D.G. Granade, Inc.
Safety Program

Site Specific Safety Plan

Revised March 2015
EMERGENCY

AMBULANCE: 911

FIRE — RESCUE: 911
Methodist Hospital of Sacramento,
7500 Hospital Drive, Sacramento, CA 95822
Phone: 916-423-3000

HOSPITAL:

PHYSICIAN:

ALTERNATE:

POLICE: 911

CAL/OSHA:

Posting is required by Title 8 Section 1512 (e), California Code of Regulations

State of California
Department of Industrial Relations
Cal/OSHA Publications
P.O. Box 420603
San Francisco, CA 94142-0603

March 1990
S-500
CLINIC/HOSPITAL INFORMATION

Job #1702
Job Name: Heavy Equipment Maintenance Building, Contract #4343
8521 Laguna Station Road
Elk Grove, CA 95758

PROJECT CONTACTS:
General Contractor: DG Granade Inc. (530) 677-7484
Project Manager: Angela Thomas (530) 409-3469
Superintendent: Don Magby (916) 300-6464
OCIP Safety Manager: Don Magby (916) 300-6464

PRIMARY CLINIC: Mercy Med, Group-Big Horn
9394 Big Horn Boulevard
Elk Grove, CA 95758
(916) 691-8500

(Hours: 8:00am – 5:00pm ---- Monday through Friday)

SECONDARY CLINIC: Mercy Medical Group-Midtown & Urgent Care
3000 Q Street
Sacramento, CA 95816
(916) 800-6873

(Hours: 7:00am – 5:00pm --- Monday through Friday)
(Urgent Care Hours: until 7:00pm M-F and 8:00am – 4:00pm weekends/holidays)

PRIMARY HOSPITAL: Kaiser Permanente Medical Center-South
(Emergency Room Available)
6600 Bruceville Road
Sacramento, CA 95823
(916) 688-2200

SECONDARY HOSPITAL: Methodist Hospital of Sacramento
(Emergency Room Available)
7500 Hospital Drive
Sacramento, CA 95823
(916) 423-3000

POLICE DEPT.: 911 or (916) 264-5471 (Non-emergency Number)
FIRE DEPT.: 911 or (916) 808-1300 (Department Headquarters)
POISON CONTROL: 800-222-1222
Directions from 8521 Laguna Station Rd to 9394 Big Horn Blvd

1. Head south on Laguna Station Rd toward Digesters Way
   
2. Turn left onto Simms Rd
   
3. Turn right onto Franklin Blvd
   
4. Turn left at the 1st cross street onto Big Horn Blvd
   
   Destination will be on the right

9394 Big Horn Blvd
Elk Grove, CA 95758

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2015 Google

https://www.google.com/maps/dir/8521+Laguna+Station+Rd,+Elk+Grove,+CA+95758/939... 3/3/2015
Directions from 8521 Laguna Station Rd to 3000 Q St

8521 Laguna Station Rd
Elk Grove, CA 95758

Get on CA-99 N from Laguna Station Rd, Simms Rd, Franklin Blvd and Calvine Rd
5.2 mi / 11 min

1. Head south on Laguna Station Rd toward Digesters Way
2. Turn left onto Simms Rd
3. Turn left at the 1st cross street onto Franklin Blvd
4. Turn right onto Calvine Rd
5. Turn left onto Bruceville Rd
6. Turn right onto Calvine Rd
7. Merge onto CA-99 N via the ramp to Sacramento

Map data ©2015 Google

https://www.google.com/maps/dir/8521+Laguna+Station+Rd,+Elk+Grove,+CA+95758/300...  3/3/2015
Follow CA-99 N to 30th St in Sacramento.
Take the T St exit from S Sacramento Fwy

8. Merge onto CA-99 N
7.5 mi

9. Continue onto S Sacramento Fwy
0.6 mi

10. Take the T St exit
0.2 mi

Follow 30th St to Q St

0.3 mi / 1 min

11. Turn left onto 30th St
0.2 mi

12. Turn right onto Q St
Destination will be on the right
128 ft

3000 Q St
Sacramento, CA 95816

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

https://www.google.com/maps/dir/8521+Laguna+Station+Rd,+Elk+Grove,+CA+95758/3000+Q+St/.. 3/3/2015
Directions from 8521 Laguna Station Rd to 6600 Bruceville Rd

1. Head south on Laguna Station Rd toward Digesters Way
   0.9 mi

2. Turn left onto Simms Rd
   0.8 mi

3. Turn left at the 1st cross street onto Franklin Blvd
   2.1 mi

4. Turn right onto Valley Hi Dr
   1.4 mi

5. Turn right
   ▲ Restricted usage road
   0.2 mi

6. Turn left
   ▲ Restricted usage road
   0.1 mi

Map data ©2015 Google

7. Turn left

⚠ Restricted usage road

✿ Destination will be on the right

⊙ 6600 Bruceville Rd
Sacramento, CA 95823

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.
Directions from 8521 Laguna Station Rd to 7500 Hospital Dr

1. Head south on Laguna Station Rd toward Digesters Way
   - 0.9 mi
2. Turn left onto Simms Rd
   - 0.8 mi
3. Turn left at the 1st cross street onto Franklin Blvd
   - 1.7 mi
4. Turn right onto Cosumnes River Blvd
   - 1.6 mi
5. Turn left onto Bruceville Rd
   - 0.5 mi
6. Turn right onto Hospital Dr
   - Destination will be on the right
   - 355 ft

7500 Hospital Dr
Sacramento, CA 95823

Map data ©2015 Google
These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.
Online Provider Search

You Searched For
8521 Laguna Station Road
Elk Grove, CA 95758

State Specific Information

The employer has the right to direct all non-emergency medical care into a Certified Medical Provider Network (MPN) for the life of the claim when the employer has provided notice of the MPN to their California employees. Injured employees subject to the MPN may change to a new medical provider within the MPN network after the initial medical evaluation by the medical provider selected by the employer/insurer. Specialist referrals are made by the primary treating physician and are subject to prior authorization. If the injured employee is not subject to the MPN, the employee may select a provider of their choice thirty (30) days following the date of injury. The employee should select a pharmacy from the Express Scripts pharmacy network or the employer/carrier may not be required to pay for prescriptions. Emergency medical care does not require preapproval and should be secured at the nearest location.

Click on the underlined headers below to sort search results.

<table>
<thead>
<tr>
<th>Provider</th>
<th>Address</th>
<th>Miles</th>
<th>Phone</th>
<th>Specialty</th>
<th>Language</th>
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<tr>
<td>Mercy Medical Group A Service of Dignity Health Medical</td>
<td>7500 Hospital Dr Sacramento, CA 95823</td>
<td>2.66</td>
<td>916-363-4040, 916-423-6176</td>
<td>Occupational Medicine Clinic</td>
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<tr>
<td>US Healthworks Medical Group</td>
<td>7601 Hospital Dr Ste 40a Sacramento, CA 95823</td>
<td>2.67</td>
<td>916-396-9714</td>
<td>Occupational Medicine Clinic</td>
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<td>Mercy Medical Group A Service of Dignity Health Medical</td>
<td>9394 Big Horn Blvd Elk Grove, CA 95758</td>
<td>3.87</td>
<td>916-691-8505</td>
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</table>

Legend

Mileage calculations below are "as the crow flies." For estimated driving mileage, click the map in the provider's record.

When selecting First Health, your search results may return providers that have one or more Network affiliations in the State.

*Click on map icons to get maps in addition to more detailed provider information.

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2/25/2015
# Table of Contents

<table>
<thead>
<tr>
<th>Tab I</th>
<th>Introduction Letter</th>
</tr>
</thead>
</table>
| Tab II | **Responsible Safety Officer**  
|       | Duties of the Responsible Safety Officer  
|       | Jobsite Safety Controls  
|       | Implementation Instructions  
|       | Jobsite Safety Inspection Report  
|       | Jobsite Safety Checklist |
| Tab III | **New Employees**  
|       | New Employee Instruction for Responsible Safety Officers  
|       | New Employee Hiring Package:  
|       | Acknowledgement of Training Form  
|       | Violation Policy  
|       | Employee Responsibilities Packet |
| Tab IV | **Jobsite Visitors**  
|       | Jobsite Visitors Policy  
|       | Visitor Agreement Form |
| Tab V  | **Jobsite Safety Meetings & Training**  
|       | Jobsite Safety Meetings and Training Policy  
|       | Jobsite Safety Meeting Report Form  
|       | Subcontractor Weekly Safety Meeting Form |
| Tab VI | **Accident Procedures**  
|       | Accident Reporting Procedure  
|       | Accident Investigation  
|       | Accident Investigation Form |
| Tab VII | **Health & Safety**  
|       | Code of Safe Practices  
|       | D.G. Granade, Inc. Health & Safety Policy  
|       | Safe Practices & Operating Code  
|       | Competent Person Definition  
<p>|       | Qualified Person Definition |</p>
<table>
<thead>
<tr>
<th>Tab VII</th>
<th><strong>Heat Illness &amp; Prevention</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab IX</td>
<td><strong>Crane Procedure</strong></td>
</tr>
<tr>
<td></td>
<td>Crane Policy and Procedure</td>
</tr>
<tr>
<td></td>
<td>Crane Pre Pick Safety Inspection Checklist</td>
</tr>
<tr>
<td></td>
<td>Crane Certification Example</td>
</tr>
<tr>
<td></td>
<td>Operator Certification Example</td>
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<tr>
<td></td>
<td>Plot Plan Example</td>
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<tr>
<td></td>
<td>Lane Closure Example</td>
</tr>
<tr>
<td></td>
<td>Insurance Certificate Example</td>
</tr>
<tr>
<td></td>
<td>Posting Notice Example</td>
</tr>
<tr>
<td>Tab X</td>
<td><strong>Hazardous Materials</strong></td>
</tr>
<tr>
<td></td>
<td>Hazardous Materials Policy</td>
</tr>
<tr>
<td></td>
<td>Hazard Communication Program</td>
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<tr>
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<td>Hazardous Substances Form</td>
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<tr>
<td></td>
<td>MSDS Notice to All Employees</td>
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<tr>
<td></td>
<td>Asbestos &amp; Crystalline Silica Policy</td>
</tr>
<tr>
<td>Tab XI</td>
<td><strong>Fire Prevention Policy</strong></td>
</tr>
<tr>
<td>Tab XII</td>
<td><strong>First Aid/CPR Policy</strong></td>
</tr>
<tr>
<td>Tab XIII</td>
<td><strong>Drug/Alcohol Policy</strong></td>
</tr>
<tr>
<td>Tab XIV</td>
<td><strong>Injury and Illness Prevention Program (IIPP)</strong></td>
</tr>
<tr>
<td>Tab XV</td>
<td><strong>Job Hazard Analysis</strong></td>
</tr>
<tr>
<td>Tab XVI</td>
<td><strong>Access Control Request</strong></td>
</tr>
<tr>
<td>Tab XVII</td>
<td><strong>OCIP Safety Manual</strong></td>
</tr>
</tbody>
</table>
TO: All Employees

State and federal laws, as well as company policy, make the safety and health of our employees the first consideration in operating our business. Safety and health in our business must be a part of every operation, and every employee’s responsibility at all levels. It is the intent of D.G. Granade, Inc. to comply with all laws concerning the operation of the business and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to their health. Your cooperation in detecting hazards, reporting dangerous conditions and controlling workplace hazards is a condition of employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retribution for reporting a safety violation in good faith.

The personal safety and health of each employee of D.G. Granade, Inc. is of primary importance. Prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity, whenever necessary. To the greatest degree possible, management will provide all mechanical and physical activities required for personal safety and health, in keeping with the highest standards.

D.G. Granade, Inc. maintains a safety and health program conforming to the practices of our field. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It requires the cooperation in all safety and health matters not only between supervisor and employee, but also between each employee and all co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. Safety is no accident; think safety and the job will be safer.

D.G. Granade, Inc.’s objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of similar operations by others. Our goal is zero accidents and injuries.

It is the policy of D.G. Granade, Inc. that accident prevention shall be considered of primary importance in all phases of prevention and administration. It is the intention of D.G. Granade, Inc.’s management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of our company and its operations. It is, therefore, a basic requirement that each supervisor make the safety of all employees and integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.
Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

A Responsible Safety Officer will be assigned at every jobsite and this individual's name will be posted. He will willingly receive and address all safety concerns or suggestions from any employee or jobsite worker. All workers are encouraged to participate without the fear of any type of retribution whatsoever.

Every injury that occurs on the job, even a slight cut or strain, must be reported to management and/or the Responsible Safety Officer as soon as possible. In no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury.

Please work safely. A safe work place is our number one goal.

By: [Signature]  
Douglas G. Granade, President

5/24/17  
Date
Project Safety

D.G. Granade, Inc.’s Site Specific Safety Plan meets or exceeds the OCIP Safety Manual.

The items specifically noted for inclusion by Section 1.2-2 of the OCIP Safety Manual are summarized as follows:

A full-time Project Safety Manager (PSM) will be provided to oversee the safety, health and environmental activities on the jobsite as required by the OCIP Safety Manual. The PSM, in cooperation with D.G. Granade, Inc.’s field supervisor and those of D.G. Granade, Inc.’s Subcontractors will conduct and document daily inspections of the jobsite. In addition, daily “pre-task” meetings will be held with all employees to review the activities, goals, site conditions, specific hazards expected to be present, and planned mitigation measures for the shift. These provisions will be used to address many of the items below in addition to the plan sections referenced.

a) Enforcement and compliance with applicable federal, state and local safety regulations can be found in D.G Granade, Inc.’s Injury and Illness Prevention Program (IIPP) in Tab XIV, Safety Policy Statement.

b) Provision for the necessary mechanical and physical safeguards to assure maximum protection for employees working on the project and the general public can be found in Tab VII, Code of Safe Practices.

c) Guidelines to ensure Contractors that create hazards are responsible to protect workers from the safety exposures they created, can be found in Tab II.

d) Daily safety assessments of the work area can be found in Tab II.

e) Provisions for training employees in safety and health practices can be found in Tab XIV, IIPP, Section 7 – Training.

f) Personal Protective Equipment and training for its use and care can be found in Tab XIV, IIPP, Section 2 – Responsibility, Page 3.

g) Provision for prompt and thorough investigation of every accident to determine the cause and implement corrective action to prevent re-occurrence, can be found in Tab XIV, IIPP, Section 8, Injury or Illness Investigations – Basic Rules for Accident Investigation.

h) Job Hazard Analysis will be performed for each new phase of work and can be found in Tab XV.

i) Provision for an emergency action/evacuation plan can be found in Tab III – New Employee – Individual Employee Acknowledgement of Training Form, Page 2 and map of Evacuation Meeting Area. Emergency contacts can be found at the front of this manual. Hazardous Material information can be found in Tab X – Hazardous Materials.

j) Provisions to ensure all employees are held responsible for the Safety Program can be found in Tab III – New Employees. All new employees must initial and sign the Individual Employee Acknowledgement of Training Form.

k) Provisions to ensure Contractors report unsafe conditions to D.G. Granade, Inc. for corrective action can be found in Tab VIII.

l) Provision to ensure contractors maintain effective housekeeping practices can be found in Tab VII – Health & Safety – Housekeeping.

m) Provision to ensure that subcontractors conduct daily cleaning of their work areas can be found in Tab II.

n) Return to Work Program for restrictive duty workers can be found in Tab VI – Accidents, Injuries & Illnesses – Step 9.

o) See Introduction.
Items specifically required to be addressed in Section 3.1 of the OCIP Safety Manual (Project Safety Requirements) are summarized as follows:

1. D.G. Granade, Inc. acknowledges the emphasis placed on the project’s 100 percent fall protection policy. Fall Protection can be found in Tab VII.
2. Working from ladders above 6’ will required a method of fall protection – can be found in Tab VII.
3. Fall protection is required when employees are working within 6 feet of an excavation greater than 6 feet deep. Tab VII – Health & Safety – Safe Practices and Operating Code, Item #19; and Tab II – Jobsite Safety Checklist – Excavations, Trenching & Shoring.
4. Standard PPE for all employees can be found in Tab III.
5. Hard hats are to be non-metallic and conform to the OSHA requirements and can be found in Tab VII – Safe Practices and Operating Code, Item 4.
6. Access to the site is restricted to Contractor employees and those authorized by the GC, and can be found in Tab IV – Jobsite Visitors.
7. Authorization to work within specified areas of the project will be directed by the GC and monitored through the District Access Request process.
8. The use of cell phones, earphones, texting, iPods or portable DVD players are prohibited on the jobsite.
9. The use of cell phones, texting, iPods or portable DVD players are prohibited while operating any type of equipment and can be found in Tab VII, Code of Safe Practices, Item 9.
10. Glass containers are not allowed onsite.
11. Only authorized and trained persons are permitted to operate equipment.
12. Backup alarms can be found in Tab VII – Equipment, Machinery & Tools, Item 3.
14. Persons shall not enter a trench or excavation unless it has been inspected a trained, competent person and properly shored, benched or sloped.
15. Only trained, qualified operators will used powder – actuated tools, and only when proof of training is readily maintained and available on site.
16. Securing of ladders is can be found in Tab VIII, Jobsite Safety Checklist; and General Safety Rules for Employees - Ladders, Scaffolds & Openings.
17. First Aid – See Tab XII – First Aid.
19. Employee personal vehicles will be parked in designated areas.
20. Contractor vehicles will be visibly marked with company name.
21. If employees are not fluent in English, Contractor will provide alternative means/methods to ensure effective communication is established.
22. If employees are not fluent in English, D.G. Granade, Inc. will provide alternative means/methods to ensure effective communication is established.
23. Personnel shall eliminate static electricity by bonding/grounding (touching metal) when using refueling hoses and/or containers of petroleum liquids.
25. Spill response materials shall be available when conducting refueling operations.
Heavy Equipment Maintenance Building Project
RESPONSIBLE SAFETY OFFICER

In accordance with D.G. Granade, Inc.’s Safety and Injury and Illness Prevention Program (IIPP), Don Magby, the Responsible Safety Officer, is the designated individual with the responsibility and authority to do the following in the name of D.G. Granade, Inc.

1. Implement rules of safe practices for each function within the company.

2. Implement safe operating rules for use of electrical and mechanical equipment consistent with manufacturer’s recommendations and specifications.


4. Encourage employees to report unsafe conditions immediately.

5. Conduct a thorough investigation of each accidental occurrence, whether or not it results in an injury, to determine the cause of the accident and to prevent recurrence.

6. Conduct a new hire orientation for all new and returning employees.

7. Implement and promote D.G. Granade’s program of employee safety education.

8. Conduct scheduled and unscheduled inspections to identify and correct unsafe working conditions. Special attention shall be given to serious concealed dangers and compliance with the notice requirement of California Corporate Criminal Liability Act, Penal code 387.

9. Utilization of written communications relating to all aspects of the conduct of D.G. Granade’s IIPP program and OCIP Safety Manual with emphasis on record keeping, training, workplace inspections, corrective actions and investigations as required by law and Company policy. Also continuing communication with management, supervisors and employees regarding the conduct of the program.
D.G. Granade will inform every person of the name of the Responsible Safety Officer and post his or her name at the jobsite where all other safety information is routinely maintained.

Overall responsibility and authority for implementing the Injury and Illness Prevention Program is vested in the Responsible Safety Officer. Management fully supports the Responsible Safety Officer. As part of the job, the Responsible Safety Officer will supplement this written Injury and Illness Prevention Program by establishing work place objectives, working with all government officials in both accident investigations and safety inspection procedures; maintaining safety and individual training records; encouraging reporting of unsafe conditions, and promoting a safe workplace. All safety records are to be kept and stored with the job files for a period of (5) five years.
SAFETY CONTROLS ON THE JOBSITE

To have a successful Safety Program, our personnel have to practice the safety rules described in this manual.

It is important to control and enforce the adherence to these safety rules as it is to practice them. An appropriate way to do this is periodic safety inspections. D.G. Granade requires a regular safety inspection of each jobsite to be made not less than twice weekly by the Responsible Safety Officer. Findings of such inspections shall be recorded on the Job Safety Inspection Report and kept in the Safety Files at the jobsite. In addition, the Foremen are to inspect their departments as a part of their normal day-to-day activity.

All inspections will consider the employees, the equipment and the environment. **AT-RISK EMPLOYEE WORK PRACTICES ARE THE MAJOR CAUSE OF ACCIDENTS**, so they and their work methods need the most observation. Inspections should note whether employees handle the equipment carefully and correctly, and whether employees are wearing the correct protective clothing and equipment, etc.

If any safety violations or hazards are detected, corrective action will be taken immediately. Well organized safety inspections will help to detect and to eliminate typical “accident producing” situations and prevent damages and injuries. They will determine whether additional training or inspections are required.

These inspections will emphasize the importance of safety to our personnel. The inspecting person should be able to foster an understanding of the responsibility that each individual must assume in the prevention of accidents. He/she should be aware that he/she is demonstrating the management’s sincere interest in our employee’s safety, health and welfare.

The “Jobsite Safety Checklist” is a more detailed inspection list and has been included to be used as a reference and/or aid to assist with the periodic jobsite inspections. It encompasses the different phases of construction and the appropriate safety measures that will be taken.
ILLNESS & INJURY PREVENTION PROGRAM
IMPLEMENTATION INSTRUCTIONS

In order to implement our Safety Program, the following procedures will be strictly followed:

1. Safety inspections to identify and evaluate workplace hazards shall be performed by the Responsible Safety Officer. Safety inspections are performed according to the following schedule:

   ♦ When we initially establish our IIIP Program.
   ♦ Not less than twice weekly.
   ♦ When new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace.
   ♦ When new, previously unidentified hazards are recognized.

Safety inspections consist of identification and evaluation of workplace hazards. Findings of such hazard assessment/inspections shall be recorded on the Job Safety Inspection Report and kept in the Safety Files at the jobsite.

Methods for correcting unsafe workplace hazards that arise out of the above referenced safety inspections are as follows:

- A low severity workplace hazard shall be written up on the “Notice of Violation” form with a correction date of not more than 48 hours. If the offending contractor does not make the required corrections needed within the 48 hours time period, then forces will make the necessary corrections on behalf of the offending contractor and backcharge the contractor accordingly.

- When an unsafe workplace hazard exists that cannot be corrected immediately or is so severe that imminent danger exists, the area of the jobsite shall be shut down immediately and all exposed personnel shall be removed. A “Notice of Violation” shall be written along with the closure of the area. Until the imminent hazard has been corrected and signed off by the Responsible Safety Officer, no personnel, jobsite or other, may enter the area that has been deemed unsafe. The area shall be monitored several times per day until all corrections have been made and signed off. Once an area has been shut down a mandatory job wide safety meeting shall take place notifying all the jobsite personnel of the danger and the corrective action that will be taken.
2. Jobsite (Toolbox/Tailgate) safety meetings will be held weekly and are to include **ALL** D.G. Granade, Inc. employees working on the jobsite. Minutes of these meetings are to be recorded on the Jobsite Safety Meeting Report form which must be completed and signed by all attendees and the person conducting the meeting. Any handouts utilized in conducting the meeting shall be attached as well. The report is to be kept in the Safety Files at the jobsite.

3. New employees are to be instructed by the Responsible Safety Officer in D.G. Granade’s safety requirements and New Employee Job Safety rules are to be read and reviewed with each new employee. A statement signed by the new employee shall be forwarded to the main office along with the W4 and Substance Abuse Consent Form. Seasoned employees are also expected to be familiar with our Safety Rules and Requirements.

4. Subcontractor foremen are to be instructed that their employees are expected to comply with OSHA, Cal/OSHA and any State or Federal Regulations and that we will exercise the options given to us under Article XXIII of the Subcontract Agreement, if necessary, to enforce compliance. This will be discussed at the onset of the project at the Pre-Construction meeting and at every weekly Subcontractor meeting thereafter. The sign in sheet and topics of discussion will confirm the Subcontractor Foreman’s compliance with the above. If any Subcontractor non-compliance occurs, a “Safety Violation Notice” is to be delivered to the subcontractor’s foreman and a copy kept in the Jobsite Safety Files and forwarded to the Quality Manager in the main office along with documentation of the correction and date the correction was made.

5. D.G. Granade Foremen are to be regularly reminded of their prime importance in the implementation of our Safety Program. They are to understand that they will be disciplined if any individual employee under their immediate supervision repeatedly violates safe working practices. Foremen are the key to a successful safety program because they are in immediate contact with our workers and are continually observing their work habits. If you have safety conscious Foremen, unsafe situations on the jobsite are unlikely to occur.
JOBSITE SAFETY INSPECTION REPORT

JOB: ___________________________ Date Inspected: ____________

Ok = Okay  V = Violation  NA = Not Applicable

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<tbody>
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<tr>
<td>First Aid Kit Properly Stocked</td>
<td></td>
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<tr>
<td><strong>POWER TOOLS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cord Defects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Guards in Place</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LADDER</strong></td>
<td></td>
<td></td>
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<tr>
<td>Extended Properly</td>
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<td></td>
<td></td>
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<tr>
<td>Tied Off</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Proper Ladder for Job</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used at Proper Angle</td>
<td></td>
<td></td>
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<tr>
<td><strong>LIFTS</strong></td>
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<td></td>
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</tr>
<tr>
<td>Good Condition/Inspection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Protection if Needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forklift Certification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOILET / HAND WASHING FACILITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toilets &amp; Hand Washing - Is there enough Toilet Paper? Soap? Single Use Towels?</td>
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</tbody>
</table>

Safety Violations:____________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Corrective Action Taken:______________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Person Conducting Inspection ____________________________

D.G. Granade, Inc.
CA LIC 581408  4420 Business Drive, Shingle Springs, CA  95682   P (530) 677-7484  F (530) 677-7550
# JOBSITE SAFETY CHECKLIST

To be used as a reference list and/or aid

## GENERAL

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Job safety meeting held with subcontractors.</td>
<td></td>
</tr>
<tr>
<td>Weekly safety meetings held with supervisor and subcontractors.</td>
<td></td>
</tr>
<tr>
<td>Safety meetings held with work crews weekly.</td>
<td></td>
</tr>
<tr>
<td>Competent personnel assigned the responsibility to inspect jobsite for safety.</td>
<td></td>
</tr>
<tr>
<td>U.S. Department of Labor “Safety and Health” poster posted.</td>
<td></td>
</tr>
<tr>
<td>Medical provider posted.</td>
<td></td>
</tr>
<tr>
<td>Minutes of jobsite safety meetings recorded and kept at jobsite.</td>
<td></td>
</tr>
<tr>
<td>Safety inspection reports prepared and kept at jobsite.</td>
<td></td>
</tr>
</tbody>
</table>

## SANITATION, MISCELLANEOUS

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drinking water provided.</td>
<td></td>
</tr>
<tr>
<td>Adequate number of toilet facilities provided.</td>
<td></td>
</tr>
<tr>
<td>Required portable fire-fighting equipment available, properly located &amp; maintained.</td>
<td></td>
</tr>
<tr>
<td>Approved safety cans used for handling and use of flammables.</td>
<td></td>
</tr>
<tr>
<td>In areas where flammables are stored or where operations present a fire hazard, “NO SMOKING or OPEN FLAME” sign is posted.</td>
<td></td>
</tr>
<tr>
<td>Form and scrap lumber, and all other debris kept clear from work areas.</td>
<td></td>
</tr>
<tr>
<td>All non-conforming materials kept separate from conforming materials.</td>
<td></td>
</tr>
<tr>
<td>Combustible scrap and debris removed from work areas at regular intervals.</td>
<td></td>
</tr>
<tr>
<td>Solvent waste, oily rags, and flammable liquids kept in fire resistant covered containers until removed from the work site.</td>
<td></td>
</tr>
</tbody>
</table>

## PERSONAL PROTECTION

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard hats MANDATORY for everyone on the jobsite.</td>
<td></td>
</tr>
<tr>
<td>Hearing protective devices provided for and worn by workers where noise levels are excessive.</td>
<td></td>
</tr>
<tr>
<td>Eye protection MANDATORY for all personnel.</td>
<td></td>
</tr>
<tr>
<td>Workers required to wear adequate footwear for their assigned work.</td>
<td></td>
</tr>
<tr>
<td>Protective respiratory equipment provided and work when workers exposed to harmful dusts, fumes and gases.</td>
<td></td>
</tr>
<tr>
<td>Medical physical and fit test MANDATORY.</td>
<td></td>
</tr>
</tbody>
</table>

## HAND AND POWER TOOLS

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not use tools with frayed cords or loose or broken switches.</td>
<td></td>
</tr>
<tr>
<td>All guards must be in place and in working order.</td>
<td></td>
</tr>
<tr>
<td>Make sure ground prongs are in place, do not use if broken off.</td>
<td></td>
</tr>
<tr>
<td>Are hand tools in good working order, no faulty handles or mushroomed heads?</td>
<td></td>
</tr>
<tr>
<td>Power tools must have required safety devices, such as constant pressure switches, blade guards and automatic brakes.</td>
<td></td>
</tr>
</tbody>
</table>

## EXCAVATIONS, TRENCHING & SHORING

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A competent person must inspect the trench every day prior to any work proceeding.</td>
<td></td>
</tr>
<tr>
<td>Excavated materials must be effectively stored and retained at least 2’ or more from the edge of the excavations.</td>
<td></td>
</tr>
<tr>
<td>Utility company contacted and advised of proposed excavation work to determine underground utility exposures or when overhead power lines are involved.</td>
<td></td>
</tr>
<tr>
<td>Substantial stop logs or barricades installed when mobile equipment working adjacent to excavation.</td>
<td></td>
</tr>
<tr>
<td>Trenches over 5’ in depth shored to standard, laid back to stable slopes, or provided with other equivalent protection.</td>
<td></td>
</tr>
<tr>
<td>Trenches 4’ deep or more provided with ladder located no more than 25’ of lateral travel.</td>
<td></td>
</tr>
</tbody>
</table>
Proper fall protection precautions should be taken anytime workers are required or permitted to cross and excavation or work adjacent to.

**WELDING, CUTTING, BURNING**
Proper personnel protective equipment provided, in good condition and being used.
All oxygen and acetylene cylinders secured properly in upright position.
All oxygen and acetylene gauges in working condition.
All oxygen and acetylene hoses in good condition and free of grease and oil.
Mechanical lighters used in lighting torches, NO cigarette lighters or matches.
Oxygen and acetylene cylinders stored in upright position in designated areas with caps in place.
Oxygen and acetylene hoses properly located so as not to be damaged by moving equipment or creating a tripping hazard.
Electric arc welding cables in good condition and properly attached by lugs to welding machine.
Rod holders in good condition.
Shields provided to protect other workers from flash burns.
Welder's shields and helpers goggles must be in good condition and equipped with proper lenses.
Fire extinguishers provided within 25' of welding, cutting and burning operations.
Fire watch to be provided during welding, cutting and burning operations and 30 minutes after.
All flammable material removed from welding, cutting and burning operations area.
Protection provided to prevent slag, etc. from falling on workers below.
All welding cable positioned to eliminate tripping hazards.

**CONCRETE FORMING AND POURING**
Vertical rebar protected by covering when employees working above.
Employees must wear full body safety harnesses when working 7-1/2' or more above adjacent work surfaces.
Employees provided with and using personal protective equipment while pouring concrete.
No riding concrete buckets.
All pump concrete lines secured at all joints.
Concrete trucks blocked when discharging on a slope.
Properly guarded work platform for walls, columns and beams, etc.

**DEMOLITION**
Dust controlled by wetting, if possible.
Employees provided with dust masks and eye protection.
Chutes properly erected and drop area barricaded off.
Floor openings covered, secured and marked properly.
Employee access to building provided with overhead protection.
Stairways in building used for access must be properly lighted and maintained.

**ELECTRICAL**
All 125-volt single phase, 15 or 20 amp receptacle outlets which are not part of the permanent wiring of the building or structure must have ground-fault circuit-interrupter protection for personnel.
Perform a visual check of all electrical cords for sign of wear/damage. Repair or replace as needed.
Are electrical panel covers back in place after work?
Are electrical panels identified?
Are lock out/block out procedures in place when needed?

**LADDERS**
Ladders regularly inspected and destroyed when found defective.
Side rails to extend 3' above landing or provision of grab rails.
Top and/or bottom of ladders to be tied off to prevent displacement.
3-Way folding ladders are prohibited from use.
Stepladders or “A” frame ladders used only in full open position.
Stepladders of sufficient height so that top two steps do not have to be used to perform work.
All manufactured single and extension ladders equipped with ladder shoes.
**SCAFFOLDING**

- All open sides and ends of platforms more than 7-1/2’ above ground or floor level must be provided with top rail (42” high) midrails and toe boards (4” high).
- Where workers pass or work under scaffolds toe boards must be installed or other means to prevent debris from falling.
- Scaffold to be fully planked to prevent tools, etc. from falling through.
- Inspect planking for deflection, cracks, etc. and remove and destroy immediately.
- Scaffold planks must be made of scaffold grade lumber with a nominal dimension of 2” x 10”.
- Platform planks properly extended over end supports - minimum of 6 inches, maximum of 18 inches.
- Scaffold must be secured to the structure when the scaffold height is four times the minimum base dimension and every 26 feet thereafter.
- Scaffolding set plumb with adequate foundation bearing plates.
- Does scaffolding have proper access?

**ROLLING SCAFFOLDS**

- Wheel brakes set while in use?
- No riders on work platform while moving.
- Work levels 7-1/2 feet or move above ground or floor level have proper guardrails and toe boards where needed.
- All cross and diagonal bracing in place and properly connected.
- Height-to-base must not exceed 3:1 unless the scaffold is secured.
- Ladder access to work platform.

