4 feet deep?	❒	❒	❒
○ Is a temporary walkway or bridge placed over frequently crossed areas?	❒	❒	❒
○ Are all open excavations coned-off or barricaded when the jobsite is unattended?	❒	❒	❒
PROTECTIVE SYSTEMS			
○ Are excavations sloped or benched at proper angle/ratio (e.g. A Soil = 66° Angle / B Soil = 45° Angle / C Soil = 33° Angle)?	❒	❒	❒
○ Are trench boxes installed properly (e.g. ends of trench protected, backfilled at least half way, top of boxes 18 inches above grade, pins in place, etc.)?	❒	❒	❒
○ Are shoring systems installed properly (e.g. correct horizontal and vertical spacing, boards used as needed, shores placed vertically and not horizontal, etc.)?	❒	❒	❒
○ Are all components of protective systems in good condition (i.e. no bent, dented, punctured, rusty or leaking parts)?	❒	❒	❒
○ Have conditions changed that would require the soil to be reclassified (e.g. rain, freezing/thawing, wind storm, vibration, cracks, undermining, bulge in sidewall, etc.)?	❒	❒	❒

© RMS-Safety

First Report of Injury

GARMONG CONSTRUCTION SERVICES

INDIANA WORKER'S COMPENSATION FIRST REPORT OF EMPLOYEE INJURY, ILLNESS

State Form 34401 (R9 / 3-01)

FOR WORKER'S COMPENSATION BOARD USE ONLY		
Jurisdiction	Jurisdiction claim number	Process date

Please return completed form electronically by an approved EDI process.

PLEASE TYPE or PRINT IN INK

NOTE: Your Social Security number is being requested by this state agency in order to pursue its statutory responsibilities. Disclosure is voluntary and you will not be penalized for refusal.

EMPLOYEE INFORMATION

Social Security number	Date of birth	Sex ☐ Male ☐ Female ☐ Unknown	Occupation / Job title	NCCI class code
Name (*last, first, middle*)		Marital status ☐ Unmarried ☐ Married ☐ Separated ☐ Unknown	Date hired / State of hire	Employee status
Address (*number and street, city, state, ZIP code*)			Hrs / Day / Days / Wk / Avg Wg / Wk	☐ Paid Day of Injury ☐ Salary Continued
Telephone number (include area code)		Number of dependents	Wage $ Per ☐ Hour ☐ Day ☐ Week ☐ Month ☐ Year ☐ Other	

EMPLOYER INFORMATION

Name of employer	Employer ID#	SIC code	Insured report number
Address of employer (*number and street, city, state, ZIP code*)	Location number	Employer's location address (*if different*)	
	Telephone number		
	Carrier / Administrator claim number		Report purpose code
Actual location of accident / exposure (*if not on employer's premises*)			

CARRIER / CLAIMS ADMINISTRATOR INFORMATION

Name of claims administrator	Carrier federal ID number	Check if appropriate ☐ Self Insurance
Address of claims administrator (*number and street, city, state, ZIP code*)	☐ Insurance Carrier ☐ Third Party Admin.	Policy / Self-insured number
Telephone number		Policy period From To
Name of agent	Code number	

OCCURRENCE / TREATMENT INFORMATION

Date of Inj./ Exp.	Time of occurrence ☐ AM ☐ PM	Date employer notified	Type of injury / exposure	Type code
Last work date	Time workday began	Date disability began	Part of body	Part code
RTW date	Date of death	Injury / Exposure occurred on employer's premises? ☐ Yes ☐ No	Name of contact	Telephone number
Department or location where accident / exposure occurred			All equipment, materials, or chemicals involved in accident	
Specific activity engaged in during accident / exposure			Work process employee engaged in during accident / exposure	
How injury / exposure occurred. Describe the sequence of events and include any relevant objects or substances.				Cause of injury code
Name of physician / health care provider				INITIAL TREATMENT ☐ No Medical Treatment ☐ Minor: By Employer ☐ Minor: Clinic / Hospital ☐ Emergency Care ☐ Hospitalized > 24 Hours ☐ Future Major Medical / Lost Time Anticipated
Name of witness	Telephone number	Date administrator notified		
Date prepared	Name of preparer	Title	Telephone number	

© RMS-Safety

Forklift Inspection Log

GARMONG CONSTRUCTION SERVICES

Forklift Unit Number:	Odometer Reading:	Operator Name:
Week Starting:	Week Ending:	

(✓) okay (X) needs repair	MON	TUE	WED	THU	FRI	SAT	SUN
Damage (bent, dented or broken parts)							
Leaks (drive units, breaks, hydraulics)							
Tires and Wheels (drive/load wheels and casters)							
Forks (worn, bent, damaged)							
Chains Cables & Hoses (in place, not damaged)							
Hour Meter (operating)							
Battery (water level, caps on, no leaks)							
Battery Connectors (not cracked or burnt, tight fitting)							
Guards (overhead, backrest, battery retainer)							
Safety Devices (shields, guards, indicator lights)							
Horn and Light (operational)							
Steering (no excessive binding or play)							
Travel Controls (all directions and speeds work, no unusual noises)							
Hydraulic Controls (raise/lower, tilt, reach in/out, no unusual noises)							
Brakes, Parking Brake, Deadman (stops truck smoothly and quickly, brake override functions)							
Emergency Shut Off Button (cuts off all power)							
Attachments (secured properly, no unusual noises)							
Limit Switches (travel limit, lift limit, tilt limit, etc.)							

All items marked with an (X) must be explained in the section below.

© RMS-Safety

Hot Work Permit

GARMONG CONSTRUCTION SERVICES

APPLICATION: All employees must complete this section of the form and give it to their supervisor for authorization before conducting any "hot work".

Employee performing work:	Type of "hot work" to be done:	Location of work:
Date of proposed work:	Proposed start time:	Estimated end time:
Details of work to be done:		

AUTHORIZATION: Supervisors must review the information listed above, inspect the work area for each item listed below, and then sign the permit in order to authorize the proposed hot work.

- ☐ All flammable/combustible materials have been moved 35' away or barriers have been installed.
- ☐ Measures have been taken to prevent the underlying surface from igniting.
- ☐ A "fire watch" has been assigned and will stand by with a fully charged fire extinguisher.
- ☐ Hot work equipment is safe to use (i.e. anti-flashback arrestors are on torches, lead cables are not damaged, cylinders are secured upright, gauges are fully functional, etc).
- ☐ Precautions have been taken to prevent the contents of containers or pipes from igniting or resulting in over-exposure to a hazardous chemical.