**FLOOR & WALL OPENINGS**

- Wall openings with exposure to workers below must have the equivalent to toe boards.
- All floor openings must be securely covered and properly marked with “FLOOR OPENING - DO NOT REMOVE”.
- All floor openings not covered must have guardrails installed.
- Stairways when used during construction have handrails on all open sides, guard rails at landings and filler blocks in all recessed treads.
NEW EMPLOYEES

TO: All Responsible Safety Officers

RE: New Employee Training and Instruction

In order to ensure that our new employees are being indoctrinated in our safety awareness program and are familiar with D.G. Granade’s Job Safety Rules, we require that the compliance statement (copy attached), is signed by each new employee and the Responsible Safety Officer. An executed copy of said statement shall be forwarded to the main office. As the Responsible Safety Officer, you are also required to sign the individual Employee Acknowledgment Training Form and list the documents that you have reviewed with the new employee.

We are also enclosing a copy of D.G. Granade, Inc.’s Drug Free Awareness Program which is to be reviewed with all new employees, along with the Drug/Alcohol Testing Policy (see Drug/Alcohol Policy tab for further information) and the medical clinic chosen for your particular jobsite.
TRAINING AND INSTRUCTION

1. All workers, including managers and supervisors, must be trained and instructed on general and job-specific safety and health practices. Training and instruction shall be provided as follows:
   
a) When the Illness and Injury Prevention is first established;

b) To all new workers, except for those in construction who are provided training through a Cal/OSHA approved construction industry occupational safety and health training program;

c) To all workers given new job assignments for which training has not been previously provided;

d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

e) Whenever the employer is made aware of a new or previously unrecognized hazard;

f) To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and

g) To all workers with respect to hazards specific to each worker’s job assignment,

2. Provide the employee with the New Employee Handout and review the responsibilities, General Safety Rules, Automatic Suspension Policy, Drug Free Awareness Program, Drug/Alcohol Testing Policy, and the Clinic to be used in the event of illness or injury. Discuss any physical limitations that would possibly prevent the new employee from performing his job duties in a safe manner.

3. Review the Employee Safety Information form to make the new employee aware of his right to provide safety suggestions or report unsafe conditions without the fear of a reprisal.

4. Review the Code of Safe Practices. – Both the standard code of safe practices and if applicable, the one for pneumatically driven nail guns.

5. Review the Quality Policy and Objectives.
6. Depending on the specific job being performed:

   a) Review brochures/manufacture’s data on the application procedure being performed;

   b) Train the employee on the correct way protective equipment is used, i.e. gloves, mandatory eye protection, etc.; and

   c) Provide step by step training for forklifts, loaders, etc., i.e. seatbelts, brakes, etc.

7. Review the Drug/Alcohol Testing Policy.

8. Review the assigned Clinic to be used in the event of an illness or injury and the proper reporting of and injury or illness.

9. All employees are required to sign in on Daily Sign-In Sheet.

10. All employees are required to participate in district’s instructed safety class prior to working on Heavy Equipment Maintenance Buildings’ project site.

11. All workers to be instructed of Emergency Evacuation Plan.
INDIVIDUAL EMPLOYEE ACKNOWLEDGEMENT
OF TRAINING FORM

Name:__________________________________

Date of Hire:_______________  Job Name:______________________________________

By initialing on each point below I hereby certify that I have received training for my
position in the following areas.

______Illness & Injury Prevention Program (IIPP) - I have been shown a copy, explained what it is and where it can
be found and that I am welcome to review it at any time.

______The potential occupational hazards in general in the work area and associated with my job assignment. What
could those potential hazards be? ____________________________

______I have been given a copy and we have reviewed the Codes of Safe Practices which indicate the safe work
conditions, safe work practices and personal protective equipment required for my work.

______If applicable, I have been given a copy and we have reviewed The Code of Safe Practices relating to
pneumatic nail guns which indicate the safe work practices and personal protective equipment required for
my work.

______It has been discussed with me the hazards of any chemicals to which I may be exposed and my right to
information contained on material safety data sheets (MSDS) or Safety Data Sheets (SDS) for those
chemicals, and how to understand this information. I am also aware of where the Material Safety Data
Sheets/Safety Data Sheets are kept on each jobsite.

______It has been explained that I have the right to ask any questions, or provide any information to D.G. Granade
on safety either directly or anonymously without any fear of reprisal (show them the form).

______I have been given a copy and it has been discussed; the Violation Policy and the disciplinary procedures
D.G. Granade will use to enforce compliance with the Codes of Safe Practices.

______I have been told the procedures that will be followed in the event of an industrial injury, and the medical clinic
chosen by D.G. Granade and its workers’ compensation insurance carrier.

______I have received a copy of the Notice of Workers’ Compensation Medical Provider Network information.

______I have received a copy of the Facts about Workers’ Compensation Document.

______I have been given a copy of the Drug/Alcohol Policy. I have had the opportunity to review, ask questions and
understand the Drug/Alcohol Substance Abuse Policy implemented by D.G. Granade.

______I understand that D.G. Granade performs Post Accident Drug Testing in accordance with the Drug/Alcohol
Substance Abuse Policy implemented by D.G. Granade. I understand that in the event of an industrial injury
I will be drug tested in accordance with the Drug/Alcohol Substance Abuse Policy at the time I am seen at
the designated clinic.
I have been informed where the jobsite First Aid Kits are located and who on this particular jobsite is CPR/First Aid certified.

I have been informed as to the location of the Fire Extinguishers on the jobsite.

I have been given a copy of D.G. Granade’s Emergency Instructions and informed where the jobsite meeting location is in the event of a job wide evacuation.

D.G. Granade’s Heat Illness Policy & Procedure

I have been given a copy of the policy and it has been explained to me. I am aware of how much water I should be drinking, to take breaks if needed and to inform my supervisor or a member of my team when I am not feeling well and need aid.

I have been performing similar outdoor work for the last 10 of 30 days for at least 4 hours per day.

I understand everything that has been discussed and initialed above, I also agree to comply with the Code of Safe Practices for my work area and I agree that I will not operate any equipment or perform any work that I have not been properly trained for. I also understand it is my responsibility to work safely and not perform any work that I feel may be unsafe and cause me injury.

____________________________  ______________________________
Employee Signature                    Date

____________________________  ______________________________
Trainer Signature                    Date
VIOLATION POLICY

Written Warnings/Possible Suspension/Termination:

I understand that violation of any of the items below will:

1. Constitute a written warning placed in your personnel file.
2. A second occurrence could constitute in possible suspension (without pay) or termination depending on the severity of the violation.
3. Constitute Termination.
   b. Failure in properly reporting an injury to your immediate supervisor (Responsible Safety Officer).
   c. Horseplay in any form - scuffling, pranks, wrestling, throwing material at others, etc.
   d. Fighting or provoking a fight.

Automatic Termination:

I understand the violation of any of the items below will constitute an automatic termination:

   a. Intoxication - coming to the jobsite or trying to work while under the influence of drugs or alcohol.
   b. Possession and Usage - possessing, using or attempting to sell either drugs or alcohol while on the jobsite.
   c. Abusing, defacing or altering any Personal Protective Equipment.
   d. Abusing, defacing, altering or removing any manufacturers’ safety device on any form of tool.
   e. Using any form of Personal Protective Equipment or any tool which has been abused, altered, defaced or the manufacturers’ safety device removed in which you are fully and completely aware of the unsafe condition.

Should employee be terminated due to any of the above, eligibility for re-hire shall be at the discretion of the jobsite Superintendent, Corporate Safety Director or President of D.G. Granade.

I have read and understand the above Violation Policy.

_________________________________________  ________________________________
Signature                                      Date
EMPLOYEE RESPONSIBILITIES

Each employee has a responsibility to himself/herself for his/her own safety. But he/she also has a responsibility to his/her fellow workers, his/her employer and his/her family.

In the performance of his/her duties, therefore, he/she will be expected to observe safe practice rules, as well as instructions relating to the efficient performance of his/her work. Safe and efficient industrial operation is reached only when all employees are safety conscious and keenly alert mentally and physically. They should:

1. Comply with instructions of supervisors.

2. Report all accidents and injuries immediately to the jobsite Superintendent (Responsible Safety Officer).

3. Submit recommendations for safety and efficiency.

4. Know their exact duties in case of fire or other catastrophe.

Each employee is to be aware that D.G. Granade can give him a safety program, safety equipment, and safety supplies, but no one can assume his/her personal responsibility for his/her own safety.
GENERAL SAFETY RULES FOR ALL EMPLOYEES

It is the policy of D.G. Granade that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever present safety consciousness on the part of every employee. If an employee is injured, positive and prompt action must be taken to see that the employee receives immediate treatment. No one wants to see a fellow employee injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following rules will apply:

1. All employees must follow the safe practices and rules contained in this manual and other such rules and practices communicated on the job. All employees must report all unsafe conditions or practices to the Superintendent (Responsible Safety Officer). If corrective action is not taken immediately, contact D.G. Granade’s Designated Safety Representative at the main office (530) 677-7484.

2. The Superintendent (Responsible Safety Officer) will be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.

3. Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area.

4. Suitable clothing and footwear must be worn at all times. Personal protective equipment, hardhats and eye protection are MANDATORY and must be worn at all times. Ear protection and respirators, etc., will be worn when needed.

5. Any personal protective equipment issued must be inspected daily prior to use, treated with respect and cared for properly, i.e. fall protection equipment. There will be no defacing of any personal protective equipment issued

6. All employees must participate in the safety meeting conducted by the Responsible Safety Officer weekly.

7. Anyone under the influence of intoxicating liquor or drugs, including prescription drugs which might impair motor skills and judgment, will not be allowed on the jobsite.

8. Horseplay, scuffling and other acts which tend to have an adverse influence on safety or well-being of the other employees are prohibited.

9. Work must be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
10. No one will be permitted to work while the employee’s ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury.

11. There will be absolutely no consumption of liquor or beer on the jobsite.

12. There will be absolutely no use of illegal drugs on the jobsite.

13. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and must report deficiencies promptly to the Foremen or Superintendent (Responsible Safety Officer).

14. Employees must not handle or tamper with any electrical equipment, machinery, air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.

15. All injuries must be reported to the Superintendent (Responsible Safety Officer) or Foremen so that medical or first aid treatment can be administered immediately.

16. When lifting heavy objects, bend at the knees, not the waist, to use the large muscles of the leg instead of the smaller muscles of the back.

17. Do not throw things, especially material and equipment. Dispose of all waste properly and carefully. Bend or remove all exposed nails so they do not hurt anyone removing the waste.

18. Shoes must be worn that support the ankle and guard against puncture and toe wounds.

19. Cement burns are a constant hazard in construction work, particularly in warmer weather. Be sure cement does not get inside your boots or gloves. Use protective hand cream on your hands and wrists. Wash off any cement or concrete that gets on you as soon as possible. Report any burns, no matter how slight, to the Superintendent (Responsible Safety Officer) or Foremen.

20. Know where fire extinguishers, telephones and first aid kits are located and how to use them in emergencies.

21. Report all accidents, injuries, and unsafe conditions to the Superintendent (Responsible Safety Officer) or Foremen.

**Tools, Equipment and Materials:**

1. Check all vehicles and equipment daily before use to assure that they are in proper operating condition.
2. Hand tools such as hammers, punches, picks, chisels must be inspected for faulty handles or mushroomed heads prior to the start of each job.

3. Cables, ropes, sheaves, shackles, booms, safety protective equipment, lanyards, lifting equipment, etc. must be checked each day. Worn or frayed items are to be replaced or repaired at once. Turn all defective equipment over to the Superintendent (Responsible Safety Office) or Foremen.

4. All electrical equipment must be grounded. Three-pronged plugs and receptacles are required on extension and equipment cords. Cords of any kind must be free from defects, such as cuts into the insulation.

5. All safety guards must be in place and in working order before operating any tool.

6. Gasoline may be handled or stored only in approved safety cans. All internal combustion engines must be shut off and cooled before fueling, oiling, cleaning or adjusting. Check oil when refueling. Do not use gas for cleaning parts and tools.

7. Oxygen and Acetylene equipment can be extremely dangerous. Unless you are qualified and authorized to use this equipment, leave it alone. Cylinders shall be secured and in an upright position at all times (with caps on when not in use). Watch out for nearby combustibles and keep bottles shielded or a safe distance from welding or cutting operations.

8. Compressed air hoses should never be pointed at yourself or anyone else. Compressed air must be used for the prescribed operations only with pressures kept as low as possible for doing the job adequately.

9. Riding - No more than three men or women may ride in the cab of a truck at one time. Seatbelts provided must be used. Riding material hoists, crane loads, ball, hooks or excavation equipment is strictly prohibited.

10. Material or equipment being transported by truck must be loaded, cinched and flagged in a manner consistent with good loading and transporting practice and the truck will be driven only by authorized employee holding valid licenses of the proper class.

11. Stay out from under and in front of loads on cranes, etc. Do not cause or permit a load to be carried over a work/person who is unaware of it or cannot get clear.

12. Do not attempt to lift objects that are too heavy for you to lift alone. Ask for help.

Ladders, Scaffolding and Openings:
1. All ladders must be inspected prior to the start of each job and equipped with safety feet. Ladders built on the job must be built to safely support the intended load. Cleats must be made from clear, straight grained lumber and be uniformly spaced.
12" apart vertically. Cleats must be nailed at each end with three (3) 10d nails or the equivalent and cleats must be blocked or notched into the side rails. LADDERS ARE NEVER TO BE PAINTED.

2. Ladders must be on a firm foundation, tied or hooked to the structure, and extend 36" above the landing.

3. Always face the ladder while climbing and descending. Never climb or descend a ladder with anything in your hands or pockets. Use a hand line for tools and equipment. Never stand on the top three rungs of a ladder.

4. The design of the scaffolds must conform to design standards, or scaffolds must be designed by a licensed engineer. Standards are based on stress grade lumber. All planking must be made of scaffold grade lumber with a nominal dimension of 2" x 10". All platforms must be planked solid, with an overlap of 6" and overhang not to exceed 18". A safe and unobstructed means of access such as ladders, horizontal members and stairways must be provided. Guardrails must be provided if higher than 7-1/2 feet. Toe boards are required on all railed sides of work surfaces where employees work or pass below.

5. For tower and rolling scaffolds, the "height-to-base" must not exceed 3:1 unless securely guyed or tied. Wheels on metal scaffold must be provided with locks. Guard rails apply if the platform is 7-1/2 ft. or more above grade and toe boards must be used when work is being performed below. Scaffolding must have a fully planked platform.

6. Openings in the floor or ground must be guard railed off with 4" toe boards or securely covered and marked. Open sided floors must be railed including toe boards. Excavations must be guarded by barriers and signage where applicable.

7. Trenches more than 5’ deep must be shored, sloped, or a trench shield used, and material stored at least 2 feet from the edge. Trenches more than 4’ deep must have ladders extending 3’ above the trench, and tied off, for every 25’ for the workers in the trench.
SAFE PRACTICES
Always use safe practices and help make the entire job safe. Watch out for the safety of other workers. Plan your work ahead to prevent accidents.

PERSONAL
Be in good physical condition before starting work, with alertness and ability unaffected by illness or fatigue. No one under the influence of liquor or drugs will be allowed on the job. Horseplay, scuffling and practical jokes are not allowed. All injuries, no matter how slight, must be reported.

PROTECTION
Wear protective clothing and equipment when needed. Keep them in good condition. Use all safeguards provided. Always use the right tool for the job and keep the tools in safe condition.

WORK AREA CONDITIONS
Keep your work area cleaned up so there are no tripping hazards. Keep holes in floors or stairways fenced in or covered. Unsafe conditions and any damage to scaffolds, ladders, etc., must be repaired or reported promptly to your Foremen or Superintendent. Your suggestions are always welcome.

YOUR ACTIONS
Always lift correctly. Take the strain with your legs, not your back. Use ladders and walkways instead of climbing around on scaffolds or false-work. Stay out from under suspended loads. Stay away from machinery and equipment unless you have special permission or it is your regular duty to operate or maintain them.

KNOW HOW
Do your work the right way and safe way. Taking short cuts is hazardous. Take part in regular accident prevention activity. Always follow instructions. If you don’t know how to do a job, ask your Foremen or superintendent.
Code of Safe Practices for Pneumatically Driven Nailers/Staplers

This code has been adopted in compliance with Construction Safety Order 1704

- Always wear proper Personal Protective Equipment, Safety Glasses, Clothing, etc.

- Always follow manufacturers operating instructions.

- Never deface or modify the nail gun/stapler safety features.

- Always disconnect nail gun/stapler from air supply when not in use.

- Only trained employees to operate nail gun/stapler.

- Always check safety devices on nail gun/stapler & compressor at the beginning of use and periodically throughout the day.

- If nail gun/stapler is damaged or not working properly immediately report to superintendent/foremen, take nail gun/stapler out of service and red tag.

- Always keep fingers off the trigger when not in use.

- Never rest the nail gun/stapler against any part of the body or climb a ladder with nail gun/stapler cradled against the body.

- Never point the nail gun/stapler at yourself or anyone else no matter how far away they are located; whether gun is loaded or not or whether connected to the compressor or not.

- Always disconnect nail gun/stapler from compressor when performing any maintenance or clearing a jam.
DRUG FREE AWARENESS PROGRAM

D.G. Granade is totally committed to maintaining a drug free workplace. We have, therefore, established this Drug-Free Awareness Program to inform our employees about: (1) the dangers of drug abuse in the workplace; (b) our policy about drug abuse in the workplace; (c) assistance programs; and (d) penalties that will be imposed for our drug free workplace policy.

Dangers of Drug Abuse in the Workplace

Construction is a hazardous industry and a construction jobsite is a hazardous area, even under ideal conditions. Any construction worker who either comes to the jobsite in a drug-induced, impaired condition, or who, during the workday, impairs him/herself or his fellow workers by the use or distribution of drugs, is a danger not only to him/herself, but to every other worker on the jobsite and to the general public. Drug-induced impairment involves one’s physical, mental, emotional and judgmental capabilities, and as a result, makes a worker totally unfit for the job for which he/she was employed.

Company Commitment

D.G. Granade’s policy about drug abuse in the workplace is one of total intolerance. We are committed to, and intend to maintain, a drug-free workplace. We will not tolerate workers on our jobsites who engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance. Consequently, the penalty for non-compliance with our Drug Free Workplace Policy is very severe.

Counseling, Rehabilitation Programs

Information about counseling and/or rehabilitation programs may be obtained from Company Headquarters.

Penalties for Non-Compliance

Any violation of D.G. Granade’s Drug Free Workplace Policy by any employee will result in immediate dismissal and removal from the jobsite.
As part of our effort to comply with the FEDERAL DRUG-FREE WORKPLACE ACT OF 1988, D.G. Granade Inc. hereby notifies you that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace, and that any violation of these prohibitions will result in IMMEDIATE DISMISSAL and removal from the job.
EMPLOYEE SAFETY INFORMATION FORM

This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice. You may either leave at the jobsite trailer or fax to D.G. Granade’s Designated Safety Representative at (530) 677-7550.

Description of Unsafe Condition or Practice:______________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Causes of Other Contributing Factors:______________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Employee’s Suggestion for Improving Safety:____________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Has this matter been reported to the Responsible Safety Officer?

Yes______________________ No______________________

Employee Name (optional)_________________________ Date________________

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for the employer to take any action against an employee in reprisal for exercising rights to participate in communications involving safety.

The employer will investigate any report or question as required by the Injury and Illness Prevention Program Standard and advise the employee who provided the information or the workers in the area of the employer’s response.
January 22, 2016 - December 31, 2016
RELOCATION MAP

DETOURS NOT SHOWN.
Detour accordingly, based on current road closures

PROJECT WORK & LAYDOWN AREA LEGEND:
BNR = Biological Nutrient Removal
DCS = Disinfection Chemical Storage
FEQ = Flow Equalization
FOR = Fiber Optic Replacement
MESE = Main Electrical Substation Expansion
MSB = Misc. Site Buildings
NST = Nitrifying Sidestream Treatment
PMO = Project Management Office (online)
SP = Site Preparation

Secondary Emergency Responder staging area

Contractor Congregation Area (Contractor Trailers)

Congregation Area (Admin lobby)

PMO/Buff & Contractor Congregation Area (New PMO building)

Harvest Crew Trailer

to FRANKLIN BLVD.

to LAGUNA BLVD.

revision date: 01/22/16
NEW EMPLOYEES

TO:    All Responsible Safety Officers

RE:    New Employee Training and Instruction

In order to ensure that our new employees are being indoctrinated in our safety awareness program and are familiar with D.G. Granade’s Job Safety Rules, we require that the compliance statement (copy attached), is signed by each new employee and the Responsible Safety Officer. An executed copy of said statement shall be forwarded to the main office. As the Responsible Safety Officer, you are also required to sign the individual Employee Acknowledgment Training Form and list the documents that you have reviewed with the new employee.

We are also enclosing a copy of D.G. Granade, Inc.’s Drug Free Awareness Program which is to be reviewed with all new employees, along with the Drug/Alcohol Testing Policy (see Drug/Alcohol Policy tab for further information) and the medical clinic chosen for your particular jobsite.
TRAINING AND INSTRUCTION

1. All workers, including managers and supervisors, must be trained and instructed on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

   a) When the Illness and Injury Prevention is first established;

   b) To all new workers, except for those in construction who are provided training through a Cal/OSHA approved construction industry occupational safety and health training program;

   c) To all workers given new job assignments for which training has not been previously provided;

   d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

   e) Whenever the employer is made aware of a new or previously unrecognized hazard;

   f) To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and

   g) To all workers with respect to hazards specific to each worker's job assignment,

2. Provide the employee with the New Employee Handout and review the responsibilities, General Safety Rules, Automatic Suspension Policy, Drug Free Awareness Program, Drug/Alcohol Testing Policy, and the Clinic to be used in the event of illness or injury. Discuss any physical limitations that would possibly prevent the new employee from performing his job duties in a safe manner.

3. Review the Employee Safety Information form to make the new employee aware of his right to provide safety suggestions or report unsafe conditions without the fear of a reprisal.

4. Review the Code of Safe Practices. – Both the standard code of safe practices and if applicable, the one for pneumatically driven nail guns.

5. Review the Quality Policy and Objectives.
6. Depending on the specific job being performed:

   a) Review brochures/manufacturer’s data on the application procedure being performed;

   b) Train the employee on the correct way protective equipment is used, i.e. gloves, mandatory eye protection, etc.; and

   c) Provide step by step training for forklifts, loaders, etc., i.e. seatbelts, brakes, etc.

7. Review the Drug/Alcohol Testing Policy.

8. Review the assigned Clinic to be used in the event of an illness or injury and the proper reporting of and injury or illness.
INDIVIDUAL EMPLOYEE ACKNOWLEDGEMENT
OF TRAINING FORM

Name:__________________________________

Date of Hire:_________________ Job Name:___________________________

By initialing on each point below I hereby certify that I have received training for my
position in the following areas.

______ Illness & Injury Prevention Program (IIPP) - I have been shown a copy, explained what it is and where it can
be found and that I am welcome to review it at any time.

______ The potential occupational hazards in general in the work area and associated with my job assignment.  What
could those potential hazards be? _____________________________________________

______ I have been given a copy and we have reviewed the Codes of Safe Practices which indicate the safe work
conditions, safe work practices and personal protective equipment required for my work.

______ If applicable, I have been given a copy and we have reviewed The Code of Safe Practices relating to
pneumatic nail guns which indicate the safe work practices and personal protective equipment required for
my work.

______ It has been discussed with me the hazards of any chemicals to which I may be exposed and my right to
information contained on material safety data sheets (MSDS) or Safety Data Sheets (SDS) for those
chemicals, and how to understand this information.  I am also aware of where the Material Safety Data
Sheets/Safety Data Sheets are kept on each jobsite.

______ It has been explained that I have the right to ask any questions, or provide any information to D.G. Granade
on safety either directly or anonymously without any fear of reprisal (show them the form).

______ I have been given a copy and it has been discussed; the Violation Policy and the disciplinary procedures
D.G. Granade will use to enforce compliance with the Codes of Safe Practices.

______ I have been told the procedures that will be followed in the event of an industrial injury, and the medical clinic
chosen by D.G. Granade and its workers’ compensation insurance carrier.

______ I have received a copy of the Notice of Workers’ Compensation Medical Provider Network information.

______ I have received a copy of the Facts about Workers’ Compensation Document.

______ I have been given a copy of the Drug/Alcohol Policy. I have had the opportunity to review, ask questions and
understand the Drug/Alcohol Substance Abuse Policy implemented by D.G. Granade.
I understand that D.G. Granade performs Post Accident Drug Testing in accordance with the Drug/Alcohol Substance Abuse Policy implemented by D.G. Granade. I understand that in the event of an industrial injury I will be drug tested in accordance with the Drug/Alcohol Substance Abuse Policy at the time I am seen at the designated clinic.

I have been informed where the jobsite First Aid Kits are located and who on this particular jobsite is CPR/First Aid certified.

I have been informed as to the location of the Fire Extinguishers on the jobsite.

I have been given a copy of D.G. Granade’s Emergency Instructions and informed where the jobsite meeting location is in the event of a job wide evacuation.

D.G. Granade’s Heat Illness Policy & Procedure

I have been given a copy of the policy and it has been explained to me. I am aware of how much water I should be drinking, to take breaks if needed and to inform my supervisor or a member of my team when I am not feeling well and need aid.

I have been performing similar outdoor work for the last 10 of 30 days for at least 4 hours per day.

I understand everything that has been discussed and initialled above, I also agree to comply with the Code of Safe Practices for my work area and I agree that I will not operate any equipment or perform any work that I have not been properly trained for. I also understand it is my responsibility to work safely and not perform any work that I feel may be unsafe and cause me injury.

________________________________________  __________________________
Employee Signature  Date

________________________________________  __________________________
Trainer Signature  Date
VIOLATION POLICY

Written Warnings/Possible Suspension/Termination:

I understand that violation of any of the items below will:

1. Constitute a written warning placed in your personnel file.
2. A second occurrence could constitute in possible suspension (without pay) or termination depending on the severity of the violation.
3. Constitute Termination.
   b. Failure in properly reporting an injury to your immediate supervisor (Responsible Safety Officer).
   c. Horseplay in any form - scuffling, pranks, wrestling, throwing material at others, etc.
   d. Fighting or provoking a fight.

Automatic Termination:

I understand the violation of any of the items below will constitute an automatic termination:

a. Intoxication - coming to the jobsite or trying to work while under the influence of drugs or alcohol.
b. Possession and Usage - possessing, using or attempting to sell either drugs or alcohol while on the jobsite.
c. Abusing, defacing or altering any Personal Protective Equipment.
d. Abusing, defacing, altering or removing any manufacturers’ safety device on any form of tool.
e. Using any form of Personal Protective Equipment or any tool which has been abused, altered, defaced or the manufacturers’ safety device removed in which you are fully and completely aware of the unsafe condition.

Should employee be terminated due to any of the above, eligibility for re-hire shall be at the discretion of the jobsite Superintendent, Corporate Safety Director or President of D.G. Granade.

I have read and understand the above Violation Policy.

____________________________________  ____________________
Signature                                      Date
EMPLOYEE RESPONSIBILITIES

Each employee has a responsibility to himself/herself for his/her own safety. But he/she also has a responsibility to his/her fellow workers, his/her employer and his/her family.

In the performance of his/her duties, therefore, he/she will be expected to observe safe practice rules, as well as instructions relating to the efficient performance of his/her work. Safe and efficient industrial operation is reached only when all employees are safety conscious and keenly alert mentally and physically. They should:

1. Comply with instructions of supervisors.

2. Report all accidents and injuries immediately to the jobsite Superintendent (Responsible Safety Officer).

3. Submit recommendations for safety and efficiency.

4. Know their exact duties in case of fire or other catastrophe.

Each employee is to be aware that D.G. Granade can give him a safety program, safety equipment, and safety supplies, but no one can assume his/her personal responsibility for his/her own safety.
GENERAL SAFETY RULES FOR ALL EMPLOYEES

It is the policy of D.G. Granade that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever present safety consciousness on the part of every employee. If an employee is injured, positive and prompt action must be taken to see that the employee receives immediate treatment. No one wants to see a fellow employee injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following rules will apply:

1. All employees must follow the safe practices and rules contained in this manual and other such rules and practices communicated on the job. All employees must report all unsafe conditions or practices to the Superintendent (Responsible Safety Officer). If corrective action is not taken immediately, contact D.G. Granade’s Designated Safety Representative at the main office (530) 677-7484.

2. The Superintendent (Responsible Safety Officer) will be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.

3. Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area.

4. Suitable clothing and footwear must be worn at all times. Personal protective equipment, hardhats and eye protection are MANDATORY and must be worn at all times. Ear protection and respirators, etc., will be worn when needed.

5. Any personal protective equipment issued must be inspected daily prior to use, treated with respect and cared for properly, i.e. fall protection equipment. There will be no defacing of any personal protective equipment issued

6. All employees must participate in the safety meeting conducted by the Responsible Safety Officer weekly.

7. Anyone under the influence of intoxicating liquor or drugs, including prescription drugs which might impair motor skills and judgment, will not be allowed on the jobsite.

8. Horseplay, scuffling and other acts which tend to have an adverse influence on safety or well-being of the other employees are prohibited.
9. Work must be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.

10. No one will be permitted to work while the employee’s ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury.

11. There will be absolutely no consumption of liquor or beer on the jobsite.

12. There will be absolutely no use of illegal drugs on the jobsite.

13. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and must report deficiencies promptly to the Foremen or Superintendent (Responsible Safety Officer).

14. Employees must not handle or tamper with any electrical equipment, machinery, air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.

15. All injuries must be reported to the Superintendent (Responsible Safety Officer) or Foremen so that medical or first aid treatment can be administered immediately.

16. When lifting heavy objects, bend at the knees, not the waist, to use the large muscles of the leg instead of the smaller muscles of the back.

17. Do not throw things, especially material and equipment. Dispose of all waste properly and carefully. Bend or remove all exposed nails so they do not hurt anyone removing the waste.

18. Shoes must be worn that support the ankle and guard against puncture and toe wounds.

19. Cement burns are a constant hazard in construction work, particularly in warmer weather. Be sure cement does not get inside your boots or gloves. Use protective hand cream on your hands and wrists. Wash off any cement or concrete that gets on you as soon as possible. Report any burns, no matter how slight, to the Superintendent (Responsible Safety Officer) or Foremen.

20. Know where fire extinguishers, telephones and first aid kits are located and how to use them in emergencies.

21. Report all accidents, injuries, and unsafe conditions to the Superintendent (Responsible Safety Officer) or Foremen.
**Tools, Equipment and Materials:**

1. Check all vehicles and equipment daily before use to assure that they are in proper operating condition.

2. Hand tools such as hammers, punches, picks, chisels must be inspected for faulty handles or mushroomed heads prior to the start of each job.

3. Cables ropes, sheaves, shackles, booms, safety protective equipment, lanyards, lifting equipment, etc. must be checked each day. Worn or frayed items are to be replaced or repaired at once. Turn all defective equipment over to the Superintendent (Responsible Safety Office) or Foremen.

4. All electrical equipment must be grounded. Three-pronged plugs and receptacles are required on extension and equipment cords. Cords of any kind must be free from defects, such as cuts into the insulation.

5. All safety guards must be in place and in working order before operating any tool.

6. Gasoline may be handled or stored only in approved safety cans. All internal combustion engines must be shut off and cooled before fueling, oiling, cleaning or adjusting. Check oil when refueling. Do not use gas for cleaning parts and tools.

7. Oxygen and Acetylene equipment can be extremely dangerous. Unless you are qualified and authorized to use this equipment, leave it alone. Cylinders shall be secured and in an upright position at all times (with caps on when not in use). Watch out for nearby combustibles and keep bottles shielded or a safe distance from welding or cutting operations.

8. Compressed air hoses should never be pointed at yourself or anyone else. Compressed air must be used for the prescribed operations only with pressures kept as low as possible for doing the job adequately.

9. Riding - No more than three men or women may ride in the cab of a truck at one time. Seatbelts provided must be used. Riding material hoists, crane loads, ball, hooks or excavation equipment is strictly prohibited.

10. Material or equipment being transported by truck must be loaded, cinched and flagged in a manner consistent with good loading and transporting practice and the truck will be driven only by authorized employee holding valid licenses of the proper class.

11. Stay out from under and in front of loads on cranes, etc. Do not cause or permit a load to be carried over a work/person who is unaware of it or cannot get clear.

12. Do not attempt to lift objects that are too heavy for you to lift alone. Ask for help.
Ladders, Scaffolding and Openings:

1. All ladders must be inspected prior to the start of each job and equipped with safety feet. Ladders built on the job must be built to safely support the intended load. Cleats must be made from clear, straight grained lumber and be uniformly spaced 12” apart vertically. Cleats must be nailed at each end with three (3) 10d nails or the equivalent and cleats must be blocked or notched into the side rails. LADDERS ARE NEVER TO BE PAINTED.

2. Ladders must be on a firm foundation, tied or hooked to the structure, and extend 36” above the landing.

3. Always face the ladder while climbing and descending. Never climb or descend a ladder with anything in your hands or pockets. Use a hand line for tools and equipment. Never stand on the top three rungs of a ladder.

4. The design of the scaffolds must conform to design standards, or scaffolds must be designed by a licensed engineer. Standards are based on stress grade lumber. All planking must be made of scaffold grade lumber with a nominal dimension of 2” x 10”. All platforms must be planked solid, with an overlap of 6” and overhang not to exceed 18”. A safe and unobstructed means of access such as ladders, horizontal members and stairways must be provided. Guardrails must be provided if higher than 7-1/2 feet. Toe boards are required on all railed sides of work surfaces where employees work or pass below.

5. For tower and rolling scaffolds, the "height-to-base" must not exceed 3:1 unless securely guyed or tied. Wheels on metal scaffold must be provided with locks. Guard rails apply if the platform is 7-1/2 ft. or more above grade and toe boards must be used when work is being performed below. Scaffolding must have a fully planked platform.

6. Openings in the floor or ground must be guard railed off with 4" toe boards or securely covered and marked. Open sided floors must be railed including toe boards. Excavations must be guarded by barriers and signage where applicable.

7. Trenches more than 5’ deep must be shored, sloped, or a trench shield used, and material stored at least 2 feet from the edge. Trenches more than 4’ deep must have ladders extending 3’ above the trench, and tied off, for every 25’ for the workers in the trench.
D.G. Granade, Inc.
Construction Industry Safe Practices and Operating Code
This code has been adopted in compliance with Construction Safety Order 1509.

SAFE PRACTICES
Always use safe practices and help make the entire job safe. Watch out for the safety of other workers. Plan your work ahead to prevent accidents.

PERSONAL
Be in good physical condition before starting work, with alertness and ability unaffected by illness or fatigue. No one under the influence of liquor or drugs will be allowed on the job. Horseplay, scuffling and practical jokes are not allowed. All injuries, no matter how slight, must be reported.

PROTECTION
Wear protective clothing and equipment when needed. Keep them in good condition. Use all safeguards provided. Always use the right tool for the job and keep the tools in safe condition.

WORK AREA CONDITIONS
Keep your work area cleaned up so there are no tripping hazards. Keep holes in floors or stairways fenced in or covered. Unsafe conditions and any damage to scaffolds, ladders, etc., must be repaired or reported promptly to your Foremen or Superintendent. Your suggestions are always welcome.

YOUR ACTIONS
Always lift correctly. Take the strain with your legs, not your back. Use ladders and walkways instead of climbing around on scaffolds or false-work. Stay out from under suspended loads. Stay away from machinery and equipment unless you have special permission or it is your regular duty to operate or maintain them.

KNOW HOW
Do your work the right way and safe way. Taking short cuts is hazardous. Take part in regular accident prevention activity. Always follow instructions. If you don’t know how to do a job, ask your Foremen or superintendent.
D.G. Granade, Inc.
Code of Safe Practices for Pneumatically Driven Nailers/Staplers
This code has been adopted in compliance with Construction Safety Order 1704

- Always wear proper Personal Protective Equipment, Safety Glasses, Clothing, etc.
- Always follow manufacturers operating instructions.
- Never deface or modify the nail gun/stapler safety features.
- Always disconnect nail gun/stapler from air supply when not in use.
- Only trained employees to operate nail gun/stapler.
- Always check safety devices on nail gun/stapler & compressor at the beginning of use and periodically throughout the day.
- If nail gun/stapler is damaged or not working properly immediately report to superintendent/foremen, take nail gun/stapler out of service and red tag.
- Always keep fingers off the trigger when not in use.
- Never rest the nail gun/stapler against any part of the body or climb a ladder with nail gun/stapler cradled against the body.
- Never point the nail gun/stapler at yourself or anyone else no matter how far away they are located; whether gun is loaded or not or whether connected to the compressor or not.
- Always disconnect nail gun/stapler from compressor when performing any maintenance or clearing a jam.
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Dangers of Drug Abuse in the Workplace

Construction is a hazardous industry and a construction jobsite is a hazardous area, even under ideal conditions. Any construction worker who either comes to the jobsite in a drug-induced, impaired condition, or who, during the workday, impairs him/herself or his fellow workers by the use or distribution of drugs, is a danger not only to him/herself, but to every other worker on the jobsite and to the general public. Drug-induced impairment involves one's physical, mental, emotional and judgmental capabilities, and as a result, makes a worker totally unfit for the job for which he/she was employed.

Company Commitment

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Counseling, Rehabilitation Programs

Information about counseling and/or rehabilitation programs may be obtained from Company Headquarters.

Penalties for Non-Compliance

Any violation of D.G. Granade’s Drug Free Workplace Policy by any employee will result in immediate dismissal and removal from the jobsite.
NOTICE TO OUR EMPLOYEES

As part of our effort to comply with the FEDERAL DRUG-FREE WORKPLACE ACT OF 1988, D.G. Granade Inc. hereby notifies you that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace, and that any violation of these prohibitions will result in IMMEDIATE DISMISSAL and removal from the job.
EMPLOYEE SAFETY INFORMATION FORM

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Description of Unsafe Condition or Practice:________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Causes of Other Contributing Factors:___________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Employee’s Suggestion for Improving Safety:_____________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Has this matter been reported to the Responsible Safety Officer?

Yes__________________ No__________________

Employee Name (optional)_________________________ Date_________________

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for the employer to take any action against an employee in reprisal for exercising rights to participate in communications involving safety.

The employer will investigate any report or question as required by the Injury and Illness Prevention Program Standard and advise the employee who provided the information or the workers in the area of the employer’s response.
JOBSITE VISITORS

From time to time, we experience situations wherein we have people visiting the job, (Owner’s personnel, press, state agencies, etc.). In order to protect D.G. Granade and its onsite personnel, it is imperative that all visitors read and sign the attached Visitor Agreement Form. Normally, people visiting construction sites are not aware of the hazards, as if they were working on the site on a day to day basis. The following steps must be strictly adhered to:

1. The Visitors Agreement must be signed.
2. A Company representative must accompany each visitor or group.
3. Personal protective equipment must be worn, (i.e. hard hat, etc.).
4. Absolutely no high heels. If the appropriate shoes are not worn the visitor may not tour the construction site.

If the person or group who wishes to visit the construction site will not comply with the above items, under no circumstances will they be allowed to tour the site.
VISITOR AGREEMENT

I, the undersigned, acknowledge the risk and dangers involved in entering this construction site located at:

Job Name:__________________________________________________

Street:_____________________________________________________

City: ___________________________ State:____________________

And, agree to use all personal protective equipment issued for my protection.

I do hereby for myself, my heirs, executors, administrators, successors, and assigns release and forever discharge D.G. Granade, Inc. from any and all actions, causes of action, claims and demands for or by reason of any damage, loss, or injury to my person and/or property which heretofore has been or thereafter may be sustained in consequence of my presence on the above referenced construction site.

DATE:_______________________________________

VISITOR’S SIGNATURE:_______________________________________

REPRESENTING:_______________________________________
JOBSITE SAFETY MEETINGS AND TRAINING

In the construction industry, jobsite (toolbox/tailgate) safety meetings are required by Cal/OSHA regulations. At each safety meeting specific subjects should be discussed that relate to safety precautions applicable to the type of work being performed. Accidents should be reviewed, their causes identified and preventative measures implemented to prevent recurrence. The management expects the Responsible Safety Officer to talk about safe procedures for performing the work so that operations are conducted in a safe manner. He/she should encourage the workers to suggest topics of importance. They often know best what and where the dangers are.

All D.G. Granade’s jobsite safety meetings are to be held weekly and are to include all D.G. Granade personnel working on the jobsite. Minutes of these meetings are to be recorded on the Jobsite Safety Meeting Report Form and must be completed in full. The Jobsite Safety Meeting Report Form must have printed legible names and also signatures by all attendees, as well as the Responsible Safety Officer, who always conducts the meeting. Any training aids used shall be attached, i.e. brochures, etc.

It is equally important to ensure that all subcontractors on the project comply by having a weekly tailgate meeting. If your subcontractors do not conduct their own tailgate/safety meeting, they must attend the D.G. Granade tailgate/safety meeting. Should a subcontractor choose to conduct their own meeting, it is imperative that meeting minutes be kept. Request a copy of every subcontractor’s meeting minutes or a copy a Report of Subcontractor Weekly Safety Meeting, included in this tab.
**JOBSITE SAFETY MEETING REPORT FORM**

Job No._______________________ Date:________________________

Name of Person Conducting Meeting:__________________________________________

Safety Topics Covered:__________________________________________________________

Training Aids Used:____________________________________________________________

Attendees: (Please print your name legibly and then sign)

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<th>Signature</th>
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Serving El Dorado County and Surrounding Areas Since 1989  •  www.dggranade.com
REPORT OF SUBCONTRACTOR
WEEKLY SAFETY MEETING

TO:_________________________________________ DATE:____________

FROM (subcontractor):______________________________________________

In accordance with contract document requirements we advise that on the date shown above we had a safety meeting for our personnel on this project and conducted the meeting as follows:

Number of Craftsmen and/or Laborers present:_____________________________________

Number of Supervisors and/or Foremen present:____________________________________

Work Hazards Pointed Out:

Previous Accidents Discussed:

Safety Directives Issued:

Remarks:

By:_____________________________________
   (Supervisor in Charge)

NOTE: All subcontractors are required to conduct a five (5) minute Tool box Safety Meeting weekly. A signed copy of this report must be turned into D.G. Granade’s superintendent after the meeting is held.

SAFETY FIRST!!!       SAFETY FIRST!!!       SAFETY FIRST!!!
ACCIDENTS, INJURIES & ILLNESSES

D.G. Granade, Inc.’s Accidents:

It is the policy of D.G. Granade, Inc. that all injuries (major, minor or first aid) be reported. Below you will find the steps for proper reporting.

Procedure for Reporting Work-Related Injuries/Illnesses Where No Medical Treatment is Required (First Aid on the Job – No outside parties involved)

Step 1:
An Accident Report shall be completed by the supervisor of the injured worker.

Step 2:
FAX the Accident Report Form to the Corporate Safety Director.

Step 3:
Send the original Accident Report to the Corporate Safety Director as soon as feasible.

Procedure for Work Related Injuries/Illnesses Requiring Minor Medical Attention

A minor injury is considered to be an injury which is non-life threatening, and the severity of the injury is such that the injured employee does not have to be transported for medical treatment by ambulance.

First Call: A decision will need to be made if the affected employee can be seen by Onsite Health & Safety. Is it a “First Aid” type of incident that can tolerate the estimated time frame for Onsite Health & Safety to respond, etc. You as the Responsible Safety Office will need to assess the situation and make the call. If for whatever reason the affected employee does not want to be seen by Onsite Health & Safety then accompany the employee to the designated clinic. If the employee agrees to Onsite Health & Safety then they are your first call. A telephone call or email and accident report is still required in the specified time frame.
Utilizing Designated Clinic

Step 1:
Accompany the injured employee to the designated clinic. As the Responsible Safety Officer (Superintendent) you are required to stay with the injured worker until seen by the doctor. You are to meet with the doctor and understand the prognosis with regards to light duty limitations, if any.

Step 2:
Call the Corporate Safety Director within 4 hours to report the accident.

Step 3:
An Accident Report shall be completed by the supervisor of the injured worker.

Step 4:
FAX the Accident Report Form and all associated documents (i.e. doctor’s reports) to the Corporate Safety Director within 8 hours.

Step 5:
Send the original Accident Report and all related documents to the Corporate Safety Director as soon as feasible.

Step 6:
Work Status Report:
Each time the injured worker returns from a follow up visit with his/her treating physician, they must provide their superintendent with the work status report. The superintendent shall review the report with the injured worker to clarify any restrictions placed on the injured worker by the treating physician.

Step 7:
FAX the Work Status Report to the Corporate Safety Director.

Step 8:
Restrictions:
If restrictions are noted, the injured worker along with the superintendent must follow the restrictions. All restrictions can be accommodated. For assistance, contact the Corporate Safety Director. **DO NOT ASK OR FORCE THE INJURED WORKER TO WORK BEYOND THE RESTRICTIONS GIVEN BY THE TREATING PHYSICIAN!!!**

Step 9:
Return to Work:
When an employee has been off work or returns from the doctor after a follow-up visit, you should always obtain the work status report before the injured employee is allowed to return to work.
Step 10:
If an employee has been taken off work, keep in contact with the injured employee by calling them at home to inquire how they are feeling. Always keep the lines of communication open.

ALL PAPERWORK PERTAINING TO WORKERS' COMPENSATION CLAIMS MUST BE FORWARDED TO THE CORPORATE SAFETY DIRECTOR. DO NOT ATTEMPT TO COMPLETE ANY PAPERWORK YOURSELF.

Procedure for Work Related Injuries/Illnesses
Requiring Major Medical Attention (Serious Injury)
A serious injury is defined as "any injury or illness occurring in a place of employment which requires transportation by ambulance or hospitalization for a period in excess of 24 hours for other than medical observation or which an employee suffers loss of any member of the body or any serious degree of permanent disfigurement".

Step 1:
If the injured worker's injuries are such that he/she needs to be transported to an emergency medical facility, call 911.

Step 2:
Stay with the injured worker, and wait for the emergency medical personnel. **Do not attempt to move the injured worker.**

Step 3:
Contact the Corporate Safety Director as soon as feasible or designate someone other than yourself to contact the Corporate Safety Director and report the injury.

Step 4
Accompany/or follow the injured worker to the emergency facility.

Step 5:
Stay with the injured worker at the emergency facility until the worker is either admitted to the hospital or released.

Step 6:
Upon returning to the jobsite, or designate someone in your absence, to immediately complete the Accident Report, get witness statements and take pictures, if applicable.

Step 7:
FAX the Accident Report Form and all related documents (i.e. doctor’s reports) to the Corporate Safety Director within 8 hours

Step 8:
Send the original Accident Report, all pictures, statements, and related documents to the Corporate Safety Director as soon as feasible.
Step 9:
Work Status Report:
Each time the injured worker returns from a follow up visit with his/her treating physician, they must provide their superintendent with the work status report. The superintendent shall review the report with the injured worker to clarify any restrictions placed on the injured worker by the treating physician.

Step 10:
FAX the Work Status Report to the Corporate Safety Director.

Step 11:
Restrictions:
If restrictions are noted, the injured worker along with the Superintendent must follow the restrictions. All restrictions can be accommodated. For assistance, contact the Corporate Safety Director. **DO NOT ASK OR FORCE THE INJURED WORKER TO WORK BEYOND THE RESTRICTIONS GIVEN BY THE TREATING PHYSICIAN!!!**

Step 12:
Return to Work:
When an employee has been off work or returns from the doctor after a follow up visit, you shall obtain the work status report before the injured employee is allowed to return to work.

Step 13:
If the employee has been taken off work, keep in contact with the injured employee by calling them at home to inquire how they are feeling. Always keep the lines of communication open.

ALL PAPERWORK PERTAINING TO WORKERS’ COMPENSATION CLAIMS MUST BE FORWARDED TO THE CORPORATE SAFETY DIRECTOR. DO NOT ATTEMPT TO COMPLEE ANY PAPERWORK YOURSELF.

NOTE:
All injured employees are paid for the day of injury and for any medical appointments associated with the injury.

**Subcontractor Accidents:**
In the event of an accident or injury involving an employee of a subcontractor, the subcontractor is required to fill out an accident investigation form and forward to the Responsible Safety Officer. The Responsible Safety Officer is required to do their own accident investigation including but not limited to obtaining statements from witnesses, photographs, etc. The extent of the report will be dependent upon the severity of the accident or injury. All photographs, statements, accident investigations, etc. must be submitted to the Corporate Safety Director. Timely and thorough investigations are the key to claims with minimal costs.

REMEMBER: Prompt Reporting of all accidents, whether it be our own employees or subcontractor employees, saves!!
ACCIDENT INVESTIGATION

The goal of D.G. Granade, Inc. is to provide our employees with an accident free environment in which to work. However, because ours is an industry with inherent hazards, the probability of an accident occurring does exist. Therefore, should an accident happen, a thorough and proper investigation and analysis may prevent the recurrence of the same or a similar accident. Following is a list of items that need to be incorporated into the investigation process in the event of a major accident whether it be our own employee or a subcontractor:

- Photos – From every angle imaginable
- Major news stories of the day – What's happening local and in the world?
- Take statements as soon as possible so everything is fresh in their mind and talk to the witnesses more than once to see if their story changes.
- How many total employees on site? For an employee, how many D.G. Granade, Inc. employees and if a subcontractor accident, how many total employees site wide?
- Write your investigation like you would be presenting to a 10 year old. Make it simple and easy to understand.
- Only present known facts, don’t ever speculate!
- Use the KISS principle – Keep It Simple Stupid

Each accident which has the potential to produce a serious injury or “near miss” must be investigated and analyzed by the jobsite Responsible Safety Officer and documented on the attached Accident, Injury and Illness Investigation Form. This form must be forwarded to the Corporate Safety Director. Not only does this aid in prevention but also aids in reporting to the workers’ compensation insurance carrier.

ANALYSIS

A thorough accident analysis will review the answers to the questions asked during the investigation, and try to find any hidden causes for the accident. Any action that could have been taken prior to the accident that might have prevented it has to be reviewed. If it is found that some change in personnel, procedures, systems, calculations, conditions, or any other factor could have reduced the probability of the accident occurring, then the Responsible Safety Officer must take immediate corrective action by:

1. Correcting or changing those contributing factors over which he/she has direct control.
2. Identifying those factors beyond his/her control or authority to change, and reporting them in writing to the Corporate Safety Director with his/her recommendations for correction. The Corporate Safety Director will review these recommendations on a priority basis for action.
## ACCIDENT, INJURY OR ILLNESS INVESTIGATION FORM

### “Get All The Facts”

<table>
<thead>
<tr>
<th>Date:</th>
<th>Job Name &amp; Location:</th>
<th>DGG Employee:</th>
<th>Subcontractor Employee:</th>
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<tr>
<th>Name of Injured Employee:</th>
<th>Injured Employee Occupation:</th>
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<tr>
<th>Injured Employee Phone:</th>
<th>Date of Injury:</th>
<th>Time of Injury:</th>
<th>Date / Time Reported to You:</th>
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- Was Onsite Health & Safety Utilized?  Yes [ ] No [ ]
- Please Attached Report When Sending to Main Office

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<tr>
<th>Name &amp; Address of Medical Clinic Utilized?</th>
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<tr>
<th>Date Injured Employee Went to Clinic:</th>
<th>Time Injured Employee Left Work:</th>
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<th>Name of Witnesses &amp; Their Company Names:</th>
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- Describe the Injury or Illness and Body Part Affected: (cut, strain to left wrist, right eye, etc.)

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<tr>
<th>What was Employee Doing when Injured: (Please be specific, identify tools, equipment or materials employee was using)</th>
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- How did the accident or exposure occur? (Please describe fully the events that resulted in the injury. Tell what happened and how it happened. Please use a separate sheet if necessary.)

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<th>What Did The Employee Do or Fail To Do That Contributed to the Accident:</th>
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<th>What Actions Have or Will be Taken to Prevent Reoccurrence:</th>
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<th>Investigation Conducted By:</th>
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Serving El Dorado County and Surrounding Areas Since 1989  ☉  www.dggranade.com
CONSTRUCTION INDUSTRY
SAFE PRACTICES AND OPERATING CODE

This code has been adopted in compliance with Construction Safety Order 1509.

SAFE PRACTICES
Always use safe practices and help make the entire job safe. Watch out for the safety of other workers. Plan your work ahead to prevent accidents.

PERSONAL
Be in good physical condition before starting work, with alertness and ability unaffected by illness of fatigue. No one under the influence of liquor or drugs will be allowed on the job. Horseplay, scuffling and practical jokes are not allowed. All injuries, no matter how slight, must be reported.

PROTECTION
Wear protective clothing and equipment when needed. Keep them in good conditions. Use all safeguards provided. Always use the right tool for the job and keep the tools in safe condition.

WORK AREA CONDITIONS
Keep your work area cleaned up so there are no tripping hazards. Keep holes in floors or stairways fenced in or covered. Unsafe conditions and any damage to scaffolds, ladders, etc., must be repaired or reported promptly to your foremen or superintendent. Your suggestions are always welcome.

YOUR ACTIONS
Always lift correctly, take the strain with your legs, not your back. Use ladders and walkways instead of climbing around on scaffolds or false-work. Stay out from under suspended loads. Stay away from machinery and equipment unless you have special permission or it is your regular duty to operate or maintain them.

KNOW HOW
Do your work the right way and safe way. Taking short cuts is hazardous. Take part in regular accident prevention activity. Always follow instructions. If you don’t know how to do a job, ask your foremen or superintendent.
HEALTH AND SAFETY PRACTICES

D.G. Granade, Inc. has adopted a “Code of Safe Work Practices” which are available for reference at each jobsite. All employees are required to follow these safety rules, and willful violation of same shall be grounds for disciplinary action, up to and including discharge.

In an attempt to provide a place of employment as free as possible of recognized hazards, D.G. Granade, Inc. requires the use of safety equipment and devices and shall adopt and use all safe practices, methods, operations and procedures on every jobsite.

By nature, a construction jobsite can never be completely free from danger. The goal of this safety manual is to alert each worker to the possible hazards, and to make him/her more safety conscious.

TOPICS

- Safe Practices and Operating Code
- Excavation and Trenches
- Electrical - Temporary Wiring
- Equipment, Machinery and Tools
- High Voltage Electrical Lines
- Housekeeping
- Noise
- Public Protection
- Heat
- Scaffolds, Platforms, Ladders, and Safety Belts
- Welding
- Ropes, Slings, Chains and Rigging
SAFE PRACTICES AND OPERATING CODE

Each individual in the organization including every craftsman, plays an important part in the success of D.G. Granade, Inc.'s safety program.

The following will be used as safety guidelines on all projects:

1. The Responsible Safety Officer will be responsible for administering the safety program and will orient the General Contractor personnel and any Subcontractor personnel about the Safety Program prior to the start of any work on the jobsite. The Responsible Safety Officer shall take an active roll in enforcing the safety requirements for the General Contractor and Subcontractor by participation in Safety conferences, hazard analysis and tool box/tailgate safety meetings, walk through inspections, and follow-up on the correction of violations.

2. All workers will be required to comply with the “Occupational Safety and Health Act”.

3. Newly employed personnel shall receive proper indoctrination in D.G. Granade, Inc.’s safety program.

4. Hard hats and safety glasses are MANDATORY and will be required from the start of construction through the completion of the project. Hard hats to be non-metallic and conform to the OSHA requirements. HARD HAT AREA signs will be posted throughout the project area.

5. The Responsible Safety Officer will make safety inspections of our subcontractors’ activities and will bring any deficiencies to their attention. Safety violations and corrective steps taken, safety meetings and topics discussed will be recorded.

6. Sufficient portable sanitary facilities will be provided and properly serviced.

7. The construction area will be kept free of debris and kept in a neat and safe condition at all times. Flammable materials will be stored in adequate spaces and adequate fire protection devices will be provided.

8. All temporary electrical facilities, equipment and power tools shall be properly grounded per the contract requirements. All installations will be in accordance with the applicable electrical codes with all work performed by skilled electrical tradesmen in a workmanlike manner.

9. All heavy equipment (transit mix trucks, dump trucks, loaders, etc.) will be equipped with back up alarms and roll-over protection as required. The use of cell phones, texting, iPods or portable DVD players are prohibited while operating any type of equipment.
10. Power actuated tools will only be used by authorized personnel who have received proper training.

11. All workers are required to wear safety full body harnesses when working above the protection system at floor openings, unprotected perimeters and whenever a fall of more than 7-1/2 feet could occur.

12. Scaffolds shall be provided with top and intermediate handrails and toe boards where needed. Scaffold shall be fully planked from handrail to handrail. The wheels of rolling scaffolds shall be locked when scaffold is in place. The Scaffold Owner must have a competent person onsite while scaffold is in use and must be inspected daily by the designated competent person prior to any use by the employees.

13. First Aid kits will be available at the jobsite and shall be properly maintained and placed.

14. Emergency telephone numbers shall be posted in a conspicuous location.

15. Temporary wiring or lighting shall be guarded or shall be isolated by elevation to prevent accidental contact between workmen or equipment.

16. Ladders shall be tied off at all times and shall extend at least three feet past the landing.

17. Cranes will be tested and certified for mechanical adequacy in accordance with OSHA. All crane operators will be NCCCO certified, (see tab XIII Crane Procedures for more information).

19. Any excavation in excess of five feet must be shored or must be sloped in accordance with OSHA regulations. Excavated materials must be stored at least two feet from the edge of excavation. Barricades must be placed adjacent to excavations in areas subject to vehicle and foot traffic. Exit ladders will be required at a minimum spacing of twenty-five feet of employees working in excavations four feet or more in depth. The Excavation Owner must have a competent person onsite while the excavation is in use and must be inspected daily or when conditions change by the competent person prior to any use by the employees.

20. Flammable storage tanks of fifty five gallons or more on the jobsite, must have no smoking signs posted to prevent smoking within fifty feet of the tanks. The tanks must be located at least fifty feet from adjoining structures and must be housed in the proper containment.

Handling of flammable liquids must be in approved type safety containers.

21. Minimum clothing requirements are for short sleeve shirts, long trousers, and work boots.
22. Equipment checklists will be maintained at the jobsite for all equipment certifying that they have been inspected and tested daily by the Competent Person responsible for the equipment to ensure that the equipment is in safe operating condition.

**EXCAVATION AND TRENCHES**

1. Prior to starting any excavation, the Competent Person responsible for the excavation must make an evaluation of soil conditions and factors affecting its stability in order to plan for appropriate measures to safeguard persons and property from hazards of moving ground.

2. Prior to starting any excavation, efforts must be made to locate any underground installation in cooperation with utility companies or other owners, who shall be notified of the proposed work at least 48 hours in advance.

3. The walls and faces of all excavations 5 feet or more in depth which employees will enter must be effectively guarded by shoring, sloping or other equivalent means. Safe methods must be followed, consistent with the nature of the ground and the excavation method employed, to provide such protection in accordance with State or Federal regulations.

4. Excavations 4 feet in depth or greater must have a stairway, ladder, ramp, or other safe means of egress within 25 feet of any employee in the excavation.

5. All excavations must be inspected by the Competent Person responsible for the excavation before entry, and at the start of each shift, after heavy rains, after freezing or thawing temperatures occur or after any condition that can change the integrity of the soil.

6. The Competent Person responsible for the crew working in the excavation, along with the employees working in the excavation, must inspect the excavation throughout the work period and stop operations when unsafe conditions exist.

7. The number or workers in the excavation will be limited to the number needed to perform the work.

8. No employee will be permitted underneath loads handled by lifting or excavating equipment.

9. Proper tools, equipment and supplies for making an excavation safe, must be provided. Only employees, who are instructed in the usage of this equipment are allowed to work with it.

10. Water must not be allowed to accumulate in excavations at any time. Pumps, drains, or other means must be used to remove water constantly.
11. Excavated spoil material must be kept 2 feet or more away from the excavation wall edges.
12. Stability of adjacent structures must be evaluated before starting an excavation and monitored daily thereafter.
13. Proper handrails and toe boards must be erected and maintained at the top of the excavation when required for fall protection.
14. For further information on trenching and excavations, please see Cal/OSHA title 8, Construction Safety Orders, Section 1539 - 1547.

**ELECTRICAL - TEMPORARY WIRING**

1. Electrical installations and maintenance must be performed by qualified persons.
2. Temporary electrical systems must conform to the requirements of the National Electrical Code.
3. All 125 volt single phase, 15 or 20 amp receptacle outlets which are not part of the permanent wiring of the building or structure must have ground-fault circuit-interrupter protection for personnel (except portable generators rated 5 kw or less).
4. Power tools and electrical equipment with exposed noncurrent-carrying metal parts must be grounded. Double insulated powered tools need not be grounded.

**EQUIPMENT, MACHINERY AND TOOLS**

1. All equipment and tools must be maintained in safe working condition and must be appropriate and adequate for the intended use.
2. Equipment must be operated only by Competent Personnel.
3. Operators will be held responsible for daily inspection of their equipment, and any unsafe conditions will be corrected and/or reported immediately to their foremen.
4. All guards and safety devices must be kept in good operating condition at all times.
5. Careless, reckless or otherwise unsafe operation or use of equipment, vehicles or tools will be grounds for dismissal.
6. While in usage, machinery and equipment will be maintained regularly and any unsafe conditions will be corrected promptly.
7. Reverse signal alarms must be provided on all construction equipment and vehicles having an obstructed view to the rear as required by applicable regulations.

8. Portable power tools must be equipped with required safety devices, such as constant pressure switches, blade guards and automatic brakes.

9. Compressed air hose connections must be chained or secured to prevent whipping in the event of separation.

10. Explosive actuated tools will be used only by authorized trained and certified personnel.

11. The noncurrent-carrying metal parts of small tools shall be grounded.

12. Radial arm saws must be set up so that the blade will be prevented from moving past the front edge of the table and to automatically return to the back of the table when released. Also, guards, brakes and limit stops must be installed on all radial arm saws.

13. Wedging back of any saw guard will result in immediate dismissal.
Code of Safe Practices for Pneumatically Driven Nailers/Staplers
This code has been adopted in compliance with Construction Safety Order 1704

- Always wear proper Personal Protective Equipment, Safety Glasses, Clothing, etc.
- Always follow manufacturers operating instructions.
- Never deface or modify the nail gun/stapler safety features.
- Always disconnect nail gun/stapler from air supply when not in use.
- Only trained employees to operate nail gun/stapler.
- Always check safety devices on nail gun/stapler & compressor at the beginning of use and periodically throughout the day.
- If nail gun/stapler is damaged or not working properly immediately report to superintendent/foremen, take nail gun/stapler out of service and red tag.
- Always keep fingers off the trigger when not in use.
- Never rest the nail gun/stapler against any part of the body or climb a ladder with nail gun/stapler cradled against the body.
- Never point the nail gun/stapler at yourself or anyone else no matter how far away they are located; whether gun is loaded or not or whether connected to the compressor or not.
- Always disconnect nail gun/stapler from compressor when performing any maintenance or clearing a jam.
HIGH VOLTAGE ELECTRIC LINES

1. All necessary precautions will be taken to prevent accidental contact with energized high voltage (600 volts or more) electrical lines, either above or below ground.

2. When necessary to perform work in proximity to high voltage lines, efforts will be made to have the lines de-energized by the Owner or operator of the lines.

3. Before excavating in the vicinity of known or suspected underground electric power lines, the Owner will be requested to assist in establishing their location.

4. Unless electrical lines have been de-energized and visibly grounded or effective barriers have been erected to prevent physical and arcing contact, no equipment, machinery or tools shall be operated or handled in such a manner that any part can come within 10 feet of lines with a voltage of 600 to 50,000 volts. With voltage over 50,000, greater distances are required as indicated in State and Federal regulations.

5. Safety devices such as insulated cage boom guards, boom stops, insulating links or proximity warning devices may be used on cranes, but their use does not alter the clearances required.

6. Any electrical lines shall be considered to be energized unless the Owner or operator of the line verifies that it is not, and the line is visibly grounded at the work site.

7. High voltage warning signs of “DO NOT OPERATE WITHIN 10 FEET OF HIGH VOLTAGE LINES” shall be posted on all cranes, drill rigs and high equipment, etc.

HOUSEKEEPING

1. Work and storage areas must be maintained in a clean and orderly condition.

2. Materials must be stored in such a way as to ensure stability.

3. Rubbish, debris and waste in work areas must be collected and removed for disposal on a daily basis.

4. Protruding nails and spikes (in boards, planks, etc) must be bent down or removed.

5. Flammable and/or combustible liquid storage and dispensing areas must be kept clear of other combustible materials and must be separated from other work areas and facilities.
NOISE

OSHA required us “to monitor noise exposure levels in a manner that will accurately identify employees who are exposed to noise at or above 85 decibels (dBA) averaged over eight working hours, called an 8-hour time-weighted average (TWA)”.

Also, “Hearing protectors must be available to all workers exposed to 8-hour time-weighted average noise levels of 85 dBA or above”.

It is the responsibility of the Responsible Safety Officer and foremen to monitor noise levels at the jobsite, to do audiometric testing when necessary and to provide hearing protectors to those requiring them. In addition, they are to use available resources and techniques to minimize noise hazard.

PUBLIC PROTECTION

1. Warning signs and devices must be placed as necessary to provide adequate warning of hazards to the public. When working in residential areas or at schools occupied by students, special signage is required. Notify the Corporate Safety Director for the correct signage.

2. Visitors are not to be permitted in work areas without clearance from the construction field office unless accompanied by proper escort. Protective apparel, such as hard hats and proper shoes must be worn at all times within the work area (see Visitors tab).

3. Open trench excavations must be backfilled as soon as practicable, or otherwise protected from public hazard.

4. Equipment must be secured as safely as possible by parking on level ground, lowering blades and booms to the ground, setting brakes, placing blocks, locking ignition, marking and lighting where exposed to traffic, and other such means as may be appropriate to avoid tampering and hazard to persons or property.

5. When it becomes necessary to delay, detour or otherwise inconvenience the public, every effort will be made to do so as courteously and as efficiently as possible.

6. Measures must be taken to ensure noise levels are at the applicable requirements of the specifications, Federal and State regulations and local ordinances.
SCAFFOLDS, PLATFORMS, LADDERS AND SAFETY HARNESSSES

1. All temporary working scaffolds or platforms must be properly designed for the intended use, and in accordance with the requirements of the applicable State and Federal safety standards.