Supervisor Signature **Date**

EXECUTION: Once authorization is granted by a supervisor to proceed with hot work, the employee performing the work must post this permit in the work area, fill-in the following information, and forward a completed copy to the Safety Advisor.

Satisfaction of posting requirement: ❑ POSTED ❑ NOT POSTED	Actual time the work was completed:
Detail of any incidents that occurred:	

© RMS-Safety

When job location is established, the Project Manager and Superintendent must locate the closest ***occupational*** health clinic, as well as the closest hospital. If no ***occupational*** health clinic is available, then other options for walk-in first aid services will be determined. The clinic names, locations and other information will be noted on the *Emergency Action Plan Checklist* form.

In the event of a ***WORK-RELATED*** injury or near-miss, notify the Superintendent immediately and:

1. If an injured employee needs medical treatment but refuses to be treated, a "Refusal of Medical Treatment" form must be completed and sent to the Risk Manager.

- If a **life-threatening** injury occurs, the Superintendent must:
    1. Make sure the scene is safe.
    2. Instruct someone nearby to call 911 and clear a path for the emergency responders.
    3. Issue medical treatment until EMTs arrive.
    4. Notify the Risk Manager. (If not available, contact the Regional Manager, Project Manager, or COO)

- If a **non-life-threatening** injury occurs, the Superintendent must:
    2. If an injured employee needs medical treatment but refuses to be treated, a "Refusal of Medical Treatment" form must be completed and sent to the Risk Manager.
    3. Stay onsite and instruct injured employee on first aid. (Ice, elevate, Tylenol/Advil, rest, etc.) Administer first-aid as necessary.
    4. Notify the Risk Manager before doing anything else. (If not available, contact the Regional Manager, Project Manager, or COO)
    5. If you and the Risk Manager agree that the injured employee needs additional care, transport the employee to the ***designated*** occupational health clinic (not a hospital or other facility).
    6. Superintendents should go inside the clinic and inside the treatment room (unless the employee asks them not to). They will do this to request a 10-panel drug test + alcohol test, make sure the physician knows full and accurate details of the event, and to encourage "light duty" if the physician is considering prescribing time away from work.
    7. Superintendents should update the Project Manager, Regional Manager and Risk Manager as much as possible during the visit, and again before leaving the clinic.

- Once injuries and near-miss incidents are properly cared for and all appropriate parties are notified, the Superintendent shall contact the Safety Advisor to request an onsite visit to conduct an incident investigation. The Superintendent shall ensure completion of the *First Report of Injury* and *Incident Investigation & Witness Reports*. These forms (along with pictures) must be sent to the Risk Manager within 24-hours.

    NOTE: If an employee doesn't detect a work-related injury or illness until they leave work for the day, they must contact their Superintendent and/or our main office immediately and leave a message explaining the details, symptoms, and how they can be contacted.

In the event of a ***NON-WORK-RELATED*** injury, follow these instructions:

5. Notify the Risk Manager before reporting to work.
6. Give the Risk Manager documentation from the treating physician that identifies the diagnoses & any work-restrictions that were issued.
7. Do not violate work-restrictions issued by the treating physician.
8. Give the Risk Manager documentation from the treating physician as work-restrictions are modified and when released back to full-duty.

© RMS-Safety

Reasonable Suspicion Investigations

Whenever a Superintendent notices potential symptoms of employee drug or alcohol use and/or abuse while on the jobsite, the Superintendent must:

- Secure a witness and conduct an investigation. This witness can be anyone employed within the company who does not work directly for the individual in question. Witnesses may participate in investigations over the phone, if absolutely necessary.
- Upon conducting investigations, the Superintendent should focus on the individual's work performance and other factual matters that cannot be easily misinterpreted.
- Findings must be recorded using the *Reasonable Cause Documentation* form (located in the Forms section of the Safety Manual). If they find two or more indicators (such as slurred speech, alcohol on breath, slow and/or poor judgement, lack of coordination, vision problems, Drowsiness or increased energy, loss of balance, Mood and behavior changes, glassy or bloodshot eyes, etc.), they shall immediately notify the Risk Manager and consider sending them for a test.

All individuals required to take a Reasonable Suspicion test will be transported to/from the testing facility, and transported home as well.

Contacts to Report Incidents (Project Managers info should already be obtained)	
Travelers Insurance Company (Workers Comp & Auto) 280 E 96th St, Indianapolis IN 46240	800-238-6225
Confidential Fax Line for Garmong HR (medical notices, medical invoices, drug screens, etc.)	317-536-6048
Chief Operations Officer, Lance Gassert	(o) 812-234-3714 or **(c) 812-298-4482**
Risk Manager, Greg Bishop	(o) 812-234-3714 x121 or **(c) 812-208-5068**
Regional Vice-Presidents & Managers Terre Haute: Mike Peterson Indianapolis: Scott Wells Evansville: Jeremy Kunz Fort Wayne: Justin Busch	 (o) 812-234-3714 or **(c) 812-208-0851** (o) 317-682-1001 or **(c) 317-508-2069** (o) 812-214-4698 or **(c) 812-208-0564** (o) 260-279-2200 or **(c) 260-413-4717**
Safety Advisors RMS-Safety, Marc Myers RMS-Safety, Steve Borkowski Sentry Safety Services, Jason Kidwell Sentry Safety Services, Duane Borders	 (o) 317-872-8227 or **(c) 317-282-7080** (c) 812-204-2983 (o) 812-917-7222 or **(c) 812-208-9267** (o) 812-917-7222 or **(c) 812-229-2569**
Vehicle Accidents and Incidents Joe Hall - *Fleet, Warehouse & Equipment Manager*	**(c) 812-243-9722**
OSHA	
Must be contacted within 8 hrs of a fatality; in-patient hospitalizations, amputations, or permanent eye loss within 24 hrs.	317-232-2693 (M-F, 8am-4:30pm) or 1-800-321-6742 OSHA Hotline for after hours