2. Safe means of access must be provided to all work areas, and all such runways, ramps, stairways, walkways, platforms and aisles shall be kept clear of tripping and slipping hazards.

3. Ladders must be of proper size, design and condition for the intended use and must be inspected periodically by the Competent Person responsible for the ladder. Ladders found with defects shall immediately be withdrawn from service and tagged to prevent use, or destroyed.

4. Ladders must not be placed in passageways, doorways, driveways, or any location where they may be displaced by activities being conducted on any other work, unless protected by barricades or guards.

5. Portable ladder feet must be placed on a substantial base, and the area around the top and bottom of the ladder will be kept clear.

6. Ladders will not be used in a horizontal position as platforms, runways or scaffolds.

7. Ladders must be constructed, used and maintained in accordance with the OSHA Title 8, Construction Safety Orders, Sections 1675 - 1678 Ladders, All Types.

8. Metal ladders will not be used whenever there is exposure to electrical or explosive hazards and must be marked properly.

9. All scaffolds are to be built under the supervision of a Competent Person and inspected daily by the Competent Person responsible for the scaffolding.

10. All rolling scaffolds must have the wheels locked while the scaffold is in use.

11. Standard guardrails, with midrail and toe boards must be installed as required on all open sides of scaffolds and work platforms. Cross bracing does not take the place of a guardrail. End rails must also be part of the guard rail system on all scaffolds.

12. Properly secured ladder access must be provided for all scaffolds.

13. All planking shall be 2” nominal selected scaffold grade. All scaffolds must be fully planked.
14. Full body harnesses and shock absorbing lanyards must be worn by workers exposed to falls from heights greater than 7-1/2 feet which would otherwise require guardrails or other fall protection.

15. Whenever a horizontal decked surface or floor is installed and affords access to floor or roof openings, the openings must be securely covered and marked in bright colors with “FLOOR OPENING: DO NOT REMOVE”, or the opening must be fenced on all sides by standard double guard railings and toe boards.

**WELDING**

Welding is one of the most dangerous activities in construction. It has the potential for health and safety hazards which vary with the type of welding being done, the location of work, and the materials being welded. These include; hazards to eyes and skin from ultra violet radiation, molten metal and electric arc and from breathing metal fumes and gases. Thus, it is absolutely necessary that welders comply with the following safety rules:

**Welding Safety Guidelines**

1. Only operate welding equipment you have been trained to use. Know what the substance is that is being welded and any coating on it.

2. Make sure a fire extinguisher is near for immediate use. Check area before welding to be sure no flammable material or degreasing solvents are in the welding area.

3. Wear protective clothing to cover all exposed areas of the body (closely woven clothing, long socks, gloves); leak proof welder’s helmet and goggles. Make sure the tint on your goggles is correct to protect from ultraviolet and infrared radiation.

4. All welding operations must be isolated or barricaded if others are working in the area. Be sure they are warned of the arc and protected against arc, fumes, sparks and other welding hazards.

5. Use spark catchers when working at elevated levels.

6. Always make sure there is good exhaust ventilation. Always avoid inhaling fumes of any kind. A NIOSH approved respirator should be used in all confined areas.

7. Deposit all scraps and electrode butts in proper waste containers to avoid fire and toxic fumes.

8. Check welding area when job is completed to be sure there is no smoldering material, hot slag or live sparks.
9. Closed containers that have held flammables or combustibles must be properly cleaned or purged before work is started.

10. Use a fire watchman when welding or cutting on walls, bulkheads, through doors or other similar situations where you cannot see the danger area. First, be certain that there are no flammable solids, liquids, gases or vapors behind the bulkhead on which you weld.

11. Check areas for degreasing equipment. No welding should be done within 200 feet or degreasing solvents. Deadly phosgene gas is produced by welding near degreasing solvents.

12. Wood floors must be swept clear prior to welding or cutting operations.

13. Keep welding cables in an orderly fashion and away from places where it could become a tripping hazard or the cables could be damaged.

**Electric Arc**

1. Be sure electrode is clear of any conductor before starting work.

2. Keep yourself insulated from ground or metal when changing electrodes.

3. Be sure all connections or leads are in place. Leads must be insulated.

4. Shut off machine when leaving work. Disconnect at power source.

5. NEVER look at a flash -- not even for an instant. Be sure to turn your head completely away from the arc and be careful of reflections. Your eyes can be severely damaged by the infrared rays.

**Acetylene**

1. Oxygen under pressure reacts violently with grease or oil. Keep oxygen away from grease and oil and never handle oxygen bottles, valves, regulators, hose or other fittings with oily hands, gloves or tools.

2. If there is a leak in an oxygen or gas cylinder, take it outside and slowly release the gas.

3. Close cylinder valve as soon as work is finished or when taking a break for any period of time.
4. When cylinders are empty, close the valve, replace the protective cap and mark the cylinder “MT”.

5. The valve on the acetylene cylinder should never be opened more than one and a half turns.

6. Make sure gas systems have check valves to prevent backflow into the fittings and that couplings are secure.

**General**

1. When transporting, moving and storing compressed gas cylinders valve protection caps must be in place and secured.

2. Cylinders must be secured and in an upright position at all times. Gauges must be removed at the end of each work shift and properly stored.

3. Fuel and oxygen hoses, including couplings, must be inspected frequently to insure they are not framed or otherwise damaged.

**ROPES, SLINGS, CHAINS, RIGGING**

1. All ropes, slings, chains and appurtenant fittings must be inspected for wear or damage before and during use and any defective items must be removed from service.

2. The use of open hooks in rigging for lifting loads must be prohibited. They must be closed or moused.

3. A procedure must be established for regular inspection of wire rope to ensure its safe condition for hoisting or load carrying.

4. Wire rope rigging and connections must be of the correct type, size and configuration for the intended use (see State and/or Federal regulations).
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.

QUALIFIED PERSON

A qualified person is a person designated by the employer; and who by reason of training, experience, or instruction has demonstrated the ability to perform safely all assigned duties; and, when required, is properly licensed in accordance with federal, state, or local laws and regulations.
HEAT ILLNESS PREVENTION

Employees who work in outdoor places of employment are at risk for developing heat illness. Our objective of this policy is for total employee awareness regarding heat illness symptoms, ways to prevent heat illness and what to do if symptoms occur.

Definitions

"Acclimatization" means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

"Heat Illness" means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

"Environmental Risk Factors for Heat Illness" means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

"Personal Risk Factors for Heat Illness" means factors such as an individual's age, degree of acclimatization, heat, water consumption, alcohol consumption, caffeine consumption, and the use of prescription medications that affect the body's water retention or other physiological responses to heat.

"Shade" means blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use.
Responsibilities

From the beginning of April through the end of October or at 85 Degrees Fahrenheit, all Responsible Safety Officers are responsible for:

- Assuring that all employees have access to potable drinking water, (i.e. fresh, pure, suitably cool and provided to employees free of charge), a continuous supply at one (1) quart per employee per hour. If sufficient quantities are not available at the beginning of the day then replenishment and sanitization procedures must be in place and designated by the Responsible Safety Officer.

- Assuring that all employees have access to adequate shade (meaning shade is up) at all times, break times, lunch times, when environmental risk factors for heat illness are present or when any employee feels it is needed.

At 95 degrees Fahrenheit – High Heat Procedures – All Responsible Safety Officers are responsible for:

- Constant reminder at the beginning of the shift and throughout the day for employees to drink plenty of water.
- Assuring that there is effective communication by voice, observation or electronic mean, such as 2 way radios or cellular phones so that employees can contact the Responsible Safety Officer or foreman when necessary.
- Assuring that employees are observed for alertness and signs or symptoms of heat illness;
- Assuring that the “buddy system” is used for new employees not acclimated for not less than 14 working days unless observation dictates that the new employee obviously has been acclimated properly or they have signed off in their new hire orientation that they have been exposed to the environment.

- Assuring that all Supervisors are fully trained and aware of the heat illness prevention policy including but not limited to:
  - Employee training requirement as listed in the following paragraph #4.
  - Procedures to follow when an employee exhibits symptoms consistent with possible heat illness as described in following paragraph #5.
  - How to monitor weather reports not only on a daily basis but looking ahead weekly and how to respond to hot weather advisories
  - All Supervisors are to receive formal heat Illness training once per year.

- Assuring that all employees are fully trained and aware of the heat illness prevention policy Including but not limited to:
  - Employees are aware of the benefits and are encouraged to drink water.
  - Employees are aware of where the water supply is located and the replenishment procedures if applicable.
  - Employees are aware of environmental and personal risk factors.
  - Employees are aware of the symptoms of heat illness.
  - Employees are aware of the procedures that will take place if any employee suffers from heat illness. This will be achieved by including and documenting heat illness into the new hire orientation and including and documenting heat illness into every tail gate meeting and daily huddle from April through October or as soon as the temperature reaches 85 Degrees Fahrenheit.

- Assuring that emergency telephone numbers are posted for easy access. Clear, concise directions must be given to emergency medical service personnel. One employee will be posted at the entrance to the jobsite and other employees at various locations inside to aid in getting the emergency medical service personnel to the affected employee in the fastest method possible. If necessary and feasible, transport the affected employee to a point where they can be reached quicker by the emergency medical service personnel. No employee with any symptoms of heat illness will be left unattended or sent home alone.

- All subcontractors will be monitored and documented by the Responsible Safety Officer. If proper methods are not being followed then D.G. Granade will provide adequate water and shade. To aid in achieving this, D.G. Granade will include heat illness prevention in all weekly subcontractor meetings and document such. A letter or email will be sent out once per month beginning in April through October to remind all subcontractors of the heat illness regulation and requirements that need to be taken.
• Heat index and temperatures will be assessed on a daily basis and when feasible, work hours will be adjusted.

Employees are responsible for:
• Complying with the provisions of the Heat Illness Prevention Policy as described in the training sessions that they attend.
• Ensuring that they have adequate drinking water from the water supply, especially when the environmental risk factors for heat illness are present.
• Reporting heat related illness symptoms to their immediate supervisor or co-worker if more feasible.

In the Event of A Heat Related Illness

**HEAT EXHAUSTION** - Symptoms are headaches, dizziness/light headedness, weakness, feeling sick to stomach, vomiting, pale, clammy skin.

• Move the affected employee to a cool shaded area to rest.
• DO NOT EVER LEAVE affected employee unattended.
• If the affected employee is dizzy or light headed, lay them on their back and raise their legs.
• If the person is sick to their stomach lay them on their side.
• Loosen and remove any heavy clothing.
• Have the affected employee drink some cool water (a small cup every 15 minutes) if they are not sick to their stomach.
• Try to cool the person by fanning them and cool the skin with a cool spray mist of water or wet cloth.
• If the affected employee does not feel better within minutes call for emergency medical services.

**HEAT STROKE** - A MEDICAL EMERGENCY - Symptoms include dry pale skin (no sweating), hot red skin (sunburn), mood change (irritable, confused/not making any sense, seizure collapse/faint/passed out.

• Call for emergency medical services.
• Move the affected employee to a cool shaded area. NEVER LEAVE affected employee unattended.
• Remove any heavy or outer clothing.
• If affected person is alert, have them drink small amounts of cool water.
• Try to cool the affected employee by fanning, misting or wet cloth.
• If ice is available, place ice packs under arm pits of affected employee.
CRANE PROCEDURE

By far the most exciting, expensive and most deadly piece of equipment on your jobsite is a crane. U.S. crane accidents claim 50 people per year and hundreds more are injured. In light of these very disturbing, on the rise, facts, we have implemented the following policies and procedures for crane picks of any size, at any time, on any company project.

- **Pre Pick Plan Meeting** - **MANDATORY** - This pre pick planning meeting is to be held at least 5 days prior to the crane / boom truck arriving on site. Attendees to include the subcontractor, crane / boom truck company and D.G. Granade, Inc. Representative. **No exceptions!** Every point below is to be taken into consideration at the pre-pick plan meeting.

- **Crane Certification** – Any crane / boom truck over 3 tons needs an annual certificate prior to the crane / boom truck arriving on site.

- **Certified Operator** - Operator must be certified by an Accredited Certifying Agency and must show proof of certification prior to start of work.

- **Certified Rigger** – Riggers must be certified by an Accredited Certifying Agency and must show proof of certification prior to start of work.

- **Plot Plan** - Simple 8-1/2 x 11 sketch showing crane / boom truck orientation, which would include the building, streets, alleys, crane / boom truck placement, power lines, etc.

- **Load Weight** - Subcontractor/manufacturer must supply weight of the load to be lifted. From this information, the size of the crane / boom truck is to be determined by the crane / boom truck company, not by the subcontractor and definitely not by any personnel.

- **Permits** - Do you need a lane closure, or encroachment permit? If so, do you need traffic control, flagmen, signs, etc?

- **Traffic Control** – It is imperative that during a lane closure or at any time that flaggers are needed for traffic, they must be certified and their clothing must comply with the current OSHA regulations.

- **Insurance Requirements** - The crane / boom truck company must supply insurance certificates. The limits for General Liability must be $2M with and endorsement naming the General Contractor, the Subcontractor and the Owner as additional insured’s, Rigger’s or Hook Liability must be $1M, and provide Worker’s Compensation at statutory limits.

- **Occupied Buildings** - Does your subcontractor have enough people to man the doors and to divert non-construction employees? Have you made the occupants of the building aware that there will be a crane / boom truck onsite, the location and the hazards involved? Have you given proper notice and posted signage to inform the occupants of the building?

During the actual crane / boom truck lift a D.G. Granade, Inc. representative must be present. NO EXCEPTIONS! Please see attached Crane Pre Pick Safety Inspection.
# Crane Pre Pick Safety Inspection

**Job #: ___________________  Date: ___________________**

<table>
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<tr>
<th>Check the Appropriate Box</th>
<th>YES</th>
<th>NO</th>
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<tr>
<td>* Pre Pick Planning Meeting Date:  / /</td>
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<tr>
<td>* Are the Crane Certifications Current?</td>
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<td>* Does the operator have a valid and current NCCCO certificate?</td>
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<td>* Is the plot plan being followed?</td>
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<td>* Does the operator and subcontractor know the maximum weight to be lifted?</td>
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<td>* Are the insurance requirements met?</td>
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<td>Have all permits been obtained?</td>
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<tr>
<td>Does the crane activity require a lane closure?</td>
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<td>Does the crane activity require traffic control?</td>
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<td>Does the crane activity require flagmen?</td>
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<td>Does the crane activity require special signage?</td>
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<td>Will the crane be operating over occupied space?</td>
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<td>Have the occupants been informed?</td>
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<td>Was the notification posted prior to the pick date?</td>
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<td>Are the doors manned to divert non-construction employees?</td>
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<tr>
<td>Is a D.G. Granade, Inc. representative present?</td>
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<td>Are there power lines nearby?</td>
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<td>Do the power lines need to be de-energized?</td>
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<tr>
<td>Is the crane set on stable and level ground with proper usage of cribbing</td>
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<tr>
<td>Do the operator and signaler understand the signals?</td>
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<td>Is the swing radius barricaded?</td>
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<td>Is the rigger trained? All loads must be rigged by a trained rigger.</td>
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<td>Is the rigging equipment adequate and undamaged?</td>
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* **Minimum requirements must be met prior to crane set up.** Please attach all supporting documentation and file at jobsite.

_________________________________________    __________________
Print / Signature of D.G. Granade, Inc. Representative Date
HAZARDOUS MATERIALS

In the construction industry, there are some substances in use which have the potential to cause injury or illness under certain conditions. Our employees have, by law, the “Right to Know” if they are working with hazardous materials. To protect the health of our employees, D.G. Granade, Inc. requires that everyone obey the directions and regulations for the use of each of these materials. The following is required for all hazardous substances:

1. Maintain an up to date list of all hazardous materials being used or stored onsite.

2. Ensure that all containers are labeled properly and clearly, and are stored correctly.

3. Provide required signs, placards and posters.

4. Maintain “Material Safety Data Sheets (MSDS Sheets)” on site. These must be obtained from the supplier or manufacturer when material is purchased. You do not have a properly filled order, if you do not receive a “Material Safety Data Sheet” with your material delivery.

5. Follow the directions and observe any precautions listed on chemical container labels.

6. Always keep chemicals in the original containers.

7. Learn the various storage requirements of different classes of chemicals. In general, chemicals should be kept in cool, dry places, away from all sources of heat or sunlight.

8. If posted signs indicate an area requiring particular caution or the need for personal protective equipment, these requirements must be strictly complied with.

9. Some chemicals react violently with one another or with water. Never mix chemicals and use caution when storing these materials.

10. Some chemicals produce explosive gases when they come in contact with water or metal. Never pour chemicals down a sewer or drain because an explosion could result.

11. Never remove chemicals from the job for personal use.
12. Provide training for all D.G. Granade, Inc. Employees as specified in the Hazard Communication Program.

13. If there are any questions about the use of a substance, about medical information, flammability and reactivity data, or the use of personal equipment, check with your supervisor.
HAZARD COMMUNICATION PROGRAM

In keeping with our commitment to provide a safe and healthy work place for our employees, we have developed a Hazard Communication Program to comply with the California Hazardous substances Information and Training Law, which became effective on November 25, 1985.

It is our intention to implement this Program in the following manner:

I. CONTAINER LABELING
   1. All containers of hazardous materials will be labeled with:
      a) Contents
      b) Hazard Warnings
      c) Name and address of manufacturer.

   2. Secondary containers will be labeled with exactly the same information as primary containers, either by a copy of the manufacturer’s label or by generic labels.

   3. No container of hazardous material will be permitted on site without proper labeling.

II. MATERIAL SAFETY DATA SHEETS (MSDS)
   1. Current copies of MSDS for all hazardous materials which our employees may be exposed are kept at each individual jobsite.

   2. MSDS are available to all employees for review and are posted on the jobsite safety bulletin board.

   3. If MSDS are not available, or if new substances in use at the workplace do not have MSDS, the inquiring employee should contact the Responsible Safety Office (superintendent).

III. EMPLOYEE TRAINING AND INFORMATION
   1. When a material listed on the California Department of Industrial Relations Director’s List of Hazardous Substances (Section 339, Title 8, California Administrative Code) is to be used on our jobsite, the following Employee Training and Information session will take place every six (6) months, whichever comes first.
      a) An overview of the requirements contained in the Hazard Communication Rules, Division 155.
b) Review of the hazardous substances present in the workplace.
c) Location and availability of our written hazard program.
d) Physical and health effects of the hazardous substances.
e) Methods and observation techniques used to determine the presence of release of hazardous substances in the work area.
f) How to lessen or prevent exposure to these hazardous substances through usage of control/work practices and personal protective equipment.

g) Steps D.G. Granade, Inc. has taken to lessen or prevent exposure to these substances.

h) Safety emergency procedures to follow if our employees are exposed to these substances.
i) How to read labels and review MSDS to obtain appropriate hazard information.

Note: It is critically important that all our employees understand this information. If there are any additional questions, contact the Corporate Safety Director.

2. When new listed materials are introduced to the jobsite, the Responsible Safety Officer and or the Foremen will review the above items as they are related to the new material during the weekly tailgate/safety meetings.

IV. HAZARDOUS SUBSTANCES
1. All known hazardous materials in use on a jobsite are to be listed and posted on the safety bulletin board. Additional information can be obtained by interested employees by reviewing the MSDS also found on the safety bulletin board.

V. HAZARDOUS NON-ROUTINE TASKS
1. Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, all affected employees will be given information by their Foremen about hazardous materials which they may be exposed during such activity.

This information will include:

a) Specific hazards.
b) Protective safety measures the employees must take.
c) Measures D.G. Granade, Inc. has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.
VI. UNLABELED PIPES (if applicable)

1. To ensure that our employees working on unlabeled pipes are informed of possible health hazards, the following policy applies:

   a) Prior to starting work on unlabeled pipes, all workers are to contact the Responsible Safety Officer (superintendent) for the following information:
      1. The material in the pipes.
      2. Potential hazards.
      3. Safety precautions which must be taken.

VII. SUBCONTRACTORS

1. To ensure that subcontractors work safely on our jobsites, the Responsible Safety Officer will provide all subcontractors with the following information:

   a) A copy of the list of known hazardous substances which are specified in Paragraph IV (above).
   b) Precautions which all workers on the site must take to minimize exposure.
   c) Access to MSDS when requested.
HAZARDOUS SUBSTANCES

Listed below are the known hazardous substances now in use on this site. Further information may be obtained by reviewing the MSDS which are also attached.

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<th>HAZARDOUS SUBSTANCE</th>
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NOTICE TO ALL EMPLOYEES

Access to Material Safety Data Sheets

BY CAL/OSHA REGULATION - GENERAL INDUSTRY SAFETY ORDER 5194, YOU, YOUR PHYSICIAN, AND YOUR COLLECTIVE BARGAINING AGENT HAVE THE RIGHT TO SEE AND RECEIVE COPIES OF:

Material Safety Data Sheet for substances used in the work place that are on the State Department of Industrial Relations Director’s List of hazardous Substances (Section 339, title 8, California Administrative Code).

For a list of substances present in this employment which are on the Director’s List of Hazardous Substances, please see the “Hazardous Substances List” posted on the safety bulletin board.

MATERIAL SAFETY DATA SHEETS ARE AVAILABLE AT:

EACH INDIVIDUAL JOBSITE

FROM THE: RESPONSIBLE SAFETY OFFICER

Copies of the General Industry Safety Order 5194 and the Director’s List of Hazardous Substances are available from:

CAL/OSHA

NOTE: No employee may be discharged or discriminated against in any way for exercising the rights afforded them under the Hazardous Substances Information and Training Law.
ASBESTOS

As the Responsible Safety Officer, if you suspect the presence of Asbestos in the work area or a potential asbestos hazard, all work is to immediately stop in the areas and the area is to be cordoned off and the Corporate Safety Director has been notified. Before work is restarted, the Owner must certify that the work place is safe. There is NO exception to this rule.

CRYSTALLINE SILICA

Each construction worker knows that dust is an annoyance in the construction industry. Most dusts only cause discomfort, irritation or obscure vision, but some forms of dust produce significant health hazards. One of these is asbestos; another one is silica dust. Silica if found in an amorphous and in a crystalline form. Amorphous silica, also know as diatomaceous earth, is not considered to be a health hazard.

In opposition to this, crystalline (or free) silica is a dangerous hazard. It is used in the manufacture of glass, scouring compounds and cement. Often it is used in sandblasting work. The hazard of crystalline silica is due to the dust concentration, the duration of exposure and the size of the dust particles. Crystalline silica can cause silicosis, which is a disabling respiratory disease. It is identified with an increasing growth of modules in the lings, which will progress even when the exposure to dust has ceased. D.G. Granade, Inc. employees exposed to silica dust must comply with the safety regulations we have established for exposure to asbestos dust, particularly:

1. To wet down the operation.
2. To exhaust ventilate at the source of emission.
3. To wear personal protective equipment when handling silica bearing dusts.
4. To vacuum silica from work clothing. Never shake or blow silica out of clothing.
5. To follow the personal clean up procedure before work breaks, lunch or at shift’s end.
FIRE PREVENTION

There is no such thing as a “fireproof” building, nor is there any material used in the construction of a building that will not either be burned, destroyed or rendered useless by a fire. Therefore, it is essential that we take all necessary precautions to protect our jobsites from fire damage, and most importantly, to protect our employees from injury or loss of life as a result of a fire.

Here are some precautions the Responsible Safety Officer must take to prevent a fire at his job:

1. Firefighting equipment must be freely accessible at all times, placed in a conspicuous location and always be well maintained.

   Fire extinguishers must be kept fully charged, inspected monthly and serviced annually.

   At least one fire extinguisher rated not less than 2A must be provided at each floor, adjacent to the stairway at each floor level and must also be provided for each 3,000 ft of floor area and must be kept within 75 ft. of the protected area.

2. Safe lighting equipment must be used.

3. Safe sources of temporary heat must be used.

4. Flammable materials must be stored properly, and adequate fire extinguishers must be provided.

5. Properly supervised hazardous operations, such as cutting and welding, require a review of the entire operation before starting. An authorized trained person who will be responsible for its supervision must be place for fire watch detail, which must be maintained throughout the entire operation and in some cases 30 minutes after the operation has ceased.

6. Daily removal of trash must be standard procedure. Good housekeeping should be “Second Nature” to our supervisors.

7. Special safety procedures must be installed and followed for the use during maintenance and refueling of gasoline-powered equipment at the site, especially while within a building.
8. Annual training of all employees must be done and documented.

In addition, the Responsible Safety Officer must notify the local Fire Department of the project at the beginning of construction, and invite an officer of the Fire Department to visit the site periodically to plan firefighting strategies as the work progresses.

IN CASE OF FIRE…

1. **SOUND ALARM**…Be sure all people on site are warned.

2. **NOTIFY FIRE DEPARTMENT**…Emergency telephone numbers must be posted conspicuously at all telephone locations.

3. **EVACUATE BUILDINGS**…All persons working on site should be out of burning building and clear of firefighting equipment access route.

4. **DO NOT** risk lives.

5. **DO NOT** attempt to fight a fire unless properly trained.
FIRST AID/CPR
Emergency Medical Services

Employees must report all injuries immediately to the Responsible Safety Officer or their respective Foremen, so that first aid can be administered as necessary. If the injury requires medical attention, the employee will be taken to the designated medical facility (see Accident tab).

An adequate number of First Aid Kits must be supplied and maintained at each jobsite.

All Responsible Safety Officers, Senior Foreman and Foreman will be certified in First Aid/CPR and depending on the amount of employees other individuals on the jobsite as well.

Telephone numbers of doctors, hospitals and ambulances will be conspicuously posted in accordance with jobsite posting requirements. It is the responsibility of the Responsible Safety Officer to locate the closest Emergency room to your particular jobsite as well as making contact and knowing the fastest route to the designated clinic.

The Responsible Safety Officer is to assess the Emergency Medical Plan for each individual jobsite that they are responsible for. This is to be done as follows:

- At the onset of the project
- Quarterly until the buildings are erected or
- The entrances and exits change the access on to the project
- Monthly thereafter
Drug and Alcohol Abuse Policy

1. POLICY

1.1 D.G. Grande, Inc. has a vital interest in maintaining a safe, health, and efficient working environment. Being under the influence of a drug or alcohol on the job poses serious safety and health risks to the user and to all those who work with the user. The use, sale, purchase, transfer, or possession of an illegal drug in the workplace, and the use, possession, or being under the influence of alcohol also poses unacceptable risks for safe, healthy, and efficient operations.

1.2 D.G. Granade, Inc. has the right and obligation to maintain a safe, healthy, and efficient workplace for all of its employees, and to protect the organization’s property, information, equipment, operations and reputation.

1.3 D.G. Granade, Inc. recognized its obligations to its project Owners and subcontractor companies for the provision of services that are free of the influence of illegal drugs and alcohol, and will endeavor through this policy to provide drug-and-alcohol-free services.

1.4 D.G. Granade, Inc. further expresses its intent through this policy to comply with federal and state rules, regulations or laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.

1.5 As a condition of employment, all employees are required to abide by the terms of this policy and to notify D.G. Grande, Inc.’s management of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

2 PURPOSE

2.1 This policy outlines the goals and objectives of D.G. Grande, Inc.’s drug and alcohol testing program and provides guidance to supervisors and employees concerning their responsibilities for carrying out the program.

3 SCOPE

3.1 This policy applies to all departments, all employees and all job applicants. The term employee includes contracted employees.

4 DEFINITIONS

4.1 Alcohol means any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits.
4.2 **Company premises or company facilities** means all property of D.G. Granade, Inc., including but not limited to, the offices, facilities, jobsites, surrounding areas on D.G. Granade, Inc. owned or leased property, parking lots, and storage areas. The terms also includes D.G. Granade, Inc. owned or leased vehicles and equipment wherever located.

4.3 **Contraband** means any article, the possession of which on D.G. Granade, Inc. premises or while on D.G. Granade, Inc. business, causes an employee to be in violation of D.G. Granade, Inc. work rule or law. Contraband includes illegal drugs and alcoholic beverages, drug paraphernalia, lethal weapons, firearms, explosives, incendiaries, stolen property, counterfeit money, untaxed whiskey, and pornographic materials.

4.4 **Drug Testing** means the scientific analysis of urine, blood, breath, saliva, hair, tissue and other specimens of the human body for the purpose of detecting a drug or alcohol.

4.5 **Illegal drug** means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; and any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples of illegal drugs are cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

4.6 **Legal drug** means any prescribed drug or over-the-counter drug that has been legally obtained and is being used for the purpose for which prescribed or manufactured.

4.7 **Reasonable belief** means a belief based on objective facts sufficient to lead a prudent person to conclude that a particular employee is unable to satisfactorily perform his or her job duties due to drug or alcohol impairment. Such inability to perform may include, but not be limited to, decreases in the quality or quantity of the employee’s productivity, judgment, reasoning, concentration and psychomotor control, and marked changes in behavior. Accidents, deviations from safe working practices, and erratic conduct indicative of impairment are examples of “reasonable belief” situations.

4.8 **Under the influence** means a condition in which a person is affected by a drug or by alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, such as urinalysis or blood analysis, and in some cases by the opinion of a layperson.

5 **EDUCATION**

5.1 Supervisors and other management personnel are to be trained in:

5.1.1 Detecting the signs and behavior of employees who may be using drugs or alcohol in violation of this policy;

5.1.2 Intervening in situations that may involve violations or this policy;

5.1.3 Recognizing the above activities as a direct job responsibility.

5.2 Employees are to be informed of:
6 PROHIBITED ACTIVITIES

6.1 Legal Drugs
6.1.1 The undisclosed use of any legal drug by any employee while performing D.G. Granade, Inc. business or while on D.G. Granade, Inc. premises is prohibited. However, an employee may continue to work even though using a legal drug if D.G. Granade, Inc. management has determined, after consulting with D.G. Granade, Inc.’s health and/or human resources officials, that such use does not pose a threat to safety and that the using employee’s job performance is not significantly affected. Otherwise, the employee may be required to take leave of absence or comply with other appropriate action a determined by D.G. Granade, Inc. management.

6.1.2 An employee whose medical therapy requires the use of a legal drug must report such use to his or her supervisor prior to the performance of D.G. Granade, Inc.’s business. The supervisor who is so informed will contact D.G. Granade, Inc. management for guidance.

6.1.3 D.G. Granade, Inc. at all times reserves the right to judge the effect that a legal drug may have on job performance and to restrict the using employee’s work activity or presence at the workplace accordingly.

6.2 Illegal Drugs and Alcohol
6.2.1 The use, sale, purchase, transfer, or possession of an illegal drug or of alcohol by any employee while on D.G. Granade, Inc. premises or while performing D.G. Granade, Inc. business will be discharged.

7 DISCIPLINE

7.1 Any employee who possesses, distributes, sells, attempts to sell, or transfers illegal drugs on D.G. Granade, Inc. premises or while performing D.G. Granade, Inc. business will be discharged.

7.2 Any employee who is found to be in possession of or under the influence of alcohol in violation of this policy will be subject to discipline up to and including discharge.

7.3 Any employee who is found to be in possession of contraband in violation of this policy will be subject to discipline up to and including discharge.

7.4 Any employee who is found through drug or alcohol testing to have in his or her body a detectable amount of an illegal drug or of alcohol will be subject to discipline up to and including discharge except that, depending on the circumstances of the case and the employee involved, the employee may be offered a one-tie opportunity to enter and successfully complete a rehabilitation program that has been approved by D.G. Granade, Inc. During rehabilitation, the employee will be subject to unannounced drug or alcohol testing. Upon return to work from rehabilitation, the employee will be subject to unannounced drug or alcohol testing for a period of 60 months. Any test that is confirmed as positive during or following rehabilitation will result in discharge.
8 DRUG AND ALCOHOL TESTING OF JOB APPLICANTS

8.1 All applicants for employment, including applicants for part-time and seasonal positions and applicants who are former employees, are subject to drug and alcohol testing.

8.2 An applicant must pass the drug test to be considered for employment.

8.3 An applicant will be notified of D.G. Granade, Inc.’s drug and alcohol testing policy prior to being tested; will be informed in writing of his or her right to refuse to undergo such testing; and will be informed that the consequence of refusal is termination of the pre-employment process.

8.4 An applicant will be provided written notice of this policy, and by signature will be required to acknowledge receipt and understanding of the policy.

8.5 If an applicant refuses to take a drug or alcohol test, or if evidence of the use of illegal drugs or alcohol by an applicant is discovered, either through testing or other means, the pre-employment process will be terminated.

9 DRUG AND ALCOHOL TESTING OF EMPLOYEES

9.1 D.G. Granade, Inc. will notify employees of this policy by:
9.1.1 Providing to each employee a copy of the policy, and obtaining a written acknowledgement from each employee that the policy has been received and read.
9.1.2 Announcing the policy in various written communications and making presentation at employee meetings.

9.2 D.G. Granade, Inc. may perform drug or alcohol testing:
9.2.1 Of any employee who manifests “reasonable belief” behavior.
9.2.2 Of any employee who is involved in an accident that results or could result in the filing of a Workers’ Compensation Claim.
9.2.3 On a random basis of any employee.
9.2.4 Of any employee who is subject to drug or alcohol testing pursuant to federal or state rules, regulations or laws.

10 APPEAL OF A DRUG OR ALCOHOL TEST RESULT

10.1 An applicant or employee whose drug or alcohol test reported positive will be offered the opportunity of a meeting to offer an explanation. The purpose of the meeting will be to determine if there is any reason that a positive finding could have resulted from some cause other than drug or alcohol use. D.G. Granade, Inc., through its health and/or human resource officials, will judge whether an offered explanation merits further inquiry.

10.2 An employee whose drug or alcohol test is reported positive will be offered the opportunity to:
10.2.1 Obtain an independent test, at the employee’s expense, the remaining portion of the urine specimen that yielded the positive result;
10.2.2 Obtain the written test result and submit it to an independent medical review at the employee’s expense.
10.3 The employee may use D.G. Granade, Inc.’s medical benefits, to the extent that coverage may apply, for meeting the costs of 10.2(a) and (b);

10.4 During the period of an appeal and any resulting inquiries, the pre-employment selection process for an applicant will be placed on hold, and the employment status of an employee may be suspended. An employee who is suspended pending appeal will be permitted to use any available annual leave in order to remain in an active pay status. If the employee has not annual leave or chooses not to use it, the suspension will be without pay.

11 REHABILITATION AND EMPLOYEE ASSISTANCE.

11.1 Rehabilitation assistance in lieu of discharge may be offered:
11.1.1 To any employee who has requested rehabilitation assistance, provided that the request is unrelated to an identification of the employee as a violator of this policy.
11.1.2 To any employee who has violated this policy, provided that the violation does not involve selling or transferring illegal drugs, or serious misconduct.

11.2 An employee who is in rehabilitation will be suspended, except that when indicated by the circumstances of the case and the written recommendation of a licensed physician or recognized rehabilitation professional, an employee may be permitted to work while undergoing rehabilitation on an outside-of-work basis. The written recommendation must include a statement to the effect that the employee’s presence in the workplace will not constitute a safety hazard to the employee, co-workers or others.

11.3 An employee whose rehabilitative therapy involves drug maintenance, hospitalization or detoxification will not be considered for the exception from suspension described in 11.2.

11.4 An employee who is in rehabilitation or who has completed rehabilitation will be allowed to return to work upon presentation of a written release signed by a licensed physician or recognized rehabilitation professional. The release must include a statement to the effect that the employee’s presence in the workplace will not constitute a safety hazard to the employee, co-worker or others.

11.5 Rehabilitation assistance given by D.G. Grandee, Inc. will be:
11.5.1 Limited to those medical benefits that may be available in the employee’s medical benefits plan.
11.5.2 Obtained through a rehabilitation program that has been pre-approved by D.G. Granade, Inc.
11.5.3 Obtained by the employee during times that will not conflict with the employee’s work time, except that the employee may use any available sick leave or annual leave to be absent from the job with pay.

11.6 D.G. Granade, Inc. will provide to any employee, upon request and at no cost to the employee, information concerning local resources that are available for the treatment of drug and alcohol related problems.

12 INSPECTIONS AND SEARCHES

12.1 D.G. Granade, Inc. may conduct unannounced general inspections and searches for drugs or alcohol on D.G. Granade, Inc.’s premises, jobsite, or in D.G. Granade, Inc.’s vehicles or
equipment wherever located. Employees are expected to cooperate.

12.2 Search of an employee and his or her personal property may be made when there is reasonable belief to conclude that the employee is in violation of this policy.

12.3 An employee’s consent to a search is required as a condition of employment, and the employee’s refusal to consent may result in disciplinary action, including discharge, even for a first refusal.

12.4 Illegal drugs, drugs believed to be illegal, and drug paraphernalia found on D.G. Granade, Inc.’s property will be turned over to the appropriate law enforcement agency and the full cooperation given to any subsequent investigation. Substances that cannot be identified as an illegal drug by a layman’s examination will be turned over to a forensic laboratory for scientific analysis.

12.5 Other forms of contraband, such as firearms, explosives, and lethal weapons, will be subject to seizure during an inspection or search. An employee who is found to possess contraband on D.G. Granade, Inc.’s property or while on D.G. Granade, Inc.’s business will be subject to discipline up to and including discharge.

12.6 If an employee is the subject of a drug-related investigation by D.G. Granade, Inc. or by a law enforcement agency, the employee may be suspended pending completion of the investigation.

13 CONFIDENTIALITY

13.1 All information relating to drug or alcohol testing or the identification of persons as users of drugs and alcohol will be protected by D.G. Granade, Inc. as confidential unless otherwise required by law, overriding public health and safety concerns or authorized in writing by the persons in question.
D.G. Granade, Inc.

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

DATED 3/16/15
# Table of Contents

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Policy Statement</td>
<td>1</td>
</tr>
<tr>
<td>Responsibility</td>
<td>2</td>
</tr>
<tr>
<td>Safety Orientation</td>
<td>5</td>
</tr>
<tr>
<td>Communication</td>
<td>6</td>
</tr>
<tr>
<td>Training</td>
<td>7</td>
</tr>
<tr>
<td>Injury or Illness Investigations</td>
<td>8</td>
</tr>
<tr>
<td>Hazard Inspections and Abatement</td>
<td>10</td>
</tr>
<tr>
<td>Compliance Process</td>
<td>12</td>
</tr>
<tr>
<td>Records</td>
<td>13</td>
</tr>
</tbody>
</table>
D.G. Granade, Inc.

Safety Policy Statement

No function of D.G. Granade, Inc. is so critical as to require a compromise of safety. Accidents and injuries can take a terrible toll on the available resources within D.G. Granade, Inc., not only monetarily, but also in terms of human suffering to employees, co-workers, families and loved ones.

To achieve this goal D.G. Granade, Inc. has adopted an injury and illness prevention program. This program is everyone's responsibility as we work together to identify and eliminate conditions and practices that reduce the benefits of a safe and healthy work environment. This plan augments our existing programs in place that includes D.G. Granade, Inc.'s Safety Plan.

It is our desire to provide not only a safe work environment, and comply with all federal, state and local safety regulations (to include California excavation laws), but also to create an atmosphere that promotes safety. We want each employee to know that every reasonable step is being taken by management to reduce the potential for an accident. We expect every employee to participate in this program.

Please join your fellow employees in achieving our ultimate goal of an injury free work place.

Douglas G. Granade, President  5/24/17

Date
Responsibility

The Injury and Illness Prevention Program (IIPP) administrator(s):

Douglas G. Granade, President
Robert Granade, Vice President

Has the authority and responsibility for implementing the provisions of this program for D.G. Granade, Inc.

All managers and supervisors are responsible for implementing and maintaining the IIPP Program in their work areas and for answering worker questions about the IIPP Program. A copy of this IIPP Program is available from each manager and supervisor.

Designated Safety Representative:

Douglas G. Granade, President

The role of the appointed safety officer is to administer and maintain the safety and health program. To do this the safety officer is charged with the following:

- Maintain current information on local, state and federal safety and health regulations.
- Act as liaison with government agencies.
- Establish a system for maintaining the records of inspections, abatement and training.
- Arrange for safety and health inspections and follow up to insure necessary corrective action is completed.
- Implement the safety program to target exposures to loss and compliance with applicable government standards.
- Make recommendations to eliminate, control or engineer unsafe conditions out of the work environment.
- Conduct periodic inspections of facilities.
- Participate and be involved in accident and injury investigations.
- Update Field Safety Plan, as well as other pertinent safety documentation, as needed

Superintendents / Foremen

Superintendents and Foremen are responsible to ensure that D.G. Granade, Inc. safety and health policies and procedures are clearly communicated and understood by all employees. They are expected to do everything within their control to assure a safe workplace in their area. Managers and supervisors will:

- Keep abreast of safety and health regulations affecting the operations they supervise.
- Be responsible for the safety of their individual departments and field crews.
- Develop general and specific safety guidelines for their department, with help from the appointed safety officer.
- Ensure compliance with California Excavation laws including:
  - USA ticket on-site at all times
  - Renewal of USA tickets must be accomplished during projects with extended periods
Understand and follow “tolerance zone” – reference Safety manual for additional information
Maintain marks made by utility or municipal agencies
Follow-up with utility company if utilities must be remarked

- Enforce rules fairly and uniformly.
- Conduct injury and accident investigation
- Ensure that unsafe conditions and practices are corrected.
- Conduct appropriate safety orientation and training.
- Conduct safety inspections of their work areas.
- Insure that equipment is maintained and in good condition.
- Provide the necessary personal protective equipment and train employees in its use.
- Ensure all employees understand the Field Safety Plan and the associated requirements for compliance.

Employees

Employees are responsible for following all written and verbal safety instructions, and will:

- Report all injuries immediately no matter how minor to their supervisors.
- Accomplish their duties using safe work practices.
- Will be regularly evaluated on his or her compliance with safe work practices.
- Coach fellow employees on safe work practices, whenever appropriate.
- Notify a supervisor in the event of an observed unsafe condition or practice.
- Actively contribute to the success of the overall safety program
- Speak up, without fear of retribution, if situations are observed that are in conflict with D.G. Granade, Inc.’s policies or if an unsafe act is observed.
- Will be subject to disciplinary action up to and including termination for failure to follow safe work practices and procedures or who violate D.G. Granade, Inc.’s safety rules or directives.
- Understand the Field Safety Plan and acknowledge, in writing, the requirements for compliance shown in Appendix 1.

Departmental Responsibilities

All accidents or incidents must be reported no matter how minor. Supervisors and employees have specific reporting responsibilities.

Safety Committee

- Members include:
  - Doug Granade (Program Administrator)
  - Robert Granade (Safety Representative)
- Responsibilities include:
  - Identify objectives
  - Review safety issues weekly
  - Discuss disciplinary actions
  - Review safety incidents and perform root cause analysis
Superintendents / Foremen

- Maintain department first aid log.
- Ensure all employees reporting a work-related accident or injury are sent for appropriate medical treatment.
- Complete the supervisor’s report of incident, accident, injury or fire.

Employee:

- Report all work-related accidents, injuries or illnesses to your supervisor immediately.
- Stop work immediately, without fear of retribution, if a situation arises that is deemed unsafe or potentially hazardous.
Employee Safety Orientation

When a new employee is about to start work, the supervisor will take time to familiarize the person to the job environment, find out what the new person can and cannot do, and integrate safety into each aspect of their job.

The supervisor will:

- Orient the employee to the work place in general. Any special plans or procedures will be discussed with an emphasis on safety.
- Introduce the employee to key personnel.
- Show the employee the work area and discuss what the employee will be doing and what the hazards involved are.
- Cover the areas under general information on the new employee checklist and discuss safety and performance expectations.
- Provide the employee with the necessary personal protective equipment.
- Monitor the employee to ensure that tasks are performed correctly.
- Explain California Excavation laws including requirements for:
  - USA ticket
  - Tolerance zone
  - Remarks, if necessary
Communication

D.G. Granade, Inc. recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury free, productive workplace. The following communication system facilitates this in a readily understandable format.

- The new employee orientation will include a review of D.G. Granade, Inc.’s IIPP and a discussion of policy and procedures that the employee is expected to adhere to.
- From time to time, D.G. Granade, Inc. will post and/or distribute written safety notifications. Employees should check D.G. Granade, Inc. bulletin boards regularly for such postings and review weekly safety topics delivered in the schedule distribution. Questions about the meaning or the implementation of safety practices should be directed to your supervisor.
- Other methods of communication of health and safety information include monthly safety meetings.
- All employees are encouraged to inform their manager, supervisor or safety committee designee of any matter, which the employee perceives to be a workplace hazard. Employees are also encouraged to make safety-training suggestions. If an employee wishes, he or she may make such notification anonymously.
- NO EMPLOYEE WILL BE RETALIATED AGAINST FOR REPORTING HAZARDS, POTENTIAL HAZARDS OR FOR MAKING SUGGESTIONS RELATED TO SAFETY.
- The safety officer and/or the safety committee will review all reports and suggestions.
- Any directives issued as a result of the investigation shall be distributed to all employees affected by the hazard or shall be posted on appropriate bulletin boards.
Training

Training is essential to maximize the skills of our employees. It is the key to productivity. D.G. Granade, Inc. wants to incorporate safety as an integral part of this training. Employees need to work productively, safely and efficiently. The supervisor is the essential link in ensuring this outcome. He or she must first know how to perform the assignment and be aware of the safety and health hazards facing employees under their immediate supervision. Supervisory personnel should follow these guidelines.

- Supervisors are responsible for ensuring that those under their direction receive training on general workplace safety as well as safety and health issues specific to each job.
- Training frequency
  - Orientation: All new employees prior to starting work.
  - Safety meetings: Conduct regular safety meetings or when special concerns are raised.
  - General training: As needed.
  - Document all training: A sample training attendance form is included.
- Supervisors will hold employee safety meetings to discuss inspections, progress reports, anticipated hazards, accidents, injuries and any other business that is pertinent to the safety of the employees on the job and complete a Job Safety Analysis daily.
- Additional meetings should be held after any injury, accident, and accident investigation, prior to any unusually hazardous operation and when new equipment or procedures are introduced.
- Managers or supervisors will insure that required OSHA training for all employees in their departments is completed in accordance with applicable schedules. Training will be accomplished on a 3 year cycle.

D.G. Granade, Inc. recognizes that continuing safety and health training is needed for:

- All employees given a job assignment for which they have not previously received training. If the position is supervisory, such training shall include familiarization with hazards and risks faced by the employee under the supervisor’s direction.
- Training shall be provided whenever new substances, processes, procedures or equipment are introduced which pose a new hazard.
Basic Rules for Accident Investigation

Sample actions to identify a root-cause include:

- The purpose of an investigation is to find the cause of an accident and prevent further occurrences, not to fix blame. An unbiased approach is necessary to obtain objective findings.
- Visit the accident scene as soon as possible, while facts are fresh and before witnesses forget important details.
- If possible, interview the injured worker at the scene of the accident and walk him or her through a re-enactment.
- All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone that has knowledge of the accident, even if they did not actually witness it.
- Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
- Document details graphically. Use sketches, diagrams and photos as needed, and take measurements when appropriate.
- Focus on causes and hazards. Develop an analysis of what happened, how it happened and how it could have been prevented. Determine what caused the accident, not just the injury.
- Every investigation should include an action plan. How will you prevent such accidents in the future?
- If a third party or defective product contributed to the accident, save any evidence. It could be critical to the recovery of claims costs.
- If utility damage occurs, ensure reports are transferred through the Damage Information Reporting Tool at digalert.org
- Reference the Field Safety Plan, Verification of Continued Qualification (Page 6), for actions if an employee is found to be at-fault for failure to follow Company policies.

An example report template is included in the following page.
## Incident Report

D.G. Granade, Inc.
4420 Business Dr., Shingle Springs, CA 95682
P (530) 677-7484, F (530) 677-7550

### Reported By
- **Name:**
- **Date:**
- **Phone Number:**
- **E-mail:**

**Type of Equipment being used:** Insert

**Date project started:**

### Incident Information

- **Job name:**
- **County:**
- **Address:**
- **City:**

- **Prime Contractor:**
- **Project Owner:**
- **Date of Incident:**
- **Time:**

- **Damage to facilities?**
  - ☐ Yes
  - ☐ No
  - ☐ Other

- **Type of facility:**
  - ☐ Communications
  - ☐ Water
  - ☐ Electric
  - ☐ Sewer
  - ☐ Gas
  - ☐ Other

- **Size of facility (diameter):**

- **Facility Owner's Name:**

- **Were the facilities located?**
  - ☐ Yes
  - ☐ No
  - ☐ Unknown

- **Interruption of service?**
  - ☐ Yes
  - ☐ No

- **Duration of interruption:**

- **Personal Injury?**
  - ☐ Yes
  - ☐ No

- **Number injured:**

- **Death?**
  - ☐ Yes
  - ☐ No

- **Number of fatalities:**

### Details of Incident (Include pictures)

I hereby verify that the statements contained in this Incident Report are true and correct to the best of my knowledge, information and belief.

**Signature of person completing this form:**
- **Name:**
- **Phone:**
- **Title:**
- **Signature:**
- **Date:**
Hazard Inspections And Abatement

Conducting periodic inspections of D.G. Granade, Inc. premises is an important part of ensuring that employees work in a safe environment. The material in this section will help in conducting and documenting such inspections.

Inspections should target:

- Exposures that have been involved in past losses and have not been corrected from previous inspections.
- Policies and procedures.
- Rules and regulations, to include compliance with California excavation laws.
- Lack of adequate tools to do the job.
- Maintenance of equipment or facilities.
- Environmental conditions such as noise, lighting or hazardous chemicals.
- Lack of training.
- Enforcement of rules and regulations.
- The introduction of new substances processes procedures or equipment that present a new safety and health hazard. Each supervisor is responsible for promptly reporting to the safety officer whenever a new substance (i.e., chemical or solvent), new work procedure, technique or new equipment is introduced which may pose a safety risk.
- All new chemicals or products must have a current MSDS on file.

Use the checklist found in this section to document inspections. Use the report of safety hazard form as a tool to report more serious observations. Hazards and observations can also be brought to the attention of the safety officer.

When performing inspections, look beyond the items on the form. No inspection checklist is complete or can cover every situation.
Abatement of Hazards

It is the intention of D.G. Granade, Inc. to eliminate all hazards and unsafe work practices immediately. However, some corrective actions require more time. Priority will be given to severe and imminent hazards.

Hazards and observations will be documented in the monthly safety meetings. Corrective actions and the efforts made to address each hazard or observation will be documented. A hazard or observation cannot be removed from the safety audits until it can be resolved to the satisfaction of the safety officer and management.

While corrective action is in progress necessary precautions are to be taken by the supervisor to protect or remove employees from exposure to the hazard.

Employees shall not enter an imminent hazard area without prior specific approval of the supervisor.

Employees who are expected to correct the imminent hazard should be properly trained and provided necessary safeguards.
Safety and Health Compliance Process

While the four-step progressive disciplinary process listed below will generally be followed, any unsafe action can be considered serious enough to warrant disciplinary action up to and including termination for a first offense.

- Should a safety or health violation be noted, the supervisor is to informally discuss the behavior with the employee, stating the potentially dangerous result and the correct actions to follow. The supervisor will conduct retraining to insure employee understanding and the employee will be placed back in the “Awareness” program as discussed in the Training Process Section, Page 5, of the Field Safety Plan.
- A second violation will generate a formal verbal warning or a written warning, depending on the severity.
- The third infraction results in a formal written warning and/or suspension.
- A fourth violation in one year will lead to suspension or termination.
Records

The IIPP regulation requires that records be kept of the steps taken to establish and maintain our injury and illness prevention program and shall include:

- Daily completion of the Job Safety Analysis (JSA) for every crew
- Inspections and investigations.
- Safety and health training including "Awareness" and "Qualification" training and associated acknowledgement of the training.
- New employee orientation.
- Occupational injury and illness records. Prepare and maintain a Cal/OSHA form No. 300A.
- Every year, post OSHA form No. 300A no later than February 1, until April 30 where employees can see it.

The safety officer or location designee will retain the above records.

Each supervisor will forward to the President, Safety Officer or designee the following records as required:

All records of inspections/investigations, including date(s), person(s) who performed the inspection(s)/investigation(s), the unsafe conditions or work practices identified and the corrective action(s) taken. (Departmental self inspection checklists)

The Safety Supervisor will document records reflecting the safety and health training received by employees. These records should contain the employee’s name, training date, type of training and identification of the trainer. (Training/meeting attendance sheet)

Each supervisor will maintain an updated copy of D.G. Granade, Inc.’s Injury and Illness Prevention Program (IIPP).
### Monthly Inspection Guidelines

*The inspections will be conducted using the following guidelines:*

<table>
<thead>
<tr>
<th>1) Receiving and shipping areas</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are areas kept orderly with clear aisles and unobstructed access to exits?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are storage areas being used properly and in good repair?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are lighting and temperature levels adequate?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2) Housekeeping</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are hazardous chemicals being stored and handled properly?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are floors, walls, ceilings, stairways, ramps, doors etc. in good condition?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are spills and leaks cleaned up promptly and completely?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are floors in aisles and hall areas kept clean and dry?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3) Electrical equipment and systems</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are switch boxes, fixtures, wiring, fuse boxes, etc. protected and in good repair?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do all wiring installations comply with OSHA requirements?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are motors and other equipment properly grounded?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are fixed machines supplied with permanent wiring?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4) Lighting and temperature levels</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are work areas well lit and comfortable?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is specific task lighting, heating, or cooling provided when necessary?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5) Moving machinery</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are all machines with moving parts adequately guarded?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are points of operation guarded?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are belts, pulleys, gears, flywheels, etc. maintained?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are machines completely de-energized during maintenance and repair?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6) Worker training and knowledge</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have operators been properly trained on safety orientation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are workers using protective equipment and clothing properly?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employees aware of the hazards from the chemicals they are using?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7) Hand and power tools</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are these tools in good working condition?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are these tools being used, stored and maintained properly?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8) Hazardous chemicals</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are containers of hazardous chemicals properly labeled?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are potential employee overexposures to these materials controlled?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has employee received hazard communication training?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fire Protection</td>
<td>YES</td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>9)</td>
<td>Are all areas of the construction site adequately covered with fire extinguishers and sprinklers?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are systems inspected on a regular basis?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are flammable and combustible materials stored properly?</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>10) Maintenance</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are machines receiving routine preventative maintenance?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are maintenance records and logs being kept?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is forklift receiving regular inspections and maintenance?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are lockout/tagout procedures being followed?</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>11) Personal protective equipment</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is the proper PPE available, i.e. gloves, face shields, ear plugs, respirators, etc?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are employees using the proper PPE for the job?</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>12) Medical and first aid facilities</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are there adequate medical and first aid supplies on hand?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are emergency showers, eye wash stations, etc. operating properly?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are employees aware of the location of the Doctor’s office?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are employees aware of the location of the nearest hospital emergency room?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Do employees know what to do in an emergency?</td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS:**

Name_______________________________ Date ___ Signature _____
# JOB HAZARD ANALYSIS

**Job Name:** Highway 29 Rubberized  
**Job #:** 203114  
**Date:** 4/16/2008  
**Operation:** Rubberize Overlay  
**Foreman:** Joe Pomilia  
**Superintendent:** Ray Woolery

## Step-By-Step Plan
1. Utilities - Notify USA  
2. Mobilize of Equipment  
3. ESA fence - set/remove  
4. Traffic control - set/remove  
5. Night work  
6. Grinding operations - sweeping and digouts  
7. Tack  
8. Shuttle buggy  
9. Pave  
10. Rolling  
11. Temporary markings  
12. Shoulder backing  
13. Over-side drains/entrance taper  
14. Slotted drains and drainage inlets  
15. Guardrail operations  
16. Hilti gun use (powder actuated tool)  
17. Fuel/Lube  
18.  
19.  
20.  

## Operational "BIG RISKS"

<table>
<thead>
<tr>
<th>Step</th>
<th>Access/Egress Identification</th>
<th>Potential Pinch Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Nightwork</td>
<td>1. Grinder and trucks</td>
</tr>
<tr>
<td>2.</td>
<td>Traffic</td>
<td>2. Paver and trucks</td>
</tr>
<tr>
<td>3.</td>
<td>Working close to live traffic</td>
<td>3. Hammer and stakes</td>
</tr>
<tr>
<td>4.</td>
<td>Trucks backing</td>
<td>4. Roller and ground</td>
</tr>
<tr>
<td>5.</td>
<td>Equipment operating</td>
<td>5. Traffic and paver</td>
</tr>
<tr>
<td>6.</td>
<td>Powder Actuated Gun (Hilti use)</td>
<td>6. Clean-up paver</td>
</tr>
<tr>
<td>7.</td>
<td>Overhead powerlines</td>
<td>7. Truck gates</td>
</tr>
<tr>
<td>8.</td>
<td>Shuttle buggy</td>
<td>8.</td>
</tr>
</tbody>
</table>

## Potential Stored Energy Conditions
1. Hilti gun misfire  
2. AC coming out of trucks  
3. Shuttle buggy  
4. Air hammer coming out of truck compressor

## Ergonomic Concerns
1. Lifting  
2. Repetitive Motion  
3. Vibration  
4. Awkward Position

## Required Personal Protective Equipment
- **Hard Hat**
- **Gloves (specify type):** Leather/ Anti-Vibration  
- **Respirator (specify type):** APR HEPA  
- **Safety Boots (specify type):** Leather Uppers  
- **Chaps (kevlar/leather):** X  
- **Abrasive Blast Hood:**  
- **Coveralls (Tyvoc, etc):**  

## Required Tools
- **Air Compressor:** X  
- **Blowpipe:**  
- **Chainsaw:** X  
- **Chipping Gun:** X  
- **Chop Saw:**  
- **Concrete Bucket:**  
- **Curo Pump:**  
- **Cutting Torch:** X  
- **Electrical Cords:**  
- **Electrical Drill:**  
- **Electrical Grinder:** X  
- **Generator:** X  
- **Hard Tools:** X  
- **Hydraulic Jacks:**  
- **Impact Wrench:**  
- **Ladders:**  
- **Portable Bandsaw:**  
- **Roto Hammer:** X  
- **Sawzall:**  
- **Skil Saw:** X  
- **Treme Pipe:**  
- **Vibrators:** X  
- **Welding Machine:** X  
- **Other:**  
- **Hilit Gun:**
# JOB HAZARD ANALYSIS

**Job Name:** Highway 29 Rubberized  
**Job #:** 203114  
**Date:** 4/16/2008  
**Operation:** Rubberize Overlay

## STEP #1: Utilities - Notify USA

<table>
<thead>
<tr>
<th>Potential Hazard</th>
<th>Precaution/Loss Control Process/Procedure/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live utilities</td>
<td>Call USA North (800-227-2600) 2 working days before work begins. The USA North ticket is valid for only 28 calendar and must be kept valid throughout any excavation activities. Ensure utilities marked are communicated with crew. If potholing is required good communications between ground person and operator must be maintained.</td>
</tr>
<tr>
<td>Overhead lines</td>
<td>Ensure everyone is aware of and equipment will clear lines. Mark if necessary.</td>
</tr>
<tr>
<td>Improper communications</td>
<td>Ensure radio communications are established and understood.</td>
</tr>
<tr>
<td>Inadequate lighting</td>
<td>Ensure proper lighting is available in work area and utilities are.</td>
</tr>
</tbody>
</table>

## STEP #2: Mobilize of Equipment

<table>
<thead>
<tr>
<th>Potential Hazard</th>
<th>Precaution/Loss Control Process/Procedure/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision &amp; equipment damage</td>
<td>Select a safe and level staging area to unload heavy equipment. All secured loads shall be checked for stability prior to releasing tie-downs. Lock equipment and remove keys.</td>
</tr>
<tr>
<td>Live traffic</td>
<td>Do not turn your back to live traffic.</td>
</tr>
<tr>
<td>Equipment not visible by public</td>
<td>Ensure reflective cones or lighting is used to mark equipment.</td>
</tr>
<tr>
<td>Equipment backing</td>
<td>Use spotter when backing/staging equipment.</td>
</tr>
<tr>
<td>Inadequate lighting</td>
<td>Ensure proper lighting is available in staging area.</td>
</tr>
<tr>
<td>Improper PPE</td>
<td>Ensure hard hat, safety glasses and hi-vis vest and pants (nigh/TC) are worn.</td>
</tr>
</tbody>
</table>

## STEP #3: ESA fence - set/remove

<table>
<thead>
<tr>
<th>Potential Hazard</th>
<th>Precaution/Loss Control Process/Procedure/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steep slopes - slips, falls</td>
<td>Ensure area is safe to pack material and proper footing maintained.</td>
</tr>
<tr>
<td>Smashed hand/flying particles</td>
<td>Wear gloves and glasses and ensure everyone is clear while hammering stakes.</td>
</tr>
<tr>
<td>Poison oak and snakes</td>
<td>Use caution before entering brushy/rocky areas. If poison oak is present wear appropriate PPE (coveralls, gloves, glasses) and wash thoroughly with poison oak soap.</td>
</tr>
<tr>
<td></td>
<td>If snake is encountered leave area and report to Forman immediately.</td>
</tr>
<tr>
<td>Improper communications</td>
<td>Ensure radio communications are established and understood.</td>
</tr>
<tr>
<td>Improper PPE</td>
<td>Ensure hard hat, safety glasses and hi-vis vest and pants (nigh/TC) are worn.</td>
</tr>
</tbody>
</table>

## STEP #4: Traffic control - set/remove

<table>
<thead>
<tr>
<th>Potential Hazard</th>
<th>Precaution/Loss Control Process/Procedure/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improper TC setup</td>
<td>Ensure TC set-up is done in accordance to Ca MUTCD. Inspect after each set-up.</td>
</tr>
<tr>
<td></td>
<td>Ensure quality of devices before placement.</td>
</tr>
<tr>
<td>Pilot car not marked</td>
<td>Ensure pilot car is a Granite marked vehicle and displays PILOT CAR FOLLOW ME (G20-4) sign on rear of vehicle.</td>
</tr>
<tr>
<td>PCMS board stored to close to</td>
<td>If placed within 15 feet of edge of travelway it must be delineated with a 9 cone taper set travelway at a spacing of 25 feet apart.</td>
</tr>
<tr>
<td>Live traffic</td>
<td>Hi-vis vest is required for all personnel at site. Hi-vis tops and pants will be worn by employees involved in traffic control operations. Do not turn your back to live traffic and always stay alert. Ensure safe visual distance between flaggers and traffic.</td>
</tr>
<tr>
<td>Shoulder hazards-no taper</td>
<td>Close shoulder when work vehicles or equipment is on shoulder within 6 feet of traffic.</td>
</tr>
<tr>
<td></td>
<td>(Requires minimum 9 cone taper ste at 25 foot intervals and appropriate signage).</td>
</tr>
<tr>
<td>Improper communications</td>
<td>Ensure radio communications are established and understood.</td>
</tr>
<tr>
<td>Improper PPE</td>
<td>Ensure white hard hat, safety glasses and hi-vis vest and pants are worn.</td>
</tr>
<tr>
<td>Inadequate lighting</td>
<td>Ensure proper lighting is staged safely and available in all work areas. All flaggers must stay in lighted areas at all times during night operations.</td>
</tr>
</tbody>
</table>
### JOB HAZARD ANALYSIS

**Job Name:** Highway 29 Rubberized  
**Job #:** 203114  
**Date:** 4/16/2008

**Operation:** Rubberize Overlay

#### STEP # 5: Night work

<table>
<thead>
<tr>
<th>Potential Hazard</th>
<th>Precaution/Loss Control Process/Procedure/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inadequate lighting</td>
<td>Ensure sufficient lighting (10 foot candles) is provided for all work operations. All flagging stations must be illuminated and must be visible from 1000 feet. Personnel shall not work outside lighted areas including slow flaggers. Ensure glare to oncoming vehicles from light plants, PCMS boards, and arrow boards is eliminated. Ensure flashing beacon (12&quot; lens) on Road Work Ahead (RWA) sign is operational.</td>
</tr>
<tr>
<td>Inadequate vehicle lighting</td>
<td>Ensure personal vehicles and work vehicles without additional safety lighting do not travel through any lane closures. All work vehicles, including all operating equipment must have all head and tail lights working. All vehicles parked outside the lighted work zone must be delineated with cones.</td>
</tr>
<tr>
<td>Traffic device poor condition</td>
<td>Ensure all devices are in good condition and retroreflective material installed.</td>
</tr>
<tr>
<td>Improper PPE</td>
<td>Ensure hard hat, head lamps and hi-vis vest and pants are worn and in good condition.</td>
</tr>
</tbody>
</table>

#### STEP # 6: Grinding operations - sweeping and digouts

<table>
<thead>
<tr>
<th>Potential Hazard</th>
<th>Precaution/Loss Control Process/Procedure/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grinder operating</td>
<td>Meet with sub to discuss job and safety requirements.</td>
</tr>
<tr>
<td>Utilities hit</td>
<td>Ensure utilities are marked and location known.</td>
</tr>
<tr>
<td>Trucks backing/turn-around</td>
<td>Spotters used to control all backing and turn-around situations. Ensure drivers are aware of braking and gear changing requirements.</td>
</tr>
<tr>
<td>Trucks enter live traffic</td>
<td>Communication must be maintained between traffic control and drivers when entering and leaving the job.</td>
</tr>
<tr>
<td>Dust/flying debris</td>
<td>Minimize dust with water trailer.</td>
</tr>
<tr>
<td>Improper communications</td>
<td>Ensure radio communications are established and understood.</td>
</tr>
<tr>
<td>Improper PPE</td>
<td>Ensure hard hat, safety glasses and hi-vis vest and pants (night/TC) are worn.</td>
</tr>
<tr>
<td>Inadequate lighting</td>
<td>Ensure proper lighting is available in work area.</td>
</tr>
</tbody>
</table>

#### STEP # 7: Tack

<table>
<thead>
<tr>
<th>Potential Hazard</th>
<th>Precaution/Loss Control Process/Procedure/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tack truck operating</td>
<td>Stay clear of operating truck and operator maintain good visual and radio communications. Spotter used when backing and/or in blind spot areas. Only competent employees familiar with tack operations shall operate the tack or boot truck.</td>
</tr>
<tr>
<td>Slips</td>
<td>Be aware of wet tack and do not walk on.</td>
</tr>
<tr>
<td>Temperature/pressure</td>
<td>Do not touch hot tack oil. Stay clear of tack truck hydraulic lines.</td>
</tr>
<tr>
<td>Improper communications</td>
<td>Ensure radio communications are established and understood.</td>
</tr>
<tr>
<td>Improper PPE</td>
<td>Ensure hard hat, safety glasses and hi-vis vest and pants (night/TC) are worn.</td>
</tr>
<tr>
<td>Inadequate lighting</td>
<td>Ensure proper lighting is available in work area.</td>
</tr>
</tbody>
</table>