© RMS-Safety

Incident Investigation Report

GARMONG CONSTRUCTION SERVICES

Who	Employee Name: _____ Job Title: _____ Hire Date: _____
What	Type of Injury: _____ Body Part Injured: _____ Incident Description: _____ _____ _____ _____ _____ _____ _____ _____
When	Incident Date: _____ Incident Time: _____ Date & Time Reported to Supervisor: _____
Where	Exact Location of Incident: _____ _____ _____
Why	Start with the end result (i.e. strained lower back) and work backwards repeatedly asking "Why" until the answer is either uncontrollable or impractical. Then list the "root causes": **CAUSE #1**: _____ _____ _____ **CAUSE #2**: _____ _____ _____ **CAUSE #3**: _____ _____ _____
Prevention	What will be done to prevent this type of incident from occurring again in the future? List the assignment, responsible person, and due date for each preventative measure below: **ASSIGNMENT 1**: _____ _____ RESPONSIBILITY: _____ DUE DATE: _____ **ASSIGNMENT 2**: _____ _____ RESPONSIBILITY: _____ DUE DATE: _____ **ASSIGNMENT 3**: _____ _____ RESPONSIBILITY: _____ DUE DATE: _____

© RMS-Safety

Incident Witness Statement

GARMONG CONSTRUCTION SERVICES

INJURED EMPLOYEE INFORMATION

Name:	Type of Injury:	Date of Injury:

INJURED EMPLOYEE INFORMATION
WITNESS INFORMATION

Name:	Home Number:	Cell Number:
Relation to the Injured Employee:	Home Address:	

Where exactly were you located at the time of the incident? _____

_____

_____

Explain exactly what you witnessed in detail. Please indicate any sights, sounds, smells, or other details that you experienced that may be relevant to the incident: _____

_____

_____

_____

_____

_____

_____

_____

Please use the following space to draw any diagrams/pictures that you feel might help our investigation:

Witness Signature:	Date:

© RMS-Safety

Job Hazard Analysis

GARMONG CONSTRUCTION SERVICES

PROJECT:	**PREPARED BY**:	**DATE**:

TASKS TO BE PERFORMED

ASSOCIATED HAZARDS	YES	NO	N/A
Arc Flash			
Asbestos / Lead Exposure			
Compressed Air			
Chemical Exposure			
Confined Space Entry			
Contaminated Soil			
Cranes/Rigging			
Cuts/Abrasions			
Electrical Shock			
Excavation Collapse			
Extreme Temperatures			
Falls Above 6’			
Falling Objects			
Fire or Explosion			
Flying Parts			
Heavy Equipment Operation			
Moving/Rotating Parts			
Muscle Sprains/Strains			
Scaffold Malfunction			
Severe Weather			
Silica Dust Exposure			
Slips, Trips & Falls			
Tool Operation			
Traffic Exposure			
Sharp Edges			

PPE REQUIREMENTS	YES	NO	N/A
Hard Hat *(Mandatory)*	✓		
Safety Glasses *(Mandatory)*	✓		
Durable Gloves *(Mandatory)*	✓		
High-Vis Clothing *(Mandatory)*	✓		
Proper Work Boots *(Mandatory)*	✓		
Face Shield (glasses worn under)			
Traffic Vest			
Hearing Protection			
Fall Protection			

CONTROL MEASURES	YES	NO	N/A
Research Unfamiliar Risks • Talk to Owner or Nearby Contractors • Read Safety Data Sheets			
Educate Coworkers			
Secure Special Equipment			
Obtain & Complete Permits			
Restrict Work Area(s)			
Post Warning Signs			
Use Insulated Tools			
Inspect Tools, Equipment, & PPE			
Restrict Tool & Equipment Ops			
Apply Lockout-Tagout Devices			
Cover or Move Slip/Trip Hazards			
Test & Use GFCI			
Post Extinguisher & Fire Watch			
Use Trench Box or Shoring			
Ensure Adequate Breaks			
Monitor Weather			
Equipment Inspections			

EMERGENCY ACTION PLAN			
Evacuation Rally Point		Emergency Response #	
Severe Weather Shelter		Local Hospital Name	
Evacuation Warning System		Local Hospital #	
Shelter Warning System		Customer Rep #	

SUPERINTENDENT SIGNATURE

© RMS-Safety

Lift Inspection Report

GARMONG CONSTRUCTION SERVICES

Equipment Type: ☐ Aerial ☐ Scissor	Unit Number:	Operator Name:
Week Starting:	Week Ending:	

(✓) okay (X) needs repair	MON	TUE	WED	THU	FRI	SAT	SUN
Physical Damage (dents, bends, cracked welds)							
Guardrails & Gates (sturdy, no damage, closes/secures properly)							
Platform (clean, dry, no debris, extension platforms lock with pins)							
Fire Extinguisher (mounted, charged, accessible, good condition)							
Manufacturer Data (data plate legible, operator manual accessible)							
Tires and Wheels (no damage, proper pressure, lug nuts tight)							
Component Damage (leaking cylinders, worn hoses, damaged or loose wires)							
Fluid Levels (fuel, oil, hydraulic, battery water)							
Operational Controls (legibly marked, guarded from inadvertent ops, proper function)							
Control Interlocks (height limited during travel, ground controls override platform)							
Emergency Controls (proper function)							
Horn, Alarms & Lights (all operational)							
Stabilizers & Outriggers (proper function)							
Operation (steering, braking, raising, lowering, extending)							
Site Conditions (holes, drop-offs, debris, overhead lines, traffic, wind)							
Sensors/Guards/Rating (If Applicable) (Ensure tilt sensor, overload sensor, operator control interlocking guard, and extendable guard is not disabled, removed or bypassed. Appropriately rated for indoor/outdoor use)							

All items marked with an (X) must be explained in the section below.

© RMS-Safety

Project Specific Safety Plan (Schedule A)

GARMONG CONSTRUCTION SERVICES

This document has been sent to request a "Project Specific Safety Plan" (PSSP) for an upcoming project that your company will be performing for Garmong Construction Services. Please note that your PSSP must contain each of the eleven (11) points listed in this form, and it must be returned to us by the due date indicated below. If you should have any questions, please contact the indicated Garmong Construction Services representative.

Subcontract Company:	**Project Name:**	**Project Location:**
Project Details:		
PSSP Due Date:	**Garmong Construction Services Rep:**	**Rep Contact Information:**

All "Project Specific Safety Plans" must contain the following eleven (11) points:

1. A thorough description of the anticipated hazards for this specific project and the plan for controlling those hazards.
2. Your plan for making sure all site employees are educated on the contents of your PSSP and any unique site requirements that are imposed by the owner or Garmong Construction Services.
3. A list of the training your employees will receive prior to arriving onsite.
4. Where important safety documentation will be stored onsite, including: your Corporate Health & Safety Plan, this PSSP, and Safety Data Sheets for each chemical brought onsite.
5. The name of the person who is responsible for the implementation of the plan and what role this person will play during the project.
6. Provisions for documented safety inspections of the job site by supervision.
7. The time and day of documented safety meetings with site workers, supervision and subcontractors.
8. The overall structure of your "Disciplinary Action" policy and who onsite will be authorized to issue it.
9. An overview of any safety incentive or recognition programs you will use on this project.
10. A brief summery of your company's policy on substance abuse and their testing protocols.
11. Incident reporting, injury care & emergency response procedures for this project.