#### STEP # 8: Shuttle buggy

<table>
<thead>
<tr>
<th>Potential Hazard</th>
<th>Precaution/Loss Control Process/Procedure/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shuttle buggy pinch points</td>
<td>Stay clear of shuttle buggy and operator maintain good visual and radio communications. Spotter used when backing and/or in blind spot areas. DO NOT ENTER area between shuttle buggy and paver/trucks.</td>
</tr>
<tr>
<td>Dump person not visible</td>
<td>Dump person will wear a blinking LED vest at night.</td>
</tr>
<tr>
<td>Falling material</td>
<td>Do not touch hot mix. Use gloves and watch where mix is thrown.</td>
</tr>
<tr>
<td>Poor visibility</td>
<td>Ensure radio communications are established and understood.</td>
</tr>
<tr>
<td>Improper PPE</td>
<td>Ensure hard hat, safety glasses, &amp; hi-vis vest and pants (night/TC) are worn.</td>
</tr>
<tr>
<td>Inadequate lighting</td>
<td>Ensure proper lighting is available in work area.</td>
</tr>
</tbody>
</table>
# JOB HAZARD ANALYSIS

**Job Name:** Highway 29 Rubberized  |  **Job #** 203114  |  **Date:** 4/16/2008

**Operation:** Rubberize Overlay

## STEP # 9: Pave

<table>
<thead>
<tr>
<th>Potential Hazard</th>
<th>Precaution/Loss Control Process/Procedure/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paver operating, pinch point &amp; silo</td>
<td>Stay clear of paver and operator maintain good visual and radio communications. Spotter used when backing and/or in blind spot areas.</td>
</tr>
<tr>
<td>blind spots</td>
<td>Spotter ensure no pedestrian traffic between paver and backing trucks.</td>
</tr>
<tr>
<td>Trucks backing/turn-around</td>
<td>Only competent employee(s) familiar with paver operation operate paver.</td>
</tr>
<tr>
<td>Trucks enter live traffic</td>
<td>Spotters used to control all backing and turn-around situations. Ensure drivers are aware of backing and turn-around requirements.</td>
</tr>
<tr>
<td>Dump/QA personnel not visible</td>
<td>Dump person will wear a blinking LED vest at night.</td>
</tr>
<tr>
<td>Temperature hazard</td>
<td>Do not touch hot mix. Use gloves and watch where mix is thrown.</td>
</tr>
<tr>
<td>Improper communications</td>
<td>Ensure radio communications are established and understood.</td>
</tr>
<tr>
<td>Improper PPE</td>
<td>Ensure hard hat, safety glasses, leather gloves &amp; hi-vis vest and pants (night/TC) are worn.</td>
</tr>
<tr>
<td>Inadequate lighting</td>
<td>Ensure proper lighting is available in work area.</td>
</tr>
</tbody>
</table>

## STEP # 10: Rolling

<table>
<thead>
<tr>
<th>Potential Hazard</th>
<th>Precaution/Loss Control Process/Procedure/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roller pinch point/crush hazard</td>
<td>Stay clear of roller and operate main in good visual and radio communications. Ensure no pedestrian traffic around path of roller.</td>
</tr>
<tr>
<td>Roller tip-over</td>
<td>Do not operate roller on uneven surface, sloped areas or near unstable edges.</td>
</tr>
<tr>
<td>Dump/QA personnel not visible</td>
<td>Dump person will wear a blinking LED vest at night.</td>
</tr>
<tr>
<td>Improper communications</td>
<td>Ensure radio communications are established and understood.</td>
</tr>
<tr>
<td>Improper PPE</td>
<td>Ensure hard hat, safety glasses, leather gloves &amp; hi-vis vest and pants (night/TC) are worn.</td>
</tr>
<tr>
<td>Inadequate lighting</td>
<td>Ensure proper lighting is available in work area.</td>
</tr>
</tbody>
</table>

## STEP # 11: Temporary markings

<table>
<thead>
<tr>
<th>Potential Hazard</th>
<th>Precaution/Loss Control Process/Procedure/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live traffic</td>
<td>Do not turn your back to live traffic and always stay alert.</td>
</tr>
<tr>
<td>Equipment pinch-points</td>
<td>Keep good visual communications with all equipment operators. Maintain safe working distance and do not get too close to equipment.</td>
</tr>
<tr>
<td>Improper communications</td>
<td>Ensure radio communications are established and understood.</td>
</tr>
<tr>
<td>Improper PPE</td>
<td>Ensure hard hat, safety glasses, leather gloves &amp; hi-vis vest and pants (night/TC) are worn.</td>
</tr>
<tr>
<td>Inadequate lighting</td>
<td>Ensure proper lighting is available in work area.</td>
</tr>
</tbody>
</table>
## JOB HAZARD ANALYSIS

### Step #12: Shoulder backing

<table>
<thead>
<tr>
<th>Potential Hazard</th>
<th>Precaution/Loss Control Process/Procedure/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoulder machine operating</td>
<td>Stay clear of shoulder machine and operator maintain good visual and radio communications. Spotter used when backing and/or in blind spot areas.</td>
</tr>
<tr>
<td>Spotter must ensure no pedestrian traffic between paver and backing trucks.</td>
<td></td>
</tr>
<tr>
<td>Trucks backing/turn-around</td>
<td>Spotter must control all backing and turn-around situations. Ensure drivers are aware of backing and turn-around requirements.</td>
</tr>
<tr>
<td>Trucks enter live traffic</td>
<td>Communications must be maintained between traffic control and drivers when entering and leaving the job.</td>
</tr>
<tr>
<td>Live traffic</td>
<td>Hi-vis vest is required for all personnel at site. Hi-vis tops and pants will be worn by employees involved in traffic control. Do not turn your back to live traffic and always stay alert. Ensure safe visual distance between flaggers and traffic.</td>
</tr>
<tr>
<td>Improper communications</td>
<td>Ensure radio communications are established and understood.</td>
</tr>
<tr>
<td>Improper PPE</td>
<td>Ensure hard hat, safety glasses, leather gloves &amp; hi-vis vest and pants (night/TC) are worn.</td>
</tr>
<tr>
<td>Inadequate lighting</td>
<td>Ensure proper lighting is available in work area.</td>
</tr>
</tbody>
</table>

### Step #13: Over-side drain/entrance taper

<table>
<thead>
<tr>
<th>Potential Hazard</th>
<th>Precaution/Loss Control Process/Procedure/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steep slopes - slips, falls</td>
<td>Ensure area is safe to pack material and proper footing maintained.</td>
</tr>
<tr>
<td>Smashed hand</td>
<td>Wear gloves and goggles while hammering stakes. Keep focused.</td>
</tr>
<tr>
<td>Air hammer/chipping contact hazard</td>
<td>NEVER point tooling towards personnel and NEVER replace tooling or perform maintenance without disconnecting air source. Ensure steel toe protection, glasses, hearing protection and anti-vibration gloves are worn.</td>
</tr>
<tr>
<td>Poison oak and snakes</td>
<td>Use caution before entering brushy/rocky areas. If poison oak is present wear appropriate PPE (coveralls, gloves, glasses) and wash thoroughly with poison oak soap. If snake is encountered leave area and report to Forman.</td>
</tr>
<tr>
<td>Improper communications</td>
<td>Ensure radio communications are established and understood.</td>
</tr>
<tr>
<td>Improper PPE</td>
<td>Ensure hard hat, safety glasses, leather gloves &amp; hi-vis vest and pants (night/TC) are worn.</td>
</tr>
<tr>
<td>Inadequate lighting</td>
<td>Ensure proper lighting is available in work area.</td>
</tr>
</tbody>
</table>

### Step #14: Slotted drains and drainage inlets

<table>
<thead>
<tr>
<th>Potential Hazard</th>
<th>Precaution/Loss Control Process/Procedure/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improper lifting</td>
<td>Inspect rigging before use &amp; ensure rating is adequate for load.</td>
</tr>
<tr>
<td>Open hole</td>
<td>Control access by guarding open DI by barricade tape or cones.</td>
</tr>
<tr>
<td>Welding on galvanized</td>
<td>Wear welding helmet, leathers, gloves, and air-purifying respirator. Ensure area is ventilated and clear of combustibles. Inspect welding equipment before use. Control access or guard against flash hazard.</td>
</tr>
<tr>
<td>(Hot Work permit is needed)</td>
<td></td>
</tr>
<tr>
<td>Grinding galvanized</td>
<td>Wear faceshield with safety glasses and gloves. Ensure area is ventilated and clear of combustibles. Inspect grinder and guard before use. Use GFCI.</td>
</tr>
<tr>
<td>Air hammer/chipping contact hazard</td>
<td>Inspect tooling and hoses before use and ensure whip checks are in place. maintenance without disconnecting air source. Ensure steel toe protection, glasses, hearing protection and anti-vibration gloves are worn.</td>
</tr>
<tr>
<td>Improper Tool Usage</td>
<td>Make sure all tools are in good working order. Wear proper PPE. Ensure GFCI is being used and working properly.</td>
</tr>
<tr>
<td>Inadequate housekeeping</td>
<td>Ensure area is clear of debris and trash. Tools, equipment and materials not in use shall be properly stored or staged.</td>
</tr>
</tbody>
</table>
# JOB HAZARD ANALYSIS

**Job Name:** Highway 29 Rubberized  
**Job #** 203114  
**Date:** 4/16/2008

**Operation:** Rubberize Overlay

## STEP # 15: Guardrail operations

<table>
<thead>
<tr>
<th>Potential Hazard</th>
<th>Precaution/Loss Control Process/Procedure/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earthmoving equipment - run over</td>
<td>No one will approach equipment in operation unless the operator gives positive indication it's okay. Radio communications will be maintained.</td>
</tr>
<tr>
<td>Pinch-point w/motor grader</td>
<td>Feet and hands must stay clear of roll board.</td>
</tr>
<tr>
<td>Poor posture and potential back injury while shoveling/racking</td>
<td>Proper ergonomic mechanics used when shoveling/racking. Bend knees, use legs, and turn whole body instead of twisting upper torso only.</td>
</tr>
<tr>
<td>Improper lifting</td>
<td>Ensure proper lifting techniques are used when lifting and carrying guardrail pieces.</td>
</tr>
<tr>
<td>Improper Tool Usage</td>
<td>Make sure all tools are in good working order. Wear proper PPE. Ensure GFCI is being used and working properly.</td>
</tr>
<tr>
<td>Inadequate housekeeping</td>
<td>Ensure area is clear of debris and trash. Tools, equipment and materials not in use shall be properly stored or staged.</td>
</tr>
</tbody>
</table>

## STEP # 16: Hilti gun use (powder actuated tool)

<table>
<thead>
<tr>
<th>Potential Hazard</th>
<th>Precaution/Loss Control Process/Procedure/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Untrained/Unauthorized operators</td>
<td>Only trained, competent, and authorized persons are permitted to operate a Hilti gun. A card shall be carried by operator for proof of training.</td>
</tr>
<tr>
<td>Unsafe condition</td>
<td>Gun must be inspected each day. Follow manufacturer's instructions.</td>
</tr>
<tr>
<td>Unrestricted access</td>
<td>Danger areas must be cordoned off and restricted access.</td>
</tr>
<tr>
<td>Unattended tool</td>
<td>Lock-out tool and cartridges when not in use.</td>
</tr>
<tr>
<td>Unfired cartridges</td>
<td>Discard any unused cartridges. Used cartridges can be placed in trash.</td>
</tr>
<tr>
<td>Improper PPE</td>
<td>Ensure hard hat, safety glasses, hearing protection, leather gloves &amp; hi-vis vest and pants (night/TC) are worn.</td>
</tr>
</tbody>
</table>

## STEP # 17: Fuel/Lube

<table>
<thead>
<tr>
<th>Potential Hazard</th>
<th>Precaution/Loss Control Process/Procedure/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live traffic</td>
<td>Ensure staging area is large enough for lube truck to enter and perform maintenance. If safe access is not provided lube truck will not enter.</td>
</tr>
<tr>
<td>Improper fueling</td>
<td>Ensure area is free of any ignition sources before fueling. No smoking.</td>
</tr>
<tr>
<td>Fuel spills</td>
<td>Report all spills immediately. Clean-up immediately if safe to do so. If small spills will be responded to at the discretion of the Environmental Department.</td>
</tr>
<tr>
<td>Improper communications</td>
<td>Ensure radio communications are established and understood.</td>
</tr>
<tr>
<td>Improper PPE</td>
<td>Ensure hard hat, safety glasses, chemical gloves &amp; hi-vis vest and pants (night/TC) are worn.</td>
</tr>
<tr>
<td>Inadequate lighting</td>
<td>Ensure proper lighting is available in work area.</td>
</tr>
</tbody>
</table>
# JOB HAZARD ANALYSIS
## TRAINING PLAN

**Job Name:** Highway 29 Rubberized  
**Job #:** 203114  
**Date:**

**Operation:** Rubberize Overlay

---

THIS HAZARD ANALYSIS HAS BEEN REVIEWED BY THE FOLLOWING SUPERVISION, FOREMAN AND CREW MEMBERS.

---

I certify that I understand the hazards of this operation and have received necessary training associated with this operation.

---

<table>
<thead>
<tr>
<th>NAME (print)</th>
<th>SIGNATURE</th>
<th>DATE REVIEWED</th>
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</table>

Comments:

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FOREMAN REVIEW:  
**NAME (print):**  
**DATES REVIEWED/SIGNATURE:**

SUPERINTENDENT REVIEW:  
**NAME (print):**  
**DATES REVIEWED/SIGNATURE:**
# JOB HAZARD ANALYSIS

**Job Name:** Heavy Equipment Maintenance Building  
**Job Number:** #1702  
**Date:**

**Operation:**

**Superintendent:**

**Subcontractor:**

## Step-By-Step Operation Plan
(for larger jobs this section may need to be filled out for each phase)

<table>
<thead>
<tr>
<th>1.</th>
<th>2.</th>
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<th>11.</th>
<th>12.</th>
<th>13.</th>
<th>14.</th>
</tr>
</thead>
</table>

## Operational "BIG RISKS"

<table>
<thead>
<tr>
<th>Operational &quot;BIG RISKS&quot;</th>
<th>Access/Egress Identification</th>
<th>Potential Pinch Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
<td><strong>Location</strong></td>
<td><strong>Type</strong></td>
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<td>1.</td>
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</table>

## Potential Stored Energy Conditions

<table>
<thead>
<tr>
<th>1.</th>
<th>2.</th>
<th>3.</th>
<th>4.</th>
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</thead>
</table>

## Ergonomic Concerns

<table>
<thead>
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<th>2.</th>
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## Required Personal Protected Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard Hat</td>
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<td></td>
</tr>
<tr>
<td>Gloves (type)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Glasses</td>
<td></td>
<td></td>
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<tr>
<td>Safety Boots (type)</td>
<td></td>
<td></td>
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<tr>
<td>Safety Goggles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Face Shield</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hearing Protection (type)</td>
<td></td>
<td></td>
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<tr>
<td>Respirator (type)</td>
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<tr>
<td>Fall Protection</td>
<td></td>
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</tr>
<tr>
<td>Coveralls (Tyvek, etc)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hi-Vis Vest</td>
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<tr>
<td>Hi-Vis Pants</td>
<td></td>
<td></td>
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<tr>
<td>Abrasive Blast Hood</td>
<td></td>
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<tr>
<td>Molatexal Guards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chaps (kevlar/leather)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welding Hood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welding Leathers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cutting Goggles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arc Flash Clothing (Cal)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Vest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Light Plant(s): #</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Required Tools

<table>
<thead>
<tr>
<th>Tool</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Compressor (type)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blowpipe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chainsaw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chipping Gun</td>
<td></td>
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</tr>
<tr>
<td>Chop Saw</td>
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</tr>
<tr>
<td>Concrete Bucket</td>
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<tr>
<td>Cure Pump</td>
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</tr>
<tr>
<td>Cutting Torch</td>
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</tr>
<tr>
<td>Electrical Cords</td>
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<tr>
<td>Electrical Drill</td>
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<tr>
<td>Electrical Grinder</td>
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<tr>
<td>Generator</td>
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</tr>
<tr>
<td>Hand Tools</td>
<td></td>
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</tr>
<tr>
<td>Hydraulic Jacks</td>
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<td></td>
</tr>
<tr>
<td>Impact Tools (type)</td>
<td></td>
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</tr>
<tr>
<td>Jack Hammer</td>
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<tr>
<td>Ladders</td>
<td></td>
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<tr>
<td>Lighting/Light Plant</td>
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<tr>
<td>MOTOR ACTUATED TOOLS</td>
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<tr>
<td>Portable Bandsaw</td>
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<tr>
<td>Powder Actuated Tools</td>
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<tr>
<td>Roto Hammer</td>
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<tr>
<td>Sawzall</td>
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<tr>
<td>Skill Saw</td>
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<tr>
<td>Shoring (type)</td>
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<tr>
<td>Tremie Pipe</td>
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<tr>
<td>Vibrators</td>
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<tr>
<td>Welding Machine</td>
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</table>

## Operating Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excavator</td>
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</tr>
<tr>
<td>Loader</td>
<td></td>
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<tr>
<td>Dozer</td>
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<tr>
<td>Skip Loader</td>
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<tr>
<td>Back Hoe</td>
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<tr>
<td>Skid Steer</td>
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<tr>
<td>Scraper</td>
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<tr>
<td>Motor Grader</td>
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<tr>
<td>Mechanic Truck</td>
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</table>

## Equipment Requiring Training

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forklift (type)</td>
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</tr>
<tr>
<td>Aerial Lift</td>
<td></td>
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</tr>
<tr>
<td>Crane</td>
<td></td>
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</tr>
</tbody>
</table>
## JOB HAZARD ANALYSIS

<table>
<thead>
<tr>
<th>Operation:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>STEP # 1: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential Hazard:</td>
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<tr>
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<table>
<thead>
<tr>
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<td>Potential Hazard:</td>
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## JOB HAZARD ANALYSIS

**Job Name:**

**Operation:**

### STEP # 6: 0

<table>
<thead>
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<th>Potential Hazard</th>
<th>Precaution/Loss Control Process/Procedure/Person Responsible</th>
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### STEP # 7: 0

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### STEP # 8: 0

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### STEP # 9: 0

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JOB HAZARD ANALYSIS
TRAINING PLAN

Job Name: ___________________________  Job #: ___________________________  Date: _____________________

Operation: ___________________________

THIS HAZARD ANALYSIS HAS BEEN REVIEWED BY THE FOLLOWING SUPERVISION, FOREMAN AND CREW MEMBERS.

I certify that I understand the hazards of this operation and have received necessary training associated with this operation.

<table>
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<th>DATE REVIEWED</th>
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Comments:

_________________________________________________________________________

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# LOCKOUT-TAGOUT PROCEDURE

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<tr>
<th>Revised</th>
<th>Note</th>
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</table>

## Lockout Points

## Lockout Application Process

1. Notify affected personnel.  
2. Properly shutdown equipment.  
3. Isolate all energy sources.  
4. Apply lockout devices, locks & tags.  
5. Verify total de-energization of all sources.

## Lockout Steps

<table>
<thead>
<tr>
<th>Step #</th>
<th>Action</th>
<th>Info</th>
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<td>1</td>
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<td></td>
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## Lockout Removal Process

1. Ensure all tools and items have been removed.  
2. Confirm all employees are safely located.  
3. Verify that controls are in neutral/off position.  
4. Remove lockout devices and re-energize equipment.  
5. Notify affected employees that servicing is completed.
SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT

ACCESS REQUEST

<table>
<thead>
<tr>
<th>Prime Contractor</th>
<th>Contract #</th>
<th>Date</th>
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<tbody>
<tr>
<td>Sub-Contractor</td>
<td>AR #</td>
<td>Revision</td>
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<tr>
<td>Contact for Contractor</td>
<td>Work Item #</td>
<td>CPM Activity #</td>
</tr>
<tr>
<td>Phone</td>
<td>□ Work Plan Attached</td>
<td>□ Drawing Attached</td>
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PART 1 – CONTRACTOR WORK PERMIT

<table>
<thead>
<tr>
<th>Start Date/Time</th>
<th>Completion Date/Time</th>
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Reference Contract Drawings/Specifications

Equipment or System to be Worked On

Location of Work

Provide RMP/MOC no. for work affecting SRWTP Gas Mgmt. or Chemical Handling Areas:

<table>
<thead>
<tr>
<th>Type of Work (check all that apply)</th>
<th>□ Civil</th>
<th>□ Mechanical</th>
<th>□ Electrical</th>
<th>□ Instrumentation</th>
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<tr>
<td>□ Process</td>
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<td>□ Coating</td>
<td>□ Hot work</td>
<td>□ Other (specify)</td>
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<tr>
<td>□ Mobilization</td>
<td>□ Traffic/Ped. Access</td>
<td>□ Shutdown</td>
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Description of Work

Anticipated Hazards

Tools/Equipment to be Used

<table>
<thead>
<tr>
<th>□ Cutting/Welding Torches</th>
<th>□ Arc Welders</th>
<th>□ Jack Hammers</th>
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<tbody>
<tr>
<td>□ Power Saws</td>
<td>□ Grinders</td>
<td>□ Pneumatic Tools</td>
</tr>
<tr>
<td>□ Backhoe</td>
<td>□ Crane</td>
<td>□ Radioactive Test Device</td>
</tr>
</tbody>
</table>

Access Request Instructions

1. Contractor fills out AR with sufficient information to define the work and anticipated safety hazards and signs at bottom of page 2.
2. R.E. reviews AR and signs on page 3 prior to delivering AR to District Representative.
3. District Representative reviews and approves the AR with conditions, restrictions, or additional Safety items (all additional safety items on page 2 will be initialed).
4. RE gives approved AR back to contractor prior to contractor performing the work.
5. Contractor reviews AR conditions and Safety page prior to beginning work. Note: For ARs for utility or outside agency work, contractor interacts directly with District Representative.
# PART 2 – CONTRACTOR SAFETY PRECAUTIONS

All items checked will be complied with/used in accordance with applicable safety standards (CalOSHA, UFC, etc.) and the requesting contractor’s safety program.

<table>
<thead>
<tr>
<th>HOT WORK PLAN</th>
<th>REVIEW EMERGENCY PROCEDURES/ALARMS</th>
</tr>
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<tbody>
<tr>
<td>☐ Isolate Combustibles</td>
<td>☐ Chlorine/Sulfur Dioxide Areas</td>
</tr>
<tr>
<td>☐ Fire watch</td>
<td>☐ Oxygen Handling Areas</td>
</tr>
<tr>
<td>☐ Fire Extinguishers</td>
<td>☐ Gas Management Areas</td>
</tr>
<tr>
<td>☐ Flash Protection</td>
<td>☐ Other</td>
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<table>
<thead>
<tr>
<th>AIR MONITORING</th>
<th>HOUSEKEEPING</th>
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<tbody>
<tr>
<td>☐ Continuous</td>
<td>☐ Debris Removal</td>
</tr>
<tr>
<td>☐ Periodic</td>
<td>☐ Dust Control</td>
</tr>
<tr>
<td>☐ Frequency</td>
<td>☐ Maintain access to/through worksite</td>
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</table>

<table>
<thead>
<tr>
<th>POTENTIAL ATMOSPHERIC HAZARDS TO BE MONITORED</th>
<th>EXCAVATION/TRENCHES</th>
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</thead>
<tbody>
<tr>
<td>☐ Oxygen Deficiency</td>
<td>☐ Shoring</td>
</tr>
<tr>
<td>☐ Oxygen Enrichment</td>
<td>☐ Sloping</td>
</tr>
<tr>
<td>☐ Combustible Gases</td>
<td>☐ Benching</td>
</tr>
<tr>
<td>☐ Toxic Gases</td>
<td>☐ Barricades</td>
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<td>☐ Other</td>
<td>☐ Excavation Plan Submittal Number</td>
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<table>
<thead>
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<th>HAZARDOUS MATERIALS TRAINING</th>
<th>ELEVATED AREAS</th>
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<tr>
<td>☐ Substance(s)</td>
<td>☐ Fall Protection</td>
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<td></td>
<td>☐ Guardrails</td>
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</table>

<table>
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<th>ENERGY CONTROL PROCEDURES</th>
<th>PIPING/EQUIPMENT OPENING AND/OR ENTRY(ensure prior to opening)</th>
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<tr>
<td>☐ Lockout</td>
<td>☐ Effectively Isolated</td>
</tr>
<tr>
<td>☐ Block out</td>
<td>☐ Depressurized</td>
</tr>
<tr>
<td>☐ Tag out</td>
<td>☐ Drained</td>
</tr>
<tr>
<td></td>
<td>☐ Purged/Flushed of Hazardous Substance(s)</td>
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<table>
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<tr>
<th>VENTILATION</th>
<th>ABATEMENT ACTIVITIES (Title 8, Construction Safety Orders)</th>
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<tr>
<td>☐ Natural only</td>
<td>☐ Asbestos (Article 4 § 1529)</td>
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<tr>
<td>☐ Auxiliary, continuous</td>
<td>☐ Lead (Article 4 § 1532.1)</td>
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<tr>
<th>CONFINED SPACE PROCEDURES</th>
<th>OTHER SAFETY PRECAUTIONS</th>
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<tr>
<td>☐ Permit Required</td>
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<tr>
<td>☐ Non-permit</td>
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<td>☐ C-5</td>
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<tr>
<td>☐ Entry Permit @ site</td>
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<tr>
<td>☐ Personnel Retrieval System</td>
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<tr>
<td>☐ Communication w/ Entrant</td>
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<td>☐ Rescue Personnel @ site</td>
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<td>☐ Supplied Air</td>
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<th>AR SUBMITTAL SIGNATURE BLOCK</th>
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</table>
Contractor signs below after page 1 and 2 are filled out with sufficient detail to allow AR to be reviewed. Contractor identifies all anticipated safety items prior to signing below. Safety Office staff will initial next to any additional safety items that have been checked off during the AR review process.

<table>
<thead>
<tr>
<th>Contractor Representative</th>
<th>Date</th>
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</table>
**PART 3 – APPROVERS’ REMARKS**

**RE Comments**

- See Attachment

**Reviewed by Resident Engineer (If Applicable)**

- Date

**Safety Office Comments**

- See Attachment

**Approved By: SRCSD Safety Office**

- Date

**O&M Support Comments**

- See Attachment

**Approved By: SRCSD O&M Support/District Representative**

- Date

**SIGNATURE BLOCK**

The work described by this Access Request has been reviewed. The work methods described and identified in Parts 1 & 2, and the additional safety precautions identified in Parts 2 & 3 will be complied with and effectively communicated to personnel assigned this task. If the contractor does not agree with additional safety precautions, work shall not start until resolution is attained.

**Contractor Representative**

- Date

**Distribution:**

- Operation Support
- Safety Officer
- Resident Engineer
- Contractor (supplied by RE)
- O&M Manager 1 (2)
- Process Team Leader
- Ops Support Supervisor
- Electrical Supervisor
- Facility Maintenance
- Project Engineer
- Other __________________________

*Access Request – Page 3 of 3*
Owner Controlled Insurance Program

Safety Manual

Echo Water Project
Bringing Water Back

SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT
The purpose of the Project Safety Manual is to assist in the development and implementation of appropriate safety standards. It acts as a guideline to safety during the construction and expansion activities to be completed by contractors working on this project. The program is based on applicable government regulations, insurance related safety/risk management requirements, accepted safety practices within the construction industry, and common sense. The maintenance of safe premises, operations and equipment, protection of the employees, and the community, and the avoidance of unsafe conditions and practices (during all construction phases) are the responsibility of the General Contractors and Subcontractors performing the work. This manual is not intended to replace the requirement for each General Contractor and Subcontractor to establish and maintain a proper safety program as directed by the Title 8 of the California Code of Regulations and all other applicable standards. No part of this manual is intended to circumvent federal, state, or local regulations. If this manual exceeds these regulations, this manual shall apply. If this manual does not address a topic Title 8 of the California Code of Regulations and or other regulatory agency shall apply.
# Table of Contents

## Section 1 – Program Requirements

1.1 OCIP Safety Manager .................................................. 1  
1.2 Contractors .................................................................... 2  
1.3 General Contractor .......................................................... 3  
1.4 Subcontractor .................................................................. 4  
1.5 Safety Representative Qualifications ................................. 5  
1.6 Competency Evaluation Procedures ................................. 5  
1.7 Disciplinary Requirements ............................................. 5  
1.8 Project Safety Team ....................................................... 6  
1.9 Site Specific Safety Plan .................................................... 6  
1.10 Evaluation of Site Specific Safety Plan ............................. 6  
1.11 Orientation & Drug Screening ........................................ 7  
1.12 Safety Certification ...................................................... 7  
1.13 Qualified / Competent Person Submission ........................ 7  

## Section 2 – Administrative Procedures

2.1 Accident Reporting ......................................................... 8  
2.2 Accident Investigation .................................................... 8  
2.3 Job Hazard Analysis ....................................................... 8  
2.4 Emergency Contact List .................................................. 9  
2.5 Media Contact .............................................................. 9  
2.6 Posting Requirements ................................................... 9  
2.7 Record Keeping ............................................................ 10  
2.8 Safety Training and Meetings ......................................... 10  

## Section 3 – Project Safety Requirements

3.1 Specific Safety Requirements ........................................... 11  

## Section 4 – Medical Requirements

4.1 Medical Transportation .................................................... 12  
4.2 Return to Work Program ................................................ 12  

## Section 5 – Substance Abuse Policy

5.1 Introduction ............................................................... 13  
5.2 Prohibited Material and Actions ...................................... 13  
5.3 Drug Screening Guidelines ............................................. 13  
5.4 Disciplinary Action ....................................................... 13  
5.5 Employee Screening ..................................................... 13  
5.6 Responsibility and Authority .......................................... 14  

## Section 6 – Hazard Communication (Right to Know)

6.1 Introduction ............................................................... 15  
6.2 Chemical Inventory Right to Know Requirements ............... 15  
6.3 Container Labeling ....................................................... 15  
6.4 Material Safety Data Sheet (MSDS/SDS) .......................... 15  
6.5 Hazardous Material Plan ............................................... 15  
6.6 Petroleum Pollution Prevention ...................................... 16  
6.7 Chemical Hazards ....................................................... 16  

i
### 6.8 Chemical Release Procedures

#### Section 7 – Access and Security

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
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<tbody>
<tr>
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<th>Title</th>
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#### Section 9 – Underground Utilities

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#### Section 10 – Personal Protective Equipment (PPE)

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<td>Additional PPE Requirements</td>
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</tr>
<tr>
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<td>Additional Eye and Face Protection</td>
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#### Section 11 – Fire Prevention

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<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
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<tr>
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</tr>
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<td>23</td>
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<td>Hot Work Permits</td>
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#### Section 12 – Fall Protection

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<th>Page</th>
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<tr>
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<td>Introduction</td>
<td>26</td>
</tr>
<tr>
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<td>General Requirements</td>
<td>26</td>
</tr>
<tr>
<td>12.3</td>
<td>Ladders</td>
<td>26</td>
</tr>
<tr>
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<td>Scaffold and Aerial Lifts</td>
<td>26</td>
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#### Section 13 – Excavation & Trenching

<table>
<thead>
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<th>Title</th>
<th>Page</th>
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<td>Inspections</td>
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#### Section 14 – Steel Erection

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#### Section 15 – Cranes and Rigging

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>15.1</td>
<td>Introduction</td>
<td>30</td>
</tr>
<tr>
<td>15.2</td>
<td>Qualifications</td>
<td>30</td>
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<tr>
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<td>Hoisting &amp; Rigging</td>
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</tr>
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</table>
### SECTION 16 – HAZARDOUS ENERGY SOURCES

16.1 **LOCK-OUT TAG-OUT** .......................................................... 32
16.2 **ELECTRICAL WORK** .......................................................... 32

### SECTION 17 – COMMON SAFETY PRACTICES BY TRADES

17.1 **CARPENTRY** .............................................................. 32
17.2 **CEILINGS** ............................................................... 34
17.3 **CONCRETE FINISHES, CUTTING, & CORE DRILLING** ........... 35
17.4 **DEMOLITION** .......................................................... 36
17.5 **DRY WALL & TAPING** ................................................... 37
17.6 **EARTHWORK, PAVING, & GRADING** ................................... 38
17.7 **ELECTRICAL** ............................................................ 39
17.8 **FIREPROOFING & INSULATORS** .......................................... 40
17.9 **FLOORING** ............................................................. 41
17.10 **GLAZERS** ............................................................... 42
17.11 **HVAC** ................................................................. 43
17.12 **IRON WORKERS-EROSION & DECKING** ......................... 44
17.13 **IRON WORKERS- REBAR** ........................................... 45
17.14 **MASTERS** ............................................................ 46
17.15 **MILLWORK** ............................................................ 47
17.16 **PAINTING & FLOORING** ................................................ 48
17.17 **PILE DRIVING** .......................................................... 49
17.18 **PLUMBERS & FITTERS** ................................................ 50
17.19 **ROOFERS** ............................................................. 51
17.20 **SCAFFOLD** ............................................................ 51
17.21 **SHEET METAL** .......................................................... 53

### SECTION 18 – SAFETY ASSESSMENT

18.1 **GENERAL WORK ENVIRONMENT** ..................................... 54
18.2 **PERSONAL PROTECTIVE EQUIPMENT & CLOTHING** ............ 54
18.3 **WALKWAYS** .............................................................. 54
18.4 **FLOOR & WALL OPENINGS** ............................................ 55
18.5 **STAIRS & STAIRWAYS** ................................................ 55
18.6 **ELEVATED SURFACES** .................................................. 55
18.7 **ACCESS & EGRESS** ....................................................... 55
18.8 **LADDERS** ................................................................. 56
18.9 **HAND TOOLS & EQUIPMENT** ......................................... 56
18.10 **POWER TOOLS & EQUIPMENT** ....................................... 56
18.11 **POWDER ACTUATED TOOLS** ....................................... 57
18.12 **LOCKOUT LOCK OUT PROCEDURES** ................................ 57
18.13 **WELDING, CUTTING, & BRAZING** .................................. 57
18.14 **COMPRESSED GAS CYLINDERS** ..................................... 58
18.15 **CONFINED SPACE** ..................................................... 59
18.16 **ENVIRONMENTAL CONTROLS** ....................................... 59
18.17 **FIRE PREVENTION** ..................................................... 60
18.18 **EMERGENCY ACTION PLAN** ........................................... 60
18.19 **CRANE CHECKLIST** .................................................... 61
18.20 **ELECTRICAL** ........................................................... 61

**APPENDIX A. HEALTH AND SAFETY FORMS** ................................... 62

iii
# Abbreviations and Definitions

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA</td>
<td>American Disabilities Act</td>
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<tr>
<td>ANSI</td>
<td>American National Standards Institute</td>
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<tr>
<td>Cal/OSHA</td>
<td>California Occupational Safety Health Administration</td>
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<tr>
<td>CM</td>
<td>Construction Manager</td>
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<tr>
<td>Contractor(s)</td>
<td>All contractors approved to perform work on the EchoWater project</td>
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<tr>
<td>CUPA</td>
<td>Certified Unified Program Agency</td>
</tr>
<tr>
<td>District</td>
<td>Sacramento Regional County Sanitation District</td>
</tr>
<tr>
<td>DOSH</td>
<td>Division of Occupational Safety and Health</td>
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<tr>
<td>DOT</td>
<td>Department of Transportation</td>
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<tr>
<td>DSM</td>
<td>District Safety Manager</td>
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<tr>
<td>EMD</td>
<td>Environmental Management Department</td>
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<tr>
<td>EMR</td>
<td>Experience Modification Rate</td>
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<tr>
<td>EPA</td>
<td>Environmental Protection Agency, Sacramento County</td>
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<tr>
<td>GC</td>
<td>General Contractor</td>
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<tr>
<td>HMP</td>
<td>Hazardous Material Plan</td>
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<tr>
<td>JHA</td>
<td>Job Hazard Analysis</td>
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<tr>
<td>MSDS</td>
<td>Material Safety Data Sheet</td>
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<tr>
<td>OSM</td>
<td>OCIP Safety Manager</td>
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<tr>
<td>PM</td>
<td>Project Manager</td>
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<tr>
<td>PPE</td>
<td>Personal Protective Equipment</td>
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<tr>
<td>PSM</td>
<td>Project Safety Manager</td>
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<td>RCRA</td>
<td>Resource Conservation and Recovery Act</td>
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<tr>
<td>SDS</td>
<td>Safety Data Sheet</td>
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<tr>
<td>SSR</td>
<td>Subcontractor Safety Representative</td>
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<tr>
<td>SSSP</td>
<td>Site Specific Safety Plan</td>
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<tr>
<td>T8 CCR</td>
<td>Title 8 of the California Code of Regulations</td>
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</tbody>
</table>
SECTION 1 – PROGRAM REQUIREMENTS

POLICY STATEMENT:

The principles of safety and loss control reflect a determination by the Sacramento Regional County Sanitation District (District) to prevent injuries to the general public, workers, and to prevent damage to property and equipment.