© RMS-Safety

Property Damage Report

GARMONG CONSTRUCTION SERVICES

Date: _____ **Time:** _____ AM / PM **Job Number:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Owner Home #: _____ **Owner Cell #:** _____

Owner Name: _____ **Project Manager:** _____

Superintendent: _____ **Employee:** _____

List the items that were damaged: _____

List the objects that directly caused the damage: _____

Describe the type, severity & location of the damage (attach pictures if possible): _____

Explain how the incident occurred and be specific: _____

List any other details that could be relevant to the incident (witness information, exact measurements, police report numbers, etc):

Does the property owner know about the damage? ❒Yes ❒ No

© RMS-Safety

Reasonable Cause Documentation

GARMONG CONSTRUCTION SERVICES

BASIC INFORMATION		
Employee in Question:	Witness 1 Name:	Witness 2 Name:
Date:	Time:	Location:

Place a check (✓) in each of the boxes below that applies to the employee in question:

PHYSICAL OBSERVATIONS		
☐ Uneven Balance	☐ Dilated Pupils	☐ Sweats Easily
☐ Staggered Walking	☐ Red Eyes	☐ Unnecessary Sunglasses/Hat
☐ Tripping/Falling	☐ Slurred Speech	☐ Alcohol/Marijuana Odor
☐ Uncontrolled Tremors	☐ Extreme Drowsiness	☐

BEHAVIORAL OBSERVATIONS		
☐ Abnormally Confused	☐ Abrupt Mood Swings	☐ Unnecessary Nervousness
☐ Unable to Follow Instructions	☐ Easily Irritated	☐ Memory Lapses
☐ Unable to Stay Focused	☐ Threatening/Morbid Comments	☐ Frequent Trips to Restroom
☐ Avoids Long Conversations	☐ Intentionally Withdrawn	☐

PERFORMANCE OBSERVATIONS		
☐ Excessive Tardiness	☐ Excessive Absenteeism	☐ Drop in Pace/Production
☐ Increased Amount of Incidents	☐	☐

Provide detail for any observations that were noticed:

Witness 1 Signature: _____ **Witness 2 Signature:** _____

© RMS-Safety

Respirator Fit Test Form

GARMONG CONSTRUCTION SERVICES

Employee Name:	Tester Name:	Date:

ACTIVITIES REQUIRING RESPIRATORS	TYPES OF RESPIRATORS REQUIRED
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

RESPIRATOR 1

Manufacturer:	Model:	Size:
Type of Test: ☐ Qualitative ☐ Quantitative	Quantitative Test Agent: ☐ Bitrex ☐ Irritant Smoke	Test Result: ☐ Pass ☐ Fail

RESPIRATOR 2

Manufacturer:	Model:	Size:
Type of Test: ☐ Qualitative ☐ Quantitative	Quantitative Test Agent: ☐ Bitrex ☐ Irritant Smoke	Test Result: ☐ Pass ☐ Fail

RESPIRATOR 3

Manufacturer:	Model:	Size:
Type of Test: ☐ Qualitative ☐ Quantitative	Quantitative Test Agent: ☐ Bitrex ☐ Irritant Smoke	Test Result: ☐ Pass ☐ Fail

RESPIRATOR 4

Manufacturer:	Model:	Size:
Type of Test: ☐ Qualitative ☐ Quantitative	Quantitative Test Agent: ☐ Bitrex ☐ Irritant Smoke	Test Result: ☐ Pass ☐ Fail

RESPIRATOR 5

Manufacturer:	Model:	Size:
Type of Test: ☐ Qualitative ☐ Quantitative	Quantitative Test Agent: ☐ Bitrex ☐ Irritant Smoke	Test Result: ☐ Pass ☐ Fail

© RMS-Safety

Respirator Medical Questionnaire

GARMONG CONSTRUCTION SERVICES

EMPLOYEE INSTRUCTIONS: Complete all sections of this questionnaire and take it with you to your medical evaluation for the use of a respirator. Upon arriving at the clinic, deliver the completed copy directly to the physician who will conduct your evaluation. Do not give any copies or share the content with anyone else.

EMPLOYEE RIGHTS & RESPONSIBILITIES: By law our company must issue this questionnaire to all employees who are required to wear a respirator as a condition of their employment. We must also allow our employees to complete it during normal working hours or at a time and place that is convenient to them. To maintain confidentiality, we are not permitted to look at or review any answers listed on these questionnaires.

Name:	Job Title:	Age (to nearest year):
Sex: ☐ Male ☐ Female	Height: _____ (feet) _____ (inches)	Weight (pounds):
Phone Number: ( ) –	Today's Date:	

Can you clearly read and understand English? ☐ Yes ☐ No

Has our company told you how to contact the physician who will review this questionnaire? ☐ Yes ☐ No

Have you ever worn a respirator in the past? ☐ Yes ☐ No

If "yes" what types (check all that apply):

- ☐ Filtering Facepiece (N95 or N99 mask)
- ☐ Air Purifying Respirator
- ☐ Powered Air Purifying Respirator
- ☐ Supplied Air Respirator
- ☐ Self Contained Breathing Apparatus (SCBA)
- ☐ Full Face
- ☐ Half Face

PART A ~ UNIVERSAL QUESTIONS *(ALL employees who wear a respirator must answer the following)*

QUESTION	YES	NO
A1. Do you currently smoke tobacco, or have you smoked in the last month?		
A2. Have you ever had any of the following conditions?		
a. Seizures (fits)		
b. Diabetes (sugar disease)		
c. Allergic reactions that interfere with breathing		
d. Claustrophobia (fear of closed-in places)		
e. Trouble smelling odors (except when you had a cold)		
A3. Have you ever had any of the following pulmonary or lung problems?		
a. Asbestosis		
b. Asthma		
c. Chronic bronchitis		
d. Emphysema		
e. Pneumonia		
f. Tuberculosis		
g. Silicosis		
h. Pneumothorax (collapsed lung)		
i. Lung cancer		
j. Broken ribs.		
k. Any chest injuries or surgeries		
l. Any other lung problem that you've been told about		

© RMS-Safety

QUESTION	YES	NO
A4. Do you currently have any of the following symptoms of pulmonary illness?		
a. Shortness of breath		
b. Shortness of breath when walking fast on level ground/walking up a slight hill/incline		
c. Shortness of breath when walking with people at an ordinary pace on level ground		
d. Have to stop for breath when walking at your own pace on level ground		
e. Shortness of breath when washing or dressing yourself		
f. Shortness of breath that interferes with your job		
g. Coughing that produces phlegm (thick sputum)		
h. Coughing that wakes you early in the morning		
i. Coughing that occurs mostly when you are lying down		
j. Coughing up blood in the last month		
k. Wheezing		
l. Wheezing that interferes with your job		
m. Chest pain when you breathe deeply		
n. Any other symptoms that you think may be related to lung problems		
A5. Have you ever had any of the following cardiovascular or heart problems?		
a. Heart attack		
b. Stroke		
c. Angina		
d. Heart failure		
e. Swelling in your legs or feet (not caused by walking)		
f. Heart arrhythmia (heart beating irregularly)		
g. High blood pressure		
h. Any other heart problem that you've been told about		
A6. Have you ever had any of the following cardiovascular or heart symptoms?		
a. Frequent pain or tightness in your chest.		
b. Pain or tightness in your chest during physical activity		
c. Pain or tightness in your chest that interferes with your job		
d. In the past two years, have you noticed your heart skipping or missing a beat		
e. Heartburn or indigestion that is not related to eating		
f. Any other symptoms that you think may be related to heart or circulation problems		
A7. Do you currently take medication for any of the following problems?		
a. Breathing or lung problems		
b. Heart trouble		
c. Blood pressure		
d. Seizures (fits)		
A8. Has your wearing a respirator caused any of the following problems? (If you've never used a respiratory check the following space and go to Question #9.)	**YES**	**NO**
a. Eye irritation		
b. Skin allergies		
c. Anxiety that occurs only when you use the respirator		
d. Unusual weakness or fatigue		
e. Any other problem that interferes with your use of a respirator		
A9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire?		

PART B ~ FULL FACE RESPIRATOR QUESTIONS *(ALL employees who wear full face respirators and/or SCBA respirators must answer the following)*

QUESTION	YES	NO
B1. Have you ever lost vision in either eye (temporarily or permanently)?		
B2. Do you currently have any of the following vision problems?		
a. Wear contact lenses		
b. Wear glasses		
c. Color blind		
d. Other eye or vision problems		

QUESTION	YES	NO
B3. Have you ever had an injury to your ears, including a broken eardrum?		
B4. Do you currently have any of the following hearing problems?		
a. Difficulty hearing		
b. Wear a hearing aid		
c. Any other hearing or ear problem		
B5. Have you ever had a back injury?		
B6. Do you currently have any of the following musculoskeletal problems?		
a. Weakness in any of your arms, hands, legs, or feet		
b. Back pain		
c. Difficulty fully moving your arms and legs		
d. Pain or stiffness when you lean forward or backward at the waist		
e. Difficulty fully moving your head up or down		
f. Difficulty fully moving your head side to side		
g. Difficulty bending at your knees		
h. Difficulty squatting to the ground		
i. Difficulty climbing a flight of stairs or a ladder carrying more than 25 lbs		
j. Any other muscle or skeletal problem that interferes with using a respirator		

PART C ~ ADDITIONAL PHYSICIAN QUESTIONS ***(Any of the following questions, or questions not listed, may be added to the questionnaire at the discretion of the physician conducting the review)***

QUESTION	YES	NO
C1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen?		
If yes, do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you're working under these conditions?		
C2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (i.e., gases, fumes, dust), or have you come into skin contact with hazardous chemicals?		
If yes, name the chemicals if you known them:		
C3. Have you ever worked with any of the materials, or under any of the conditions listed below?		
a. Asbestos		
b. Silica (i.e., in sandblasting)		
c. Tungsten/cobalt (i.e., grinding or welding this material)		
d. Beryllium		
e. Aluminum		
f. Coal (i.e., mining)		
g. Iron		
h. Tin		
i. Dusty environments		
j. Any other hazardous exposures. If yes, describe these exposures:		
C4. List any second jobs or side businesses that you have:		
C5. List your previous occupations:		
C6. List your current and previous hobbies:		

QUESTION	YES	NO
C7. Have you been the military services?		
If yes, were you exposed to biological or chemical agents (in training or combat)?		
C8. Have you ever worked on a HazMat team?		
C9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications)?		
If yes, name the medications if you know them:		
C10. Will you be using any of the following items with your respirator(s)?		
a. HEPA Filters		
b. Canisters (i.e., gas masks)		
c. Cartridges		
C11. How often are you expected to use the respirator(s)? Check "Yes" or "No" for all answers that apply to you.		
a. Escape only (no rescue)		
b. Emergency rescue only		
c. Less than 5 hours per week		
d. Less than 2 hours per day		
e. 2 - 4 hours per day		
f. Over 4 hours per day		
C12. During the period you are using the respirator(s), is your work effort:		
a. **Light (less than 200 kcal per hour)** If yes, how long does this period last during the average shift _____ hours _____ minutes. Examples are sitting while writing, typing, drafting, or performing light assembly work; or standing while operating a drill press (1-3 lbs) or controlling machines.		
b. **Moderate (200 to 250 kcal per hour)** If yes, how long does this period last during the average shift _____ hours _____ minutes. Examples are sitting while nailing or filing; driving a truck or bus in urban traffic; standing while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs) at trunk level; walking on a level surface about 2 mph or down a 5-degree grade about 3 mph; or pushing a wheelbarrow with a heavy load (about 100 lbs) on a level surface.		
c. **Heavy (above 350 kcal per hour)** If yes, how long does this period last during the average shift _____ hours _____ minutes. Examples are lifting a heavy load (about 50 lbs) from the floor to your waist or shoulder; working on a loading dock; shoveling; standing while bricklaying or chipping castings; walking up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.)		
C13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you're using your respirator?	**YES**	**NO**
If yes, describe the protective clothing and/or equipment:		
C14. Will you be working under hot conditions (temperatures exceeding 77^{O} F)?		
C15. Will you be working under humid conditions?		
C16. Describe the work you'll be doing while you're using your respirator(s):		
C17. Describe any special or hazardous conditions you might encounter when you're using your respirator(s) (i.e. confined spaces, lift threatening gases):		