The District considers no phase of construction or administration of greater importance than incident prevention, and asserts that incidents which result in personal injury and/or damage to property or equipment represent needless waste and loss. It shall be the policy and sole responsibility of the General Contractor (GC) and Subcontractors performing the work to conduct all operations safely and, thereby, prevent injuries to persons and damage to property.

All practical steps shall be taken to maintain a safe place to work. The GC must accept the responsibility for the prevention of incidents on work under their direction and shall be responsible for safety and loss control training of all personnel assigned to this project.

The objective of this policy is to establish safe work practices, policies and concepts which result in the prevention of incidents and/or the protection of property. These safe working concepts are most important and, therefore, shall receive top priority, support and attention.

1.1 OCIP SAFETY MANAGER (OSM)

1. The OSM shall:

   a. Develop a Site Specific OCIP Safety Manual.

   b. Have the authority to stop work.

   c. Establish appropriate District, Construction Manager (CM), Project Manager (PM), and GC contacts.

   d. Coordinate and communicate through the GC, not the Subcontractor.

   e. Identify and rectify practices and actions that are not in compliance with federal, state, local and OCIP safety standards.

   f. Provide weekly written Safety Assessments of jobsite conditions, activities and status of critical items to Alliant Insurance and Risk Manager for District.

   g. Develop and implement database metrics for tracking and reporting safety procedures such as incident rates by project, Subcontractors, or type to management.

   h. Provide information for District/Broker progress meetings, including job incident rates, control measures, and project management issues.

   i. Participate in District meetings as requested.

   j. Coordinate meetings with the GC in an effort to develop action plans and meet safety expectations of the OCIP program.

   k. Conduct joint site safety visits with Insurance Consultants.

   l. Participate and document GC Safety Meetings.

   m. Provide digital photos and correspondence of positive and negative project practices.
n. Perform site hazard assessments to include at a minimum:
   • Identification of exposures/hazards.
   • Identify GCs and/or Subcontractors responsible for positive or negative practices.
   • Provide recommendations for appropriate control measures and target date for corrections.
   • Follow up on identified exposures within 24 hours.
   • Communicate and confirm identified hazards with the GC.

o. Tour the project site in order to observe critical job activities (critical crane lifts, steel erection, roofing work, etc.)

p. Review and monitor GCs Site Specific Safety Plan (SSSP).

q. Observe project orientation training and drug screening.

r. Ensure claim reports are completed by the GC.

s. Determine root cause of incidents through established procedures.

t. Assist the GCs with incident investigations.

u. Monitor the effectiveness of Tool Box Safety Meetings.

v. Participate in periodic site safety meetings.

w. Monitor management of the Return to Work Program.

x. Periodically participate in GC’s job progress meetings.

y. Develop/distribute periodic —Lessons Learned— on project hazards and controls.

z. Assist with identifying environmental health hazards and controls.

2. The OSM will notify the GCs of any unsafe condition or act by a Contractor’s employee, Subcontractor, or vendor. Should the GC fail to immediately correct the identified unsafe condition, the OSM has the authority to stop work.

3. No Third Party Beneficiaries — The rights conferred to the OSM hereunder may be exercised by the OSM solely for District’s benefit and not for the benefit of GC, Prime Contractor, Subcontractor, their employees, or any other person or entity.

NOTE: Requested advice from the OSM does not relieve, alter, change or amend any of the Contractor’s expressed, implied or inherent legal and/or contractual obligations.

1.2 CONTRACTORS

1. Each Contractor will develop and maintain an SSSP conforming to this Safety Manual and best practice of the construction industry. To be successful, such a program must emphasize the proper attitudes toward injury and illness prevention with cooperation from all levels of management and employees. It also requires cooperation in all safety and health matters, not only between representative and employee, but also between each employee and his/her fellow project workers. Only through such a cooperative effort can a positive safety culture be established and maintained.
2. SSSPs will include:

a. Enforcement and compliance with all applicable federal, state, and local safety regulations.
b. Provision for the necessary mechanical and physical safeguards to assure maximum protection for employees working on the project and the general public.
c. Guidelines to ensure Contractors that create hazards are responsible to protect all workers from the safety exposures they created.
d. An inspection program where Contractors conduct safety assessments (inspections) of their work area prior to the start of daily work, including documentation of their site safety inspections. Note that Title 8 of the California Code of Regulations (T8 CCR) 1511 (b) states that, prior to the presence of its employees, the employer shall make a thorough survey of the conditions of the site to determine the predictable hazards to employees and the safeguards necessary to complete the work in a safe manner.
e. Provision for training employees in safety and health practices.
f. Provision for the necessary personal protective equipment (PPE) and training for its use and care.
g. Provision for prompt and thorough investigation of every accident to determine the cause and implement corrective action to prevent re-occurrence.
h. Provision to pre-plan all phases of work. No new phase of work will begin until a Job Hazard Analysis (JSA) has been conducted and reviewed.
i. Provision for an emergency action/evacuation plan, hazardous material spill responses/evacuation plan, emergency contact, and for access for emergency services at all times.
j. Provision to ensure all employees are to be held responsible for all aspects of the SSSP including compliance with rules and regulations.
k. Provision to ensure Contractors report unsafe conditions to the GC for corrective action.
l. Provision to ensure Contractors maintain effective housekeeping practices that rid their areas of slip and trip hazards such as electrical cords, tools, building material and construction debris while working.
m. Provision to ensure Subcontractors conduct daily cleaning of their work areas prior to securing for the day.
n. Return to Work Program for restrictive duty workers capable of performing work. The newly assigned work must be in accordance with the attending physician instructions, regardless of employer or trade.
o. Provision to meet or exceed the requirements of this OCIP Safety Manual.

1.3 **General Contractor (GC)**

The GC is the main point of contact for all work being completed for the duration of this project. The GC is responsible for;

1. Developing and providing to the District a safety action plan for monitoring Subcontractors with an Experience Modification Rate (EMR) of 1.25 or greater. The following documentation shall be provided to the District prior to the Pre-Mobilization Safety Meeting outlined in Section 2.8 of this manual.

   a. A safety action plan for monitoring Subcontractor.
   b. An EMR waiver request form (Appendix A).
   c. Subcontractor documentation outlining reason for EMR.
   d. Subcontractor SSSP.
   e. Qualified and Competent Person appointment letters.
2. Providing a full-time Project Safety Manager (PSM) to oversee the safety, health and environmental activities on the job site and ensure the PSM:
   a. Is on-site anytime work is being performed.
   b. Has no other collateral duty.
   c. Has the authority to stop work when imminent danger is observed.
   d. Is responsible for the management of the safety program.
   e. Meets the requirements stated in Section 1.5 of this manual.

3. Assuring all personnel on the project have cleared drug screening prior to attending a jobsite orientation. In addition, the GC is responsible for assuring all affected workers (all Subcontractors) involved in an incident are subject to a post-drug and alcohol test at a designated clinic.

4. Developing a Site Specific Orientation Training presentation for District approval.

5. Conducting and documenting jobsite safety orientation to all workers prior to start of work. Records shall be available for review upon request.


7. Conducting and documenting daily inspections of the jobsite. Records shall be available upon request.

8. Responding to safety surveys issued by District Representatives, OSM, insurance carrier or Construction Manager (CM).

9. Ensuring that all personnel are properly trained and instructed for jobs that require specific training and/or competency to meet all applicable government requirements. Records of training and/or certifications shall be available for review upon request.

10. Notifying the DSM and OSM of any inspection by Cal OSHA or other regulatory agencies.

11. Developing a Return to Work Program for restrictive duty workers capable of performing work. The newly assigned work must be in accordance with the attending physician instructions, regardless of employer or trade.

12. Ensuring Subcontractors adhere to the Return to Work Program for their employees according to the physician’s instructions.

13. Notifying the OSM when the primary PSM will not be present on the project.

14. Notifying the OSM of any allegations of unsafe conditions, unsafe behavior or unsafe practices of other Subcontractors, employees, etc.

Note: The GC shall be ultimately responsible for safety on this project. GC shall establish a safety program that, at a minimum, complies with all local, state and federal safety standards, and this safety manual.

1.4 **Subcontractor**

1. Subcontractors with a workforce of less than 35 shall designate a Supervisor, such as a Superintendent/Foreman, as their safety representative. The Supervisor will be responsible for initiating, maintaining, supervising and enforcing the safety requirements outlined in the GC’s SSSP.

2. The appointed safety representative shall meet the requirement stated in Section 1.5 of this manual.

3. Subcontractor shall provide a full-time Subcontractor Safety Representative (SSR) when their workforce exceeds 35 site workers. The SSR shall have no additional collateral duties.

The SSR shall:
   a. Be on site anytime Subcontractor work is being performed.
   b. Conduct and document site safety assessment.
   c. Review JHAs with the workforce prior to the start of work.
d. Monitor work activities and correct unsafe working conditions or unsafe acts.

e. Have the authority to stop work when imminent danger is observed.

4. Resume’ for a primary and alternate SSR shall be submitted to the District Authorized Representative for review and approval.

5. Subcontractors must submit for approval an SSSP, Site-Specific Heat Illness Prevention Plan, Fall Protection Plan and include JHA prior to working on the project.

6. Subcontractors shall comply with the GC’s Return to Work Program for injured workers.

7. Subcontractors with an EMR of 1.25 or greater shall provide the GC:
   a. A document outlining current EMR
   b. SSSP
   c. Qualified and Competent Person appointment letters.

1.5 **SAFETY REPRESENTATIVE QUALIFICATIONS**

1. The PSM and SSR shall have, at a minimum:
   a. Five years of safety experience on large-scale construction projects similar to the type and size of this project.
   b. Completed OSHA 30-hour training for construction.
   c. Current OSHA Outreach Trainer (full time safety personnel).
   d. Demonstrate competency in fall protection, confined space, excavation and trenching, electrical, crane operations, pre-task planning, accident investigation, root cause analysis, and statistical analysis of injury trends.
   e. Broad understanding and recall of federal, state and local regulatory requirements as it pertains to Occupational Health and Safety and Labor Codes.
   f. Current CPR and basic first aid certification.

1.6 **COMPETENCY EVALUATION PROCEDURES**

1. Personnel assigned with the responsibility of managing the safety program shall demonstrate, through their performance, the competency needed to maintain a safe workplace. Failure to maintain safe working conditions, failure to correct poor work practices, or failure to adhere to the provisions of the SSSP shall result in a performance review. The review will be based primarily on the number of repeat violations and corrective actions documented by the safety manager.

2. Failure to adhere to the provisions of the SSSP may result in the Subcontractor reassigning the collateral safety duties to another Supervisor or requiring a full-time safety professional.

3. The performance review process shall be documented as follows:

   **First Notice**
   Written warning of poor safety performance to the General Contractor and Subcontractor.

   **Second Notice**
   Written warning to the GC and Subcontractor for poor performance. Subcontractor will be required to provide a response outlining their corrective action for improving the management of the safety program.

   **Third Notice**
   Notice of non-compliance to the GC outlining their Subcontractor’s repeated violations and failure to properly manage the SSSP. Full-time safety representation may be required in order for the Subcontractor to continue their scope of work.
1.7 **Disciplinary Requirements**

1. Each Contractor’s disciplinary program shall, at a minimum, provide for the following:
   
   a. First Offense - Written Warning
   b. Second Offense - Disciplinary action for flagrant violations will vary according to circumstances and severity of the violation
   c. Third Offense - Permanent Removal from Job Site

Note: At the discretion of the GC, an employee can be permanently removed from the job site for committing a violation of the safety requirements outlined in this manual without written warning or a 3-day suspension period if the violation of the safety procedure is deemed to be severe.

1.8 **Project Safety Team**

1. The Project Safety Team is comprised of the District Safety Manager (DSM), OSM, PSM and Safety Representatives of each Subcontractor.

2. The purpose of the Project Safety Team:
   
   a. Review the safety performance of contractors.
   b. Discuss trends and provide corrective action.
   c. Perform periodic jobsite safety walks (group walks).
   d. Study and discuss upcoming work and control measures.

1.9 **Site Specific Safety Plan (SSSP)**

1. The GC shall, upon notification of the contract award and prior to starting any work, develop and submit to the OSM an SSSP that meets or exceeds the safety requirements of this manual.

2. The OSM will review the SSSP and may require the GC to edit, modify, add, delete or otherwise revise its SSSP for the project, as deemed necessary to improve safe work practices and work place.

3. Each Subcontractor awarded work under the GC will submit an SSSP that meets or exceeds the safety requirements of the SSSP.

4. Any requests by the GC, Subcontractor, or Tiered Subcontractors for edits, modifications, additions, deletions or other revisions to the Safety Manual may be submitted in writing to the OSM for consideration.

5. Delays by a Contractor in submitting any of the information stated in this Safety Manual which result in the Contractor being prohibited from starting work does not constitute grounds for a contract schedule extension or delay claim.

6. The GC shall ensure Subcontractors and Tiered Subcontractors comply with the safety requirements of their SSSP and requirements of this Safety Manual, and include provisions to this effect in all written contracts with Subcontractors and Tiered Subcontractors.

7. The GC shall ensure Subcontractors and Tiered Subcontractors are provided with a copy of the EchoWater OCIP Safety Manual (and any amendments or modifications thereto), and that they are familiar with the requirements stated herein and are informed of their obligations with regard to safety.

8. In the event of any conflict between requirements/standards, the most stringent requirements shall apply.

1.10 **Evaluation of Site Specific Safety Plans**

1. The GC shall cooperate with the safety evaluation and promptly comply with all deficiencies identified.

2. The GC shall demonstrate that their and the Subcontractor’s safety plans meet or exceed the OCIP safety requirements.

The following shall be addressed by the contractors:
The safety plan is industry specific, not generic, and be responsive to the exposures prevalent in the industry and anticipated on the prospective project.

There should be elements of Supervisor accountability for safety, accidents, and claims.
Safety meetings shall be held regularly with appropriate documentation as to the subject, names of attendees, and a review of past losses.
The contractor, on a daily basis, shall conduct safety audits (inspections).
Audit results are documented to identify deficiencies and corrective action taken.
The SSSP shall provide for employee safety training and documentation.

1.11 Orientation and Drug Screening

1. Prior to orientation training, the OSM will administer on-site drug screening. Screening resulting in a false positive will be directed to the GC and Subcontractor for further testing.

All false positive results must be concluded in 5 hours. (Review Section 5 – Substance Abuse Policy.)

2. All contractors will participate in an orientation program prior to starting their task on this project. The training will include, but not limited to, the following:
   a. Medical Provider Network (MPN) requirements.
   b. Return to Work Program.
   c. Accident reporting procedures.
   d. Detailed overview of the project safety plan.
   e. Hazards present in the area in which they will be working.
   f. Fall protection requirements to include ladders and excavations.
   g. Confined space requirements
   h. PPE and apparel requirements.
   i. Security and emergency procedures for the site.
   j. Evacuation protocols.

3. Each person attending orientation will complete an Orientation Comprehension Acknowledgement form and additional time will be given to any person(s) who indicate they do not understand all of the requirements.

4. Upon completion of the orientation and drug screening, the employee will be issued a serialized site sticker that will be placed on their hardhat.

1.12 Safety Certification

1. The Superintendents working for the GC will be required to have an OSHA 30-hour construction certification.

2. Subcontractors will be required to appoint one representative (Superintendent or Foreman) who meets the requirements listed in Section 1.5 of this manual.

1.13 Qualified/Competent Person Submission

1. GC and Subcontractors shall identify their Qualified or Competent Persons for the work or tasks that require this level of expertise. The employer shall certify the specific competencies of the named person in writing.

2. The employer and the appointed person shall sign the Qualified/Competent Person Appointment Letters. (Sample form is provided in Appendix A of this manual.)

3. Forms shall be maintained on site and made available upon request.

4. Training should be documented in accordance with federal, state, and local requirements.
SECTION 2 – ADMINISTRATIVE PROCEDURES

2.1 ACCIDENT REPORTING

1. Cal/OSHA mandates the reporting of certain types of employee accidents and the completion of appropriate reports for these accidents. It is the GC’s responsibility to ensure that accident and near miss reports are promptly and properly completed.

2. The DSM and OSM will be contacted by the PSM immediately upon being informed of an accident or near miss.

3. In events requiring emergency services such as police, fire or ambulance, the Plant Control Center (PCC) will be contacted by the GC.

4. A written report shall be provided to the OSM by the PSM within 24 hours of being informed.

5. Under the supervision of the PSM, the Subcontractor (employer) of the injured employee shall initiate the Claims Reporting Procedures outlined in the OCIP Procedures Manual.

2.2 ACCIDENT INVESTIGATION

1. Accident Investigations may help prevent the recurrence of similar accidents in the future and make the workplace safer for everyone.

2. Contractors shall complete an Accident Investigation Report on injuries, accidents and near miss incidents (a near miss incident is any incident that does not result in injury or property damage, but had the potential to be very serious).

3. The report should include, at a minimum:
   - Date, time and location of the injury, accident or incident
   - Description of task(s) or process(s)
   - Hazards associated with the accident
   - Witness’ statements
   - Root Cause Analysis (required on more severe incidents or accidents)
   - What steps will be taken to mitigate the hazard (unsafe acts and/or unsafe conditions)
   - Training conducted for all affected workers
   - Document new mitigation steps that have been observed, once implemented
   - Photographs (where possible)

4. The written report will be completed and provided to the PSM, DSM and OSM within 24 hours of the incident.

5. The PSM will review the accident investigation to ensure mitigation steps are appropriate and effective.

6. Key members of the Safety Committee will meet to review and discuss the investigation report.

7. GC will monitor and document the effectiveness of the implemented corrective actions.

8. The OSM may request a Root Cause Analysis depending on the severity of the incident.

2.3 JOB HAZARD ANALYSIS (JHA)

1. Contractors are required to present to the GC a JHA prior to commencement of work.

2. The plan will, at a minimum, include:
   - a. A list of the tasks/operations that will be performed.
   - b. The hazards associated with the listed task.
   - c. Control measures (engineering controls, administrative controls, PPE, employee training) that will be incorporated to mitigate those hazards.
3. There may be instances where more than one JHA would have to be submitted during the course of a Subcontractor’s work based on the various tasks/operations being conducted.

4. A daily pre-task review of the JHA will be conducted with the work crew, prior to the commencement of work. This review will be documented and any tasks, hazards or conditions that have changed from the previous JHA will be noted and remediation measures communicated to everyone.

2.4 Emergency Contact List

1. A master contact list shall be developed and maintained by the GC. The list shall be used for the purpose of notification during emergencies.

2. The GC shall maintain records that contain emergency contact persons and phone numbers for each employee working on the project. Phone numbers are required in the event employees must be contacted for the purpose communicating work schedule changes and related information that may result from an emergency.

2.5 Media Contact

1. Media personnel will be directed to District Public Affairs Office who will coordinate the District’s response.

   Claudia Goss  
   Public Affairs Manager,  
   goscc@sacsewer.com  
   (916) 876-6058  

   Sharon Sargeant  
   Communications and Media Officer  
   sargeants@sacsewer.com  
   (916) 876-6016  

2. EchoWater Project Management and Public Affairs staff are the key spokespersons for project-related media inquiries.

3. At no time shall a Contractor or its employees speak with or be interviewed by a member of the media regarding the EchoWater Project without the advance knowledge and participation of the District’s Public Affairs Office.

2.6 Posting Requirement

1. Contractors shall ensure compliance with all Workers’ Compensation Statutes and Cal/OSHA regulations. Signage, certain notices, signs, or posters shall be provided in a conspicuous place where they can readily be seen by employees. Minimum posting requirements include the following:

   a. Job Safety, Permits, and Health Poster
   b. Emergency Phone Number List
   c. MSDS/SDS Notice to Employees — this notice advises employees where MSDS/SDS for a particular job site are located along with the written HAZCOM program.
   d. Annual Summary Injury recordkeeping log as required by Cal/OSHA.
   e. Copies of any Citations and/or Notice to Contest Citations required by Cal/OSHA and/or other governmental agency requirement to be posted.

2. All required documents must be posted in languages identified by California Division of Occupational Safety and Health.

   Additional Cal/OSHA and Governmental agency requirements can be found at:

   http://www.dir.ca.gov/wpodb.html
2.7 **Record Keeping**

1. Each contractor shall be responsible for completing and maintaining the proper documentation identified below, and upon request, submits copies to the GC and OSM.
   a. Weekly Safety Meetings
   b. Daily Job Site Safety Inspections
   c. Employee Training Records - (Forklift, Fall Protection, etc.)
   d. Applicable permits (Excavation, Scaffold, Crane, etc.)
   e. JHA Initial and Daily
   f. Accident Reports, Root Cause Analysis, and Investigations
   g. Right to Know MSDS/SDS Inventory

2. The following statistical information shall be made available upon request:
   a. Work hours to date
   b. Number of recordable injuries
   c. Number of lost time injuries
   d. Number of non-recordable (first aid) injuries
   e. Lost Time Days
   f. Recordable Incident Rate
   g. Lost Time Incident Rate

2.8 **Safety Training and Meetings**

1. Pre-Mobilization Safety Meeting:
   Each Subcontractor will be required to attend a Pre-Mobilization Safety Meeting with the PSM prior to mobilizing to the site. Topics discussed during this meeting will include plant safety and training requirements, project specific safety requirements, hazard communication, site security procedures, emergency procedures, fire/rescue procedures, site evacuation procedures, traffic control and any other applicable site or plant regulation. In addition, pre-task planning will be discussed to ensure coordination with other construction activities.

2. Weekly Safety Meetings:
   The GC, Subcontractors and Tiered Subcontractors shall conduct weekly toolbox safety meetings with their workforce. All personnel who attend the meetings are required to sign in. This sign-in roster along with the minutes from the meeting will be made available upon request. It is each Subcontractor’s responsibility to determine the format of these meetings.

3. Safety Orientation Training:
   All personnel and vendors who will be performing work on-site shall be fully oriented in the requirements of the SSSP of the GC.

4. Visitors will be required to check-in with the GC and will receive orientation training prior to entering the construction area where work is being performed or be escorted by a GC representative that has received the training.

5. Monthly Safety Committee meetings will be attended by all safety representatives assigned to this project.

6. Each contractor is responsible for providing their employees with training appropriate for the tasks to which they will be assigned. This training may be required by the manufacturer, Cal/OSHA, contract specifications, or other regulatory agencies.

7. The GC shall incorporate specific District training requirements in the SSSP.
SECTION 3 – PROJECT SAFETY REQUIREMENTS

3.1 SPECIFIC SAFETY REQUIREMENTS

1. This project has a 100 percent fall protection policy. Any condition that exposes workers to a fall greater than 6 feet shall be protected. This requirement applies to all trades.

2. Working from ladders above 6 feet will require a method of fall protection.

3. Working within 6 feet of an excavation that is greater than 6 feet deep shall require fall protection.

4. This project requires eye protection, head protection and reflective vests to be worn at all times while on the project.

5. Cowboy looking hard hats are not authorized on this project.

6. Access to this site is restricted to Contractor employees and those authorized by the GC.

7. Contractors will be authorized to work within a specified area of the project as directed by the GC.

8. No entertainment devices or earphones are authorized for use on this project.

9. Cell phones will not be used while operating equipment or near any work activity.

10. No glass containers are allowed on site.

11. Only authorized and trained persons are permitted to operate equipment.

12. All mobile machinery must have audible backup alarms at all times.

13. Daily equipment inspection sheets shall be maintained on the equipment.

14. Persons shall not enter a trench or excavation unless it has been inspected by a trained, competent person and properly shored, benched or sloped.

15. Only trained, qualified operators will use powder-actuated tools, and only when proof of training is readily maintained and available on site.

16. All ladders will be adequately secured at the top and bottom to prevent displacement.

17. Each Contractor will be responsible for maintaining a complete first aid kit in their field office or "gang-box".

18. Report all accidents, unsafe conditions or practices immediately to your representative and the GC’s PSM.

19. No privately owned vehicles are allowed on site except in designated parking areas.

20. Contractor vehicles (trucks) will only be allowed on site with prior authorization from the GC and those vehicles will be identified with the Company/Contractor’s name.

21. If employees are not fluent in English, Contractor will provide alternative means/methods to ensure effective communication is established.

22. Rigging, fall protection equipment, scaffold, excavation and equipment inspection forms shall be maintained and available upon request.

23. Personnel shall eliminate static electricity by bolting/grounding (touching metal) when using refueling hoses and/or containers of petroleum liquids.

24. Secondary containment shall be provided when storing hazardous material on site.

25. Spill response materials shall be available when conducting refueling operations.
SECTION 4 – MEDICAL REQUIREMENTS

4.1 Medical Transportation

The GC shall develop and maintain procedures for contacting emergency medical services and transporting personnel. These procedures shall, at a minimum, meet the following requirements.

1. That each Contractor provides first aid, medical treatment and transportation to their employees who sustain occupational injuries or illnesses.

2. That each Contractor report all injuries and illnesses to the GC.

3. Include the following procedures for transportation of employees:
   a. Provide first aid.
   b. Contact GC immediately when notified of an injury or illness.
   c. GC will contact and brief DSM, OSM.
   d. Subcontractor shall provide transportation from the job site to the specified clinic.
   e. The employee’s Supervisor will report the injury to the designated Insurance Carrier identified under this OCIP. Claims number will be provided by the carrier.
   f. Transportation will be available at all times when anyone is working on site.
   g. Incident investigation shall be conducted immediately after the employee is taken to medical facilities.

4. Include the following for contacting and supporting emergency services:
   a. Specific instruction for contacting emergency services.
   b. Procedures for directing emergency services onto the construction site.
   c. Contact list which includes PCC, DSM and OSM.
   d. Directs the employee’s Supervisor to report injuries to the designated Insurance Carrier identified under this OCIP and secure the claims number that will be provided by the carrier.
   e. Require employee’s Supervisor to accompany the injured worker.

4.2 Return to Work Program

1. In the interest of eliminating lost time injuries and reducing workers compensation costs, the GC shall develop and maintain a Return to Work Program for workers with physical limitations. The intent of this program is to have injured workers with physical restrictions continue to work, performing a modified work task, within their physical limitations as specified in writing by the treating physician.

2. Each Subcontractor is responsible to develop and maintain a Return to Work Program that meets or exceeds the GC’s requirements.

3. Each Subcontractor shall provide the GC their Return to Work Program for approval.

4. Because of its importance to the OCIP program and for the success of this project, failure to adhere to the Return to Work Program requirements will result in a withholding, not greater than 5 percent, on monthly progress estimates until the deficiency is corrected. Reference the Progress Payment Procedures Specification Section 01 29 76 of the Contract Documents.
SECTION 5 – SUBSTANCE ABUSE POLICY

5.1 INTRODUCTION

1. The District is committed to providing a safe, drug-free workplace for all employees. This policy applies to the GC, Subcontractor, Tiered-Subcontractor and vendor employees including management staff working at this site.

2. Drug and alcohol use on and off the job can contribute both to accidents and to greater risk for Contractors’ employees and the general public. It shall be the obligation of each Contractor/Subcontractor/Tiered-Subcontractor/vendor to establish, publish and implement a formal, written Substance Abuse Program, as approved by the GC, which shall apply to all its employees when working at this site.

3. The policy shall be included as part of the SSSP.

5.2 PROHIBITED MATERIAL AND ACTIONS

1. In order to provide a safe workplace for all employees, each Contractor’s employees shall be prohibited from:
   a. Working under the influence of alcohol or illegal drugs.
   b. Possessing any alcohol or illegal drugs while on the site.
   c. Using any alcohol or illegal drugs on the job (including scheduled and unscheduled breaks).
   d. Distributing or "dealing" in drugs or dispensing alcohol while on-site.

5.3 DRUG SCREENING GUIDELINES

1. Each Contractor's Substance Abuse Program shall provide for testing under the conditions shown below:
   a. Pre-Assignment – Each Contractor shall have a policy in place requiring all of its employees to submit to pre-assignment drug screening prior to working on this project.
   b. Post-Accident Testing - Testing shall be required.
      • Substantial property damage occurred as a result of an accident, or
      • For anyone injured in an accident who requires more than first aid, and/or
      • When the Safety Representative and Supervisors determine that someone's actions may have been substantially involved in an accident or near accident.
   c. Testing for Cause - Each Contractor shall require employees to submit to testing if there is reasonable suspicion or belief that an employee is under the influence of a substance that may be impairing his or her performance.

5.4 DISCIPLINARY ACTION

1. Subject to and in accordance with the provisions of this Safety Manual, each Contractor's Substance Abuse Program shall provide for specific disciplinary actions that shall be taken whenever a violation of its substance abuse policy occurs, up to and including termination.

5.5 EMPLOYEE SCREENING

1. Each Contractor shall ensure that all new and existing employees are trained in the requirements of the Substance Abuse Program and periodically re-trained to ensure compliance.

2. Training shall be documented.
5.6 RESPONSIBLY AND AUTHORITY

1. While each contractor will be responsible for administering its own substance abuse programs/policy, the GC shall be assigned the overall responsibility and have the authority to ensure compliance with the provisions of this manual.

2. Each Contractor must submit its Substance Abuse Program for review by the PSM prior to commencing work on this project.
SECTION 6 – HAZARD COMMUNICATION (RIGHT TO KNOW)

6.1 INTRODUCTION

1. This program has been developed as a guideline utilizing the requirements of The California Hazard Communication Regulation, or other regulatory agency’s requirements.

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

6.2 CHEMICAL INVENTORY (RIGHT TO KNOW REQUIREMENT)

1. GC will establish and maintain a master MSDS/SDS listing for chemicals on the project.

2. Each Subcontractor will maintain an inventory of all known chemicals they use at the work site.

3. A chemical inventory list will be provided to the PSM by each Subcontractor.

4. Hazardous chemicals brought onto the work site by any sub-tier of the Subcontractor will be included on the hazardous chemical inventory list.

6.3 CONTAINER LABELING

1. All chemicals on site will be stored in their original or approved containers with a proper label attached, including small quantities.