QUESTION	YES	NO
C18. Provide the following information, if you know it, for each toxic substance that you'll be exposed to when you're using your respirator(s):		
a. Name of the first toxic substance:		
b. Estimated maximum exposure level per shift:		
c. Duration of exposure per shift:		
d. Name of the second toxic substance:		
e. Estimated maximum exposure level per shift:		
f. Duration of exposure per shift:		
g. Name of the third toxic substance:		
h. Estimated maximum exposure level per shift:		
i. Duration of exposure per shift:		
j. The name of other toxic substances that you could be exposed to while using your respirator:		
C19. Describe any special responsibilities you'll have while using your respirator(s) that may affect the safety and well being of others (i.e., rescue, security):		

Respirator Information for the Physician

GARMONG CONSTRUCTION SERVICES

This form must be completed by the Safety Advisor and sent to the treating physician for review and consideration before an employee is issued a medical evaluation for the use of a respirator.

Employee Wearing Respirator:	Date:

1. The types of respirators the employee will wear:

- ☐ Filtering Facepiece (N95 or N99 mask)
- ☐ Air Purifying Respirator
- ☐ Powered Air Purifying Respirator
- ☐ Supplied Air Respirator
- ☐ Self-Contained Breathing Apparatus (SCBA)
- ☐ Full Face
- ☐ Half Face

2. How frequently the employee will wear these respirators (on average): _____

–

–

3. How long (on average) the employee will wear these respirators each time they use them: _____

–

–

4. Physical work activities they might perform while wearing respirators: _____

–

–

5. Additional protective clothing and equipment they might wear in addition to a respirator: _____

–

–

6. The average temperature of their work environment: _____

–

–

7. Any additional information that could put more strain on the employee while wearing a respirator: _____

–

–

If there are any further questions above this employee's work activities, please contact:

Garmong Construction Services Contact Person:	Phone Number:

Safety Committee Log

GARMONG CONSTRUCTION SERVICES

Facilitator:	Date:	Start & End Times:

List all Attendees:

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Summarize discussions around any "***Lagging Indicators***" that were reviewed (e.g. safety stats, OSHA citations, incident investigations, disciplinary actions, etc): ____

Summarize discussions around any "***Leading Indicators***" that were reviewed (i.e. internal inspection results, near-misses, voluntary employee participation, etc): _

Summarize any ***Overall Improvement Ideas*** that were discussed: _____

Summarize discussions around any ***New Products or Processes*** that were discussed: _____

Summarize discussions around any ***Corporate Changes*** that were shared: _____

Safety Orientation

GARMONG CONSTRUCTION SERVICES

Employee Name:	Hire Date:	Training Date:

INTRODUCTORY TOPICS**:**

- ☐ **Chief Operations Officer Statement** *(Safety is a prime concern for the company. It's everyone's responsibility. Success comes from teamwork. Never take shortcuts. Immediately report hazards.)*
- ☐ **Employee Responsibilities** *(Follow all safety requirements. Don't perform hazardous tasks unless trained & authorized. Refuse to do anything you feel is too dangerous. Attend all required training events. Get involved and share ideas. Immediately report all incidents, hazards or concerns.)*

GENERAL SAFETY TOPICS**:**

- ☐ **Asbestos Awareness** *(Microscopic fiber that causes lung disease and cancer when inhaled or swallowed. Commonly found in insulation, ceiling tiles, flooring tiles, shingles, siding, and more. Inspect work area, ask property owner and/or nearby demolition crews about possible asbestos exposure, and look for posted warning signs. Never disturb it & evacuate if exposure is expected. Never use air to clean around potentially disturbed asbestos.)*
- ☐ **Benzene Awareness** *(Chemical that causes blood diseases when inhaled, swallowed or absorbed. Commonly found in petroleum products, like gasoline and oil. Inspect soil for signs of petroleum contamination prior to entering an excavation. Common signs include sheen on water, discolored soil, and strong odor. Evacuate if exposure detected.)*
- ☐ **Bloodborne Pathogen Awareness** *(Diseases are carried in bodily fluids. They can enter the body through the mouth, eyes & skin. Avoid contact unless further trained & authorized by the company.)*
- ☐ **Compressed Air & Gas** *(Compressed air not aimed directly at skin. Cylinders secured in an upright position and protected from physical damage. Caps on stored cylinders. Gauges in good condition.)*
- ☐ **Confined Space Awareness** *(Not designed for occupancy, large enough to enter, & limited entry/exit. Common examples are tanks, vessels, hoppers, manholes, etc. Often filled with deadly contaminants! Never enter unless trained, authorized & all requirements are followed.)*
- ☐ **Driving Safety** *(Have license, registration & insurance. Inspect daily before commute. Maintain 4-second following distance. Use turn signal and delay turns. Park to avoid backing. Obey speed limit and all other traffic laws. Always wear seat belt.)*
- ☐ **Electrical Safety** *(Only trained and authorized employees may work on or around live electrical parts. Stay 10' from overhead power lines. Maintain 36" clear space around panel boxes. No unguarded openings in panel boxes and all switches labeled. Extension cords in good condition. GFCI used on all outlets.)*
- ☐ **Emergency Response** *(Superintendents will create "Emergency Action Plan" specific to each new jobsite. This plan will be posted. Never put yourself at severe or life-threatening risk to rescue a coworker.)*
- ☐ **Excavation Safety** *(Utilities located and hand exposed. Spoil & loose rocks 2' back. Ladder or ramp used over 4' deep. Excavations over 5' protected from collapse by shores, shield, slope or benching.)*
- ☐ **Extreme Temperatures** *(Avoiding heat & cold stress by keeping hydrated, taking breaks, sitting in shade, wearing proper clothing layers. First Aid Measures.)*