2. Any container not properly labeled will be given to the Contractor for labeling or proper disposal.

3. No unmarked containers of any size are to be left in the work area unattended.

4. Each Contractor will rely on manufacturer-applied labels whenever possible, and will ensure that these labels are maintained.

5. Each Contractor will ensure that each container is labeled with the identity of the hazardous chemical container and any appropriate hazard warnings.

6.4 MATERIAL SAFETY DATA SHEET (MSDS) SAFETY DATA SHEET (SDS)

1. Employees working with a Hazardous Chemical may request a copy of the MSDS/SDS.

2. Requests for MSDS/SDS should be made to their employer.

3. Copies of MSDS/SDS will be provided to the PSM and available for review.

4. MSDS/SDS shall be available and standard chemical reference will also be available on the site to provide immediate reference to chemical safety information.

5. An emergency procedure to gain access to MSDS/SDS information will be established.

6.5 HAZARDOUS MATERIAL PLAN (HMP)

1. In cooperation with the District and in accordance with the Temporary Environmental Controls Specification Section 01 57 19 of the Contract Documents, the GC shall establish procedures for reporting and accounting for large quantities of hazardous material stored on-site. Procedures shall:

   a) Comply with all applicable federal environmental regulations by the U.S. Environmental Protection Agency (US EPA), United States Department of Transportation (US DOT), Occupational Safety and Health Administration (OSHA), the Resource Conservation and Recovery Act (RCRA), state environmental regulations and local environmental regulations and ordinances for hazardous waste/materials management.

   b) Require the development and submission of a Hazardous Material Plan (HMP) for hazardous materials anticipated during the project to the regulating authority (Sacramento County’s Environmental Management Department has been designated as the Sacramento region’s
Certified Unified Program Agency (CUPA) by Cal EPA. A HMP is mandated when hazardous material/waste is stored in the reportable quantities:

- Liquid: 55 gallons or greater
- Solid: 500 pounds or greater
- Gas: 200 cubic feet (at standard temperature and pressure) or greater

Note: A reportable quantity is the aggregate of all similar materials and accounts for the capacity to store. Example: 15 gallons of a hazardous waste stored in a 55 gallon container must be reported. The District will require any material meeting or exceeding the reportable quantity to be reported.

2. GC shall secure all required regulatory permits and licenses necessary prior to performing all aspects of the work. A copy of the HMP, HMP amendments, permits, licenses, clearances or authorizations obtained by Contractors shall be provided to the District prior to bringing or storing hazardous materials on-site.

3. GC shall be responsible for ensuring that all project personnel are adequately trained and understand how to handle, store, transport and dispose of waste. Contractors shall further ensure that personnel involved in the work area are aware of the spill prevention and containment responsibilities.

4. GC shall comply with all Federal and State laws for employee right-to-know in association with the use and storage of hazardous substances on site. Contractors shall be responsible for the removal and disposition of all surplus chemicals (e.g., paints, lubricants, and cleaning products) that they bring on site as part of the work.

5. GC shall provide immediate notice to the District in the event of a spill. Any release or threatened release on land or in watercourses, regardless of quantity, shall be cleaned up immediately.

6. GC is responsible for reporting all spills of hazardous material to regulatory agencies.

### 6.6 Petroleum Pollution Prevention

1. Contractors shall comply with petroleum pollution prevention measures in accordance with the United States Environmental Protection Agency regulations contained in Title 40, Code of Federal Regulations, Part 112, the California Aboveground Petroleum Storage Act (APSA), and the California Health and Safety Code (Section 25270.45). Additionally, all fuel stored on-site shall be stored in compliance with the Uniform Fire Code, NFPA standards, and all other applicable laws.

2. If above-ground fuel storage will exceed 55 gallons per container or 1,320 gallons aggregate, Contractor shall develop and submit a Spill Prevention, Control, and Countermeasure (SPCC) Plan as required by 40 CFR 112 Oil Pollution Prevention.

### 6.7 Chemical Hazards

Chemical hazards that have been identified at the treatment plant include hydrogen sulfide, methane (explosive), corrosive materials, sulfur dioxide, and chlorine. Chemical exposure information for the above chemicals is provided in the following paragraphs.

1. Chlorine is a common air contaminant and can be a greenish-yellow gas, liquid, or rhombic-shaped crystals. Chlorine gas is used for disinfection of the wastewater and equipment in many treatment processes. It is toxic and irritating by inhalation and is a strong irritant to eyes and mucous membranes. Because of its intensely irritating properties, severe industrial exposure seldom occurs as workers are forced to leave the exposure area before they can become seriously affected. In cases where escape is not possible, the initial irritation of the eyes and mucous membranes is followed by coughing, a feeling of suffocation, and later, pain or feeling constriction in the chest. Severe exposures may result in pulmonary edema.
   - The OSHA PEL is listed as 1 ppm as a ceiling limit.
   - The TLV is listed as 0.5 ppm.
   - The Cal/OSHA PEL is listed as 0.5 ppm.

2. Hydrogen sulfide is released as a byproduct of the digestion of sewage sludge or decomposition of organic material in domestic wastewater. It is an extreme irritant of the eyes and respiratory tract at low
concentrations; at higher levels, it causes respiratory paralysis with consequent asphyxia, and is rapidly fatal. The odor is offensive and characteristic as —roten eggs; however, it is unreliable as a warning signal because olfactory fatigue occurs.

- The OSHA PEL is listed as 20 ppm as a ceiling concentration.
- The Cal/OSHA PEL is listed as 10 ppm.
- The TLV is listed as 1 ppm.

3. Methane is a colorless, odorless, tasteless gas. The lower explosive limit (LEL) is 5.0 percent. Methane is non-toxic, but it can act as a simple asphyxiate by displacing oxygen and can create an explosion hazard. Workers exposed to an oxygen deficient atmosphere become cyanotic and experience diminished mental alertness and impaired muscular coordination. Generally, methane can only displace oxygen to a significant degree in a confined area.

- Published exposure limits are based on maintaining adequate oxygen levels in the atmosphere (generally, between 19.5 percent and 23.5 percent oxygen).
- The TLV is listed as 1,000 ppm (as aliphatic hydrocarbon gases, alkane [C1-C4])

4. Sulfur dioxide is a colorless gas with a characteristic, irritating, pungent odor. It is a nonflammable gas with no LEL. In municipal wastewater treatment, sulfur dioxide is used to treat chlorinated wastewater prior to release. The primary routes of exposure for sulfur dioxide are inhalation and skin and/or eye contact. Symptoms of exposure include irritation to the eyes, nose, and throat; nasal discharge of thin mucus; choking; cough; and reflex bronchoconstriction. Skin exposure to sulfur dioxide in liquid form can result in frostbite. Sulfur dioxide targets the eyes, skin, and respiratory system.

- The OSHA PEL is listed as 5 ppm.
- The Cal/OSHA PEL is listed as 2 ppm.
- The TLV is listed as a 0.25 ppm as a 15-minute STEL.

**WARNING:** This chemical is known to the State of California to cause birth defects or other reproductive harm.

### 6.8 **Chemical Release Procedures**

1. In cooperation with the District, the GC shall establish procedures for evacuating the project in the event of a chemical release.

2. The evacuation procedures shall include:

   - Written procedures
   - Evacuation maps
   - Wind socks
   - Alarm and signals
   - Accountability and reporting procedures
   - Training

3. On-site Supervisors shall be familiar with the relocation and evacuation procedures and shall include evacuation instructions in their JHAs.
SECTION 7 – ACCESS AND SECURITY

7.1 INTRODUCTION

1. In cooperation with the District and in accordance with the Coordination With Occupants Specification Section 01 14 16 of the Contract Documents, the GC shall incorporate control measures for access and security into the treatment facility.

7.2 ACCESS REQUEST

1. The treatment plant utilizes an Access Request (AR) procedure to document communications for the safe and efficient performance of contracted tasks. The AR process requires that each contractor, prior to initiating work, provide a written description of the type and location of work, description of the work, anticipated hazards, and hazard mitigation measures.

2. Designated representatives of the District review AR submittals and identify and communicate any additional site-specific requirements to the contractor before allowing activities to occur.

3. An AR is required when contractor activities involve, or may involve, the following:
   a. Excavation
   b. Hot work (e.g., welding, cutting, grinding).
   c. Transport and/or use of machinery or equipment weighing 40,000 pounds or more.
   d. Mobilization and demobilization.
   e. Tie-ins, shutdowns, or interruption of any system, process, or utility.
   f. Restricting the movement of District personnel or vehicles (e.g., roadways, walkways, doorways, etc.).
   g. Dewatering of any structure, tank, vessel, or piping.
   h. Confined space entry.
   i. Testing of equipment, piping, or process.
   j. This list is not all-inclusive and contractors should confirm with the District when unsure if a proposed contracted task requires an AR. Most work by a contractor in the Process Areas will require an AR. A sample form is presented in Appendix A.

7.3 SECURITY

1. In cooperation with the District, the GC shall develop and maintain security measures that will prevent workers and visitors from accessing the treatment plant.

2. Security requirements shall be in compliance with facility security protocols.

3. Security fencing shall be erected around the entire project site with appropriate signage.

7.4 CONFINED SPACE

1. The GC shall incorporate in their SSSP requirements for Confined Space Entry and Permit Required Confined Space Entry. The SSSP shall be in compliance with Title 8 of the California Code of Regulations and other regulatory agencies.

2. All confined space activities will be reported to the OSM.

3. Non-Permit Confined Spaces checklist shall be maintained near the work activity.

4. The PSM shall assess work activities and confirm that work practices and condition are in compliance.

5. Check list and permits shall be maintained on-site and made available upon request.
SECTION 8 — TRAFFIC AND PEDESTRIAN PROTECTION

8.1 INTRODUCTION

GC and Subcontractors have a responsibility to provide a work place free of recognizable hazards, which could cause possible injury their employees and general public.

8.2 PUBLIC SAFETY WORK RULES

1. All traffic signs or devices used for protection of the public shall conform to American National Standards Institute, Manual of Uniform Traffic Control Devices for Streets and Highways or other Governmental Requirements, whichever offers the greatest degree of safety.

2. Barricades, cones, and/or similar channeling devices shall be used whenever employees or the public are exposed to traffic or similar hazards.

3. Traffic Control Representatives shall be trained in the fundamentals of traffic control and training records shall be provided to the PSM.

4. The traffic controls plan shall be available for review and lighting shall be provided during the hours of darkness at the work locations and will be staged in such a way to not hinder the driver's visibility.

5. When traffic patterns are closed or altered due to work activity, instructional or warning signs shall be posted.

6. Flagmen and signalmen shall be trained by each Contractor in the required procedures for safely moving and processing traffic around construction activities; all training will be documented.

7. Covered sidewalks shall be equipped with permanent lights to provide sufficient illumination for safe use by the public day or night. All bulbs will be cage-protected and kept operational.

8. Public walkways and roadways shall be kept clean and free of all recognized hazards and maintained for the safe and unobstructed movement of pedestrian and vehicular traffic.

9. Traffic plates shall be recessed and secured to prevent movement.

10. Public walkways will have abrasive non-slip surfaces and meet all American Disabilities Act and/or local governing agency requirements.

11. When steel plates, wood planking or similar covers are used to cover excavations, they will be substantially secured to prevent movement from traffic and meet all American Disabilities Act and/or local governing agency requirements.

12. When such covers are located where there is pedestrian traffic, they shall be constructed so as to eliminate tripping hazards. Covers will be non-slip in nature or have a non-slip surface and meet all American Disabilities Act and/or local governing agency requirements.

13. Where sidewalks or other normal walkways for pedestrians are blocked, protected pedestrian pathways shall be provided around the blocked area to protect pedestrians from traffic and other hazards.

14. When work is to be performed over or near roadways, walkways or other areas used by the public, protection shall be provided to prevent material from falling on persons or vehicles.

15. Each Contractor shall ensure that all of its employees are properly trained as to these regulations prior to beginning work

16. Training shall be documented and available for review.
**SECTION 9 – UNDERGROUND UTILITIES**

**9.1 INTRODUCTION**

Because public utilities are not controlled by the GC, these utilities can be installed, removed, relocated, activated or deactivated without GC knowledge that these activities ever occurred. Therefore, it is essential that the location of these items be determined prior to the start of any work.

**9.2 PUBLIC UTILITIES**

1. In accordance with federal, state and local regulations and the General Conditions Specification Section 00 72 00 of the Contract Documents, the GC shall locate public utilities by either consulting with the individual utility company or contacting a recognized underground service locator.

2. Once identified and located, each Contractor shall take all steps necessary to protect utilities from damage.

3. Each Contractor shall:
   a. Use hand or controlled mechanical excavation procedures for underground utilities.
   b. Shore, support, brace and/or reinforce (as necessary) any utility.
   c. Clearly mark or identify any exposed utilities and provide appropriate warning or danger signs as needed to protect employees, the public and the utility itself.

**9.3 NOTIFICATION**

1. The GC shall develop and maintain procedures for notifying all interested parties.
SECTION 10 – PERSONAL PROTECTIVE EQUIPMENT (PPE)

10.1 INTRODUCTION
1. The California Division of Occupational Health and Safety and other regulatory requirements mandate that employers will ensure that their employees are using appropriate PPE in operations where employees are exposed to hazardous conditions. Each Contractor and Subcontractors shall comply with these requirements.

2. Each Contractor is responsible for providing and ensuring the use of required PPE. Employees shall use the PPE as prescribed by local, state, federal agencies and the requirements of this manual to control or eliminate any hazard or other exposure to illness or injury.

10.2 MINIMUM PPE REQUIREMENTS
1. Personnel shall utilize the following PPE at all times while working on this site:
   
a. Foot protection shall be in compliance with Title 8 of the California Code of Regulations 3385. Each employee is required to wear an approved, well-constructed work boot. Steel-toed boots will be worn when required. Tennis shoes, dress shoes, sandals, etc. are not permitted.
   
b. Employees are required to wear hardhats 100 percent of the time on the site. Refer to ANSI Z89.1 Safety Requirements for Industrial Head Protection.
   
c. All construction areas require 100 percent eye protection. Minimum eye protection includes approved safety glasses with side shields or monogoggles meeting the standards specified in American National Standards Institute Z 87.1-2014, Occupational and Educational Personal Eye and Face Protection Devices.
   
d. Employees that wear prescription eyewear shall meet the ANSI Standards for eye protection. Protective equipment shall be kept clean and in good repair. The use of defective equipment (with structural or optical defects) is prohibited.

10.3 ADDITIONAL PPE REQUIREMENTS
1. Additional PPE may be required depending on the work operations involved. Employees will be required to wear the appropriate PPE in accordance with the task involved.

10.4 ADDITIONAL EYE AND FACE PROTECTION
1. Additional eye and face protection shall be worn by employees when performing the following tasks, including, but not limited to:
   
a. Welding, burning, or cutting with torches.
   
b. Using abrasive wheels, grinders, or files.
   
c. Chipping concrete, stone or metal.
   
d. Working with any materials subject to scaling, flaking, or chipping.
   
e. Drilling or working under dusty conditions.
   
f. Sand or water blasting.
   
g. Waterproofing.
   
h. Using explosive actuated fastening or nailing tools.
   
i. Working with compressed air or other gases.
   
j. Working with chemicals or other hazardous materials.
   
k. Using chop saws, chain saws, masonry saws or other similar equipment.
1. Working near any of the operations listed above.
   
   m. Any additional operations where additional eye protection is deemed necessary by the Project Site Safety Representative.

10.5 **HAND PROTECTION**

1. Gloves, provided by each Contractor, will be worn when handling objects or substances that could cut, tear, burn or otherwise injure the hand. Hand protection will be provided by each Contractor and worn as specified by the task performed.

10.6 **HEARING PROTECTION**

1. Employees shall utilize appropriate hearing protection (earplugs or earmuffs) when required to protect from excessive noise levels generated from site operations or construction equipment. The threshold for hearing protection is 85dba.

2. Hearing Conservation Program shall be implemented along with substantiated monitoring for compliance.

10.7 **RESPIRATORY PROTECTION**

1. Conditions may exist which require the utilization of respiratory equipment to protect employees against exposure to the inhalation of toxic or harmful gasses, vapors, mists, fumes and dust. Contractors must implement and enforce a respiratory program in accordance with Cal/OSHA standards to protect employees from these types of exposures.

2. Prior to any welding, cutting or heating of coated metal or other materials, the Subcontractor or Tiered-Subcontractor will provide to the GC an exposure assessment documentation (personal air monitoring results) based on activities being conducted in a similar environment with similar engineering and administrative controls where the work will be performed. This assessment is required to determine if the worker is exposed above the permissible limit or short-term exposure limit and documentation shall be available at the site for review. Documentation may be submitted from previous projects with similar physical/environmental conditions, engineering and administrative controls. Engineering controls are the initial step of prevention and respiratory protection should be used as a secondary precaution.

3. Only respirators that are applicable and suitable for the purpose intended will be used. They will be selected on the basis of the hazards to which the employee is exposed.

4. Employees required to use respiratory protective equipment approved for use in an atmosphere immediately dangerous to life shall be thoroughly trained in the use and limitations of such equipment.

5. Respiratory protective equipment will be inspected regularly and maintained in good condition. Filter cartridges will be replaced per manufacturer’s recommendation or a calculated filter change-out schedule will be used so as to provide complete protection and shall be documented.

6. Dust masks are to be replaced in accordance with manufacturer specifications. For employees voluntarily using "dust masks," documentation will be maintained according to federal or state regulations.

7. Respiratory protective equipment, which has been previously used, shall be cleaned and disinfected before it is issued to another employee.

8. Workers required to wear respiratory protection shall have been medically evaluated and approved to wear such devices. A copy of each of its worker’s medical approval will be kept by each Contractor on-site.

9. All employees required to use PPE shall be given individual instruction by the employer regarding PPE prior to its use. This training shall be documented and a record kept on site.

10. Each Contractor must have a written respirator program and this program is to be submitted to the PSM prior to working at this site.
SECTION 11 — FIRE PREVENTION

11.1 Introduction

The GC shall implement and enforce fire protection and prevention measures in accordance with all federal, state and local governmental agencies and in accordance with the following requirements.

11.2 Requirements

1. Temporary fire protection measures, such as the installation of fire extinguishers, hose lines and temporary standpipes near hazardous locations will be provided by each Contractor as required.

2. Active fire hydrants will be accessible at all times.

3. One portable fire extinguisher (rated not less than 10B) will be provided within 25 feet of welding/cutting operations or flammable liquids.

4. In situations where the welding/cutting operations are being performed off of aerial devices, elevated platforms, or scaffolding, a fire extinguisher (rated not less than 10B) shall be available at the elevated work area.

5. One fire extinguisher (not rated less than 10B) will be provided within 50 feet of gasoline-operated equipment.

6. One portable fire extinguisher (rated not less than 20B) will be located not less than 25 feet, or more than 75 feet, from any flammable liquid storage area located outside.

7. Employees shall be trained in the proper use of the fire extinguisher and training records shall be available for review.

8. Access shall be maintained at all times to existing or newly activated fire hydrants and/or Fire Department connections.

9. Emergency Fire Department phone numbers will be conspicuously posted.

10. All work areas will be cleaned on a daily basis. Good housekeeping will be maintained at all times.

11. Portable fuel tanks will be installed in accordance with federal, state and local requirements. Contractors are responsible for securing permits if required.

12. Flammable liquids shall be stored in approved containers or tanks outside, away from buildings, in a safe and secure location.

13. Outdoor flammable liquid storage and portable tanks shall not be located or staged next to the job site structure or building in accordance with local, state, or federal regulatory requirements.

14. Fuel tanks will be identified as to content and required signage will be posted in accordance with local, state, or federal regulatory requirements.

15. Storage areas will be kept free of weeds, debris and other combustibles.

16. Fire watch shall be present during any hot work activity unless permit issuer determines it is not required.

17. No flammables will be stored inside tool trailers or other closed structures. Approved safety containers will be used for storage and handling of flammable liquids.

18. No smoking is permitted within 25 feet of any flammable liquid storage or dispensing areas. ”No Smoking” signs will be posted.
11.3 **HOT WORK PERMITS**

1. Hot Work Permit will be issued and approved on a daily basis by the PSM.

2. Prior to conducting "hot work" activities (–hot work1 is defined as any cutting, welding, torching or flame-involved/inducing process), each Contractor shall ensure that the following precautions or actions have been taken and documented:
   
   a. Defective equipment is removed from service and the project.
   b. Floors have been swept and combustibles removed.
   c. Wall and floor openings are covered.
   d. No combustible materials within 35 feet of work.
   e. A written Fire Prevention Plan will be followed including fire extinguishers, hot work permit, fire blankets and a Fire Watch will be posted for no less than 30 minutes after hot work has ceased.

3. Prior to the beginning hot work operations, the safety representative shall insure that all employees are instructed on:
   
   a. Work to be performed
   b. Precautions to be taken
   c. How to use fire extinguishers
   d. Emergency response techniques
   e. Work stoppage protocols for possible exposures.

4. Work will not commence if any employee does not fully understand what is expected of him or her during "hot work" activities.

5. Hot work training shall be documented as to the information covered and workers in attendance, a copy of which shall be available upon request of the PSM.

6. Fire watch shall be present during any hot work activity unless permit issuer determines it is not required.

11.4 **WELDING, CUTTING AND BURNING**

1. Each separate cutting and welding operation will be required to have, within easy reach, a proper fire extinguisher provided by the Subcontractor performing the work of a size and type to extinguish any fire that may ignite on materials being cut or welded or materials immediately adjacent to cutting and welding operation.

2. Prior to any welding, cutting or heating of coated metal or other materials, the Subcontractor will provide the GC an exposure assessment documentation (personal air monitoring results) based on activities being conducted in a similar environment with similar engineering and administrative controls where the work will be performed.

3. Documentation may be submitted from previous projects with similar physical/environmental conditions, engineering and administrative controls.

4. Regulators and hoses will be removed at the end of each work shift.

5. Valve protection caps shall always be in place before cylinders are moved, transported, or stored.

6. Compressed gas cylinders--empty or full--shall be secured in an upright position at all times except, if necessary, for short periods of time while cylinders are actually being hoisted or carried.

7. All hoses shall be frequently inspected for leaks, worn places, and loose connections.

8. Approved flashback arrestors shall be provided in both oxygen and acetylene hoses at the regulator connection.
9. Compressed gas cylinders will not be stored inside of any structure - this includes gang boxes, storage trailers and similar closed spaces.

10. Compressed gas cylinders will be stored only in properly constructed storage racks. The racks will be constructed of rugged nonflammable materials.

11. Electrode and ground cables shall be elevated at least 8 feet above the work area where feasible and supported to prevent obstructions from interfering with the safe passage of workers and equipment.
SECTION 12 – FALL PROTECTION

12.1 INTRODUCTION

1. The District is committed to the philosophy of continuous fall hazard controls wherever the potential exists for personnel falling from heights greater than 6 feet. Therefore, all Contractors will be required to be tied off or utilize fall protection method for heights greater than or equal to 6 feet, except where other regulatory agency’s fall protection requirements are more stringent.

2. Contractors shall conduct and comply with all fall protection requirements in accordance with Title 8 of the California Code of Regulations, the manufacturers’ instructions and/or other regulatory agencies.

12.2 GENERAL REQUIREMENTS

1. All Contractors conducting activities from heights greater than or equal to 6 feet will be required to submit a Site Specific Fall Protection Plan to the GC for review prior to commencement of any work on-site to ensure compliance with these requirements.

2. The Site Specific Fall Protection Plan will provide details that describe fall conditions that exist related to tasks being performed, fall protection methods that will be used to control the hazard, and the Competent Person responsible for executing the plan.

3. A Competent Person appointment letter shall be provided to the GC by each Subcontractor.

4. Plans and appointment letters shall be housed on site and will be available for review upon request.

12.3 LADDERS

1. The use, care and storage of ladders shall comply with Title 8 of the California Code of Regulations, the manufacturers’ instructions and/or other regulatory agencies. However, aluminum ladders may not be used on this project.

2. Each person shall be trained in the proper use of ladders and fully made aware of the regulatory requirements for their use. Failure to comply with the safe use of ladders is inexcusable and will not be tolerated on this project.

3. Improper use of a ladder will be considered a near miss incident and appropriate actions as outlined in Section 2.1 and 2.2 of this manual will be taken by the PSM.

4. Fall protection is required while working from ladders 6 feet above the surface.

5. Ladders shall be inspected prior to use and documented.

12.4 SCAFFOLDING AND AERIAL LIFTS

1. A Competent or Qualified Person appointment letter shall be provided to the GC by the Subcontractor.

2. The construction, maintenance, use and disassembly of all scaffolding shall be under the direction of a Competent Person trained in the erection of that particular type or style of scaffold and shall comply with the requirements of T8 CCR, or other regulatory agencies.

3. Exterior scaffolding attached to buildings or structures will be required to have a scaffold stairwell as a means of access or an enclosed ladder system to minimize fall exposures. If these two methods are infeasible, a fall protection plan may be developed and submitted to the PSM.

4. Rolling/Mobile Scaffold

   a. Rolling/mobile scaffold will be erected and dismantled according the manufacturer’s requirements.
b. Each worker that operates these types of equipment shall be trained according to the manufacturer’s operators manual.

c. Training and daily inspection documentation will be required to be available at the jobsite.

d. All four wheels will be locked prior to climbing and working from platform.

5. Aerial lifts, scissor lifts or similar equipment will be operated according to the manufacturer’s operators manual and the ANSI standards.

   a. Each worker that operates these types of equipment shall be trained according to the manufacturer’s operators manual.

   b. Training and daily inspection documentation will be required to be available on the equipment.

   c. Standing on the mid- or top rails of this type of equipment is not allowed.

6. Suspended scaffold shall be installed per the manufacturer’s requirements and under the supervision of a qualified person.

   a. Employer shall provide a Qualified Person’s Appointment letter to the GC.

   b. Each worker that operates these types of equipment shall be trained according to the manufacturer’s operators manual.

   c. Training and daily inspection documentation will be required to be available at the jobsite.
**SECTION 13 – EXCAVATION & TRENCHING**

**13.1 REQUIREMENTS**

1. A **Competent or Qualified Person appointment letter** shall be provided to the GC by the Employer.

2. Excavation and trenching activities shall comply with the requirements of T8 CCR, or other regulatory agencies.

3. The determination and design of the supporting system shall be based on careful consideration of the following: depth of the cut; anticipated changes in the soil due to air, sun, freezing temperature and water; and ground movement caused by vehicle vibration and earth pressures.

4. Contractors also may use a trench box - a prefabricated, movable trench shield composed of steel plates welded to a heavy steel frame. T8 CCR permits the use of a trench box as long as the protection it provides is equal to or greater than the protection that would be provided by the appropriate shoring system.

5. The engineering documentation (tabulated data) must be available at the work location.

6. Manufacturer’s shoring system (hydraulic, screw jack, etc.) shall be installed per the manufacturer’s requirements and the owner’s manual must be available on site for review.

7. Timber shoring methods must be engineered and documentation available on site for review.

8. When persons are crossing over an excavation or trench, a bridge shall be provided with adequate guardrail system.

9. Bridges must be designed for the intended load and the capacity must be marked on the bridge.

10. The excavation shall be protected by adequate physical barriers to keep unauthorized vehicular or foot traffic from the excavation-site or trench.

11. Fall protection shall be utilized when employees are exposed to falls 6 feet or greater.

12. Trenching permits shall be made available upon request.

**13.2 INSPECTIONS**

1. Excavations and shoring systems will be inspected daily by a competent person, employed by the Contractor, who is well trained in such matters and training records shall be made available at the site.

2. Inspections are required after rain storms or any other change in conditions that can increase the possibility of a cave-in or slide. If dangerous ground movements are apparent, such as tension cracking, all work in the excavation shall be stopped until the problem has been corrected.

3. Inspections shall be documented and maintained near the excavation work.
SECTION 14 — STEEL ERECTION

14.1 REQUIREMENTS
1. These requirements exceed the Cal/OSHA regulatory standards and are applicable to this project regardless of exemptions Contractors may obtain from Cal/OSHA on other projects.

14.2 FALL PROTECTION
1. A Site Specific Fall Protection Plan shall be included in the erection plan that will clearly identify the methods of fall protection in the steel erection process (decker, bolt up crew, welders, connecters, and safety cable installers, etc.).

NOTE: FALL PROTECTION WILL BE REQUIRED WHERE WORKERS ARE EXPOSED TO FALLS GREATER THAN 6 FEET.

14.3 ERECTION PLAN
1. A Site Specific Erection Plan shall be developed for the GC that will address potential hazards and exposures, including occupied spaces and power lines.

2. Key erection elements shall be pre-planned; including coordination with GC, other Subcontractors, and Tiered-Subcontractors before erection begins.

3. The following issues shall be addressed in the Site Specific Erection Plan.
   a. Hoisting and Rigging
   b. Working Under Loads
   c. Structural Steel Assembly
   d. Roof and Floor Holes and Openings
   e. Beams and Columns
   f. Open Web Steel Joists
   g. Falling Object Protections
   h. Training (fall protection, rigging, multi rigging training, etc.)

4. Multiple Lift Rigging —Christmas Treeing—Tandem Loads is prohibited for this project.
SECTION 15 – CRANES AND RIGGING

15.1 INTRODUCTION

1. The safe operation and proper maintenance of cranes and rigging on the site shall be the overall responsibility of the GC and the Crane Contractor. Both Contractors shall also be held accountable for compliance with Cal/OSHA, and other regulatory agencies requirements in regard to their cranes on the site, whether Contractor owned, leased or rented.

   a. The Contractor shall have a designate Competent Person who shall inspect cranes and derricks daily as part of the Contractor's job site inspection program.
   b. Such inspections shall be documented. Defective equipment shall be removed from service and repaired and service/repair shall be documented.
   c. The Crane Contractor shall inspect their crane at least monthly and provide a written report as to the results of the inspection to the GC. Defective equipment shall be removed from service.
   d. Loads shall not be suspended over persons.
   e. Tag lines or guide ropes shall be used to control all loads.
   f. Barricades for employee safety shall be maintained around the swing radius of the crane cab.

15.2 QUALIFICATIONS

1. Operators shall have the following qualifications to operate cranes and other hoisting equipment:

   a. Designated operators who have been licensed by an approved agency or union and meet the requirements of Chapter 5, ASME B30.
   b. Crane operators will meet the minimum requirements by the D.O.T. Physical Examination, as provided in D.O.T. 391, Physical Examination for Truck Drivers. No crane operator will be allowed to operate a crane until they have passed the physical exam conducted by a licensed physician approved by the D.O.T.
   c. No one other than the above personnel shall be in, or on, the crane during operations. Exceptions are oilers or a Supervisor whose duties may require their presence.

15.3 OPERATING REQUIREMENTS

1. The GC shall ensure that the crane operator:

   a. Does not engage in any practice, which may divert his attention while engaged in crane operations.
   b. Does not operate the crane if physically or mentally unfit, or if taking prescription drugs, which may affect judgment.
   c. Does not respond to any signal which is unclear or is given by anyone other than appointed signal person. Exception: The operator shall respond to a stop signal given by anyone.
   d. Have final responsibility and control over the crane operations. When there is any doubt as to safety, the operator shall have the authority to stop and refuse to handle any loads until safety has been assured. Any manager, Representative or person attempting to bypass the crane operator’s authority on this issue will be immediately removed from the project.
   e. Shall, upon request, demonstrate his ability to determine total load weight and its relationship to the crane load charts.
   f. Immediately shut down the crane if any part of the crane, rigging or load strikes any object.
   g. Never leave the controls while there is a load on the hook.
   h. Stop the crane operation if there are any problems and notify the Project Safety Representative.
15.4 **HOISTING & RIGGING**

1. Documented inspections of hoisting and rigging equipment shall be conducted by a Competent Person before their use to ensure that it is in safe operating condition and that lifts will be conducted in a safe manner.

2. Damaged or defective equipment shall be removed from service and removed from the project site.

3. Accessible areas within the swing radius of the rotating superstructure shall be properly barricaded to prevent employees from being struck or crushed by the crane.

4. Lifts shall not be conducted over employees, visitors, or areas occupied by the public.

5. The Crane Operator shall be responsible for determining the safe operation of their crane and the safety of each lift.

6. Routes of suspended loads shall be preplanned to ensure no workers or the public are directly below suspended loads.

7. Tag lines shall be used for all loads.

8. Riggers shall be certified by the National Commission for Certification of Crane Operators (NCCCO) or equivalent certification agency.

9. JHA shall be available at the lift area for review.

10. Multiple Lift Rigging —Christmas Treeing—Tandem Loads is prohibited for this project.
SECTION 16 – HAZARDOUS ENERGY SOURCES

16.1 LOCK-OUT/TAG-OUT (LOTO)

1. GCs will comply with Title 8 of the California Code of Regulations, National Fire Protection Agency and other regulatory agencies requirements. The following procedures are established as minimum guidelines with respect to hazardous energy sources on the project.

2. They shall apply during the transition of temporary energy sources to permanent energy sources within the project.

3. Any device such as electrical panels, transformers, valves, etc., which become energized during the transition to permanent energy source will be subject to LOTO procedures.

4. Shut down and restoration of permanent energy source equipment will be subject to LOTO procedures.

5. Failures to follow procedures for LOTO will result in immediate termination from this project.

6. Subcontractor shall provide to the GC their LOTO plan for approval prior to work activities.

16.2 ELECTRICAL WORK

1. Qualified electricians knowledgeable in code requirements shall be allowed to perform electrical