- □ **Fall Protection** *(Railing, warning line, or body harness used when exposed to 6' fall. Railing at least 39" high with midrail and capable of 200 pounds lateral pressure. Warning line 15' from edge. Anchor points capable of 5000 pounds. Harnesses inspected for rips, holes, burns, frays or other damage daily before use. Harness adjusted snug but still allow movement. Must have plan to rescue employees after fall.)*
- □ **Fire Extinguishers** *(Check these items monthly – Unobstructed, undamaged, annual inspection not due & gauge displays proper pressure. Fire watch required 15' upwind from hot work operations. Operate using "PASS System" – Pull pin, Aim at base of fire, Squeeze handle, Sweep side-to-side.)*
- □ **Fire Prevention** *(Flammable liquids stored in labeled metal containers. Ground/bond containers before dispensing. No smoking or ignition sources within 20'. Place rags in closed metal container.)*
- □ **First-Aid Awareness** *(All Superintendents are First-Aid/CPR/AED trained. Portable first-aid kits in all vehicles.)*
- □ **General Health & Safety** *(No weapons, violence or horseplay. Check for and avoid dangerous animals and poisonous plants. Practice safe lifting and get help over 50-pounds. Avoid excessive force to push/pull, awkward postures and intense vibration. Keep work areas well illuminated.)*
- □ **Hand & Power Tools** *(Use right tool for job and as designed. Inspect daily for defects. Replace splintered handles, sprung wrenches and mushroomed chisel heads. Clip all pneumatic hose couplings. Power tools grounded or double insulated. Never carry by cord. Keep guards in place unless servicing. Don't wear loose clothing/jewelry. Turn off or unplug when not in use. Store in dry and safe areas.)*
- □ **Hazard Communication** *(Handling chemicals can be hazardous. Routes of entry are nose, mouth, eyes, skin and injection. Exposure detected by illness, vapors, odors, etc. Monitor body for symptoms and evacuate. How to obtain and read a "Safety Data Sheet". How to read and use the company's labeling system. The need to label all containers. Where to get full copy of "HAZCOM Program".)*
- □ **Heavy Equipment Safety** *(Trained and authorized operators only. Equipment and rigging inspected daily. Operators maintain three-points of contact and wear seatbelts. Equipment operated smoothly, at safe speed, and in a way that avoids tipping. All pedestrians 10' back while in motion.)*
- □ **Housekeeping & Sanitation** *(All vehicles and work areas kept clean and orderly. Stacked items square and limited height. Trip hazards kept out of walkways. Slip hazards cleaned or covered. Clean potable water kept on each jobsite. Hands washed before eating, drinking or tobacco use.)*
- □ **Lead Awareness** *(Toxic metal that can cause poisoning when inhaled, swallowed or absorbed. Commonly found in paint and soil. Inquire about lead prior to doing anything that could disturb paint in structures built in 1978 or before. Evacuate if exposure detected.)*
- □ **Lockout-Tagout Awareness** *(Equipment capable of releasing hazardous energy must be shut off, locked in off position, and tag placed on lock before work is allowed. If lock/tag ever noticed on controls, do not remove under any circumstances.)*
- □ **Mobile Elevated Work Platform Awareness** *(Only authorized operators. Avoid uneven surfaces. Stay inside basket. No standing on railing and maintain firm footing. Tied-off at all times on an approved anchor point while in the lift. Keep hands free from pinch points. How occupants can affect stability. Proper use of accessories. Emergency evacuation. Operator manual accessible on MEWPs.)*
- □ **Personal Protective Equipment** *(When and what PPE is necessary. How to put on, take off, adjust and wear. Limitations of different types, like glasses vs. goggles and dust masks vs. respirators. Proper care, maintenance, useful life and disposal.)*
- □ **Powder Actuated Tools** *(Only trained and authorized operators. Inspect daily and clean weekly. Eye and ear protection required. Only use on steel, concrete or block. Inspect other side of material before firing. Keep flammables 20' away. Keep boosters in original boxes and store to protect from damage.)*
- □ **Radiation/Laser Safety** *(Ensure x-ray areas are barricaded and stay out of work area. Avoid direct eye contact with infrared lasers.)*
- □ **Scaffolding Safety** *(While working on rolling scaffold, wheels must be locked. All boards overlap at least 12" or secured. Guardrails used over 10'. Access ladder used.*
- □ **Signs & Tags** *(Three types are Danger, Warning and Caution. Listed in order of severity from worst to least. Never remove or deface. Assess hazards when sign noticed and follow all precautions.)*
- □ **Silica Awareness** *(Mineral that causes lung disease when inhaled or stomach illness when swallowed. Commonly found in concrete and asphalt. Apply water when cutting or wear N95 mask.)*

- □ **Stairways & Ladders** *(Avoid stacking items on stairs. Clean spills immediately. Inspect ladders daily and use as designed. Never alter or build a ladder. Place on stable foundation and secure if necessary. Lock spreaders of folding ladders. Set straight ladders at 4:1 pitch and extend 36" above landings. Maintain 3-points contact and keep belt buckle between rungs. Never stand on top step.)*
- □ **Steel Erection Hazards** *(Inspect rigging daily and remove from service if defective. Use tag lines to guide lifts. Nobody under suspended load. Immediately place 4 anchor bolts in each column. Secure beams with 2 wrench tight bolts on each side before releasing choker. Install full decking every 4th floor. Make sure decking is secure. Walk on bottom flange when possible. Fall protection over 6'. Explain the danger of and precautions for multiple lift rigging, connecting, and controlled decking zones.)*
- □ **Welding & Cutting** *(Only trained and authorized employees. Ground clamp attached. Lead cable not damaged 10' from stinger or ran through water. Remove electrode holders and open power switch before leaving unattended. Never dip hot electrode holders in water. Flashback arrestors on torches. Containers purged or filled with water if flammable contents. Combustibles 35' back or covered. Fire watch posted 15' upwind. Mechanical ventilation used for tight/enclosed spaces.)*

ADMINISTRATIVE TOPICS**:**

- □ **Substance Abuse** *(We do pre-employment, random, reasonable cause & post-accident testing. Failing one of these tests will result in termination or enrollment into our "Employee Assistance Program" - EAP. The EAP involves an unpaid leave, mandatory counseling & monthly testing. Report use of approved medications that could cause impairment.)*
- □ **Incident Reporting** *(Immediately report all incidents, hazards, concerns & near-misses to supervisor.)*
- □ **Injury Care** *(All work-related injuries must be treated at the health care physician of our choice. Failure to do so will result in the employee paying all associated costs.)*
- □ **Medical Records** *(Copies of your medical records can be obtained by asking the Safety Advisor.)*
- □ **Disciplinary Action** *(In most cases disciplinary action will be issued in a progressive manner from verbal warning, written warning, unpaid suspension and then termination. However, positive substance abuse tests will result in immediate termination. Superintendents and above are authorized to issue any level of disciplinary action.)*

_____ _____

Trainer Signature ***Employee Signature***

_____

Date

Subcontractor Violation Notification

GARMONG CONSTRUCTION SERVICES

Subcontract Company:	Subcontract Representative:	Person Issuing Notification:
Violation Location:	Date Noticed:	Time Noticed:

Description of Violation: _____

Actions taken by subcontractor to abate the violations: _____

Date Abated _____ Time Abated _____

Subcontractor Representative Name _____ Superintendent Name Signature _____

(This form shall be returned to Garmong Construction Services once it is completed and signed)

Training Attendance Sheet

GARMONG CONSTRUCTION SERVICES

Training Course:	Date:
Instructor Name:	Instructor Signature:

Attendants:

Toolbox Talk Form

GARMONG CONSTRUCTION SERVICES

Superintendent:	Project:	Date:

Attendants:

General Topics Presented:

Site-Specific Hazards Discussed:

Employee Improvement Suggestions:

Near-Miss Incidents to Report:

Vehicle Accident Report

GARMONG CONSTRUCTION SERVICES

Date of Accident: _____ **Time of Accident:** _____ AM / PM

Address of Accident: _____ **City:** _____ **State:** ____ **Zip:** _____

Our Driver's Name: _____ **Job Title:** _____

Birth Date: _____ **SS#:** _____ **Phone #:** (_____) _____

Home Address: _____ **City:** _____ **State:** ___ **Zip:** _____

Drivers License # / State Issued: _____ **Hire Date:** _____

Is the license a CDL? ❒Yes ❒ No **If so, what type of CDL?** _____

Company Vehicle Year / Make / Model: _____ **Unit #:** _____

Vehicle Identification #: _____ **License Plate #:** _____ **Mileage:** _____

Rate of Speed at Impact: _____ **Area(s) Damaged:** _____

Was the vehicle being used for company business when accident occurred? ❒Yes ❒ No **Was vehicle towing a trailer unit?** ❒Yes ❒ No

Towed Unit #: _____ **License Plate #:** _____

Other Vehicle Owner's Name: _____

Home Address: _____ **City:** _____ **State:** ___ **Zip:** _____

Phone #: (_____) _____

Insurance Company Name: _____ **Policy #:** _____

Insurance Agent Name: _____ **Phone #:** (____) _____

Person Driving Other Vehicle (if other than owner): _____

Phone #: (_____) _____

Other Vehicle Year / Make / Model: _____ **License Plate #:** _____

Mileage: _____ **Area(s) Damaged:** _____

Owner of Property Damaged (if other than auto): _____

Type of Property: _____ **Phone #:** (_) _____

Home Address: _____ **City:** _____ **State:** ___ **Zip:** _____

Insurance Company Name: _____ **Policy #:** _____

Insurance Agent Name: _____ **Phone #:** (____) _____

Name of Injured Person #1: _____ **Phone #:** (____) _____

Home Address: _____ **City:** _____ **State:** ___ **Zip:** _____

Describe Injury: _____

Name of Injured Person #2: _____ **Phone #:** (____) _____

Home Address: _____ **City:** _____ **State:** ___ **Zip:** _____

Describe Injury: _____

Name of Witness #1: _____ **Phone #:** (____) _____

Home Address: _____ **City:** _____ **State:** ___ **Zip:** _____

Name of Witness #2: _____ **Phone #:** (____) _____

Home Address: _____ **City:** _____ **State:** ___ **Zip:** _____

© RMS-Safety

Were police contacted? ❒Yes ❒ No **Date of Contact:** _____

Police Department Name: _____

Police Department Precinct #: _____ **Police Department Phone #:** (____) _____

Police Officer Name / Badge #: _____ **Report #:** _____

Citations Issued & Who Received Them: _____

Describe the Accident in Detail: _____

What were weather conditions like at the time of accident? ❒Clear ❒Foggy ❒Rain ❒Snow ❒Windy ❒Other: _____

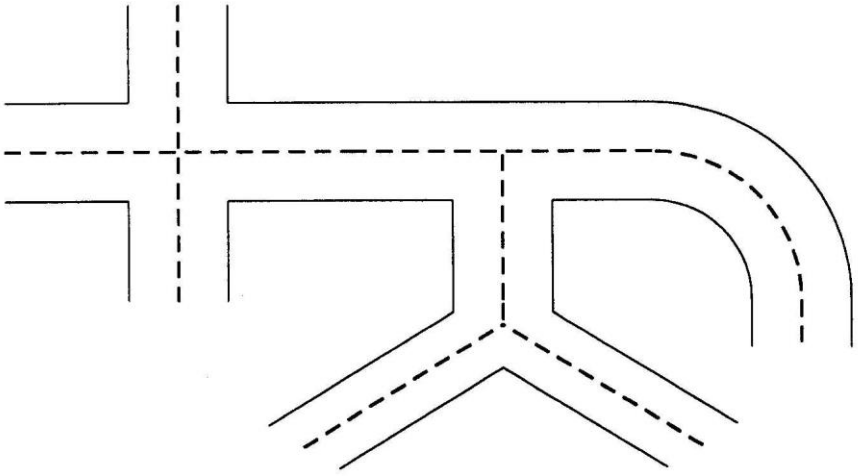
What were road conditions like at the time of accident? ❒Dry ❒Wet ❒Icy ❒Paved ❒Gravel ❒Dirt ❒Other: _____

Were all persons wearing seat-belts? ❒Yes ❒ No **Did air bags deploy?** ❒Yes ❒ No **Indicate Posted Speed Limit:** _____

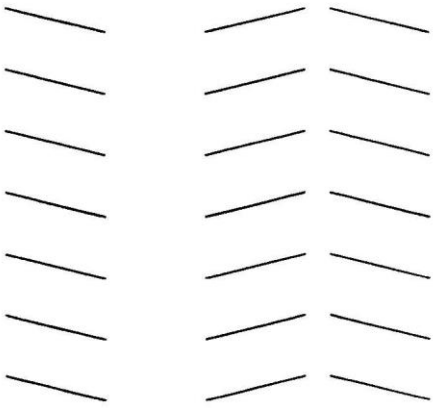
What traffic controls were present (signs, signals, lights, etc.)? _____

Use the diagram below to draw a description of the accident.

Vehicles = 1 2 **Pedestrian =** ○ **Indicate North with arrow** ◯



Accident Diagram 1 (Intersections)



Accident Diagram 2 (Parking Lot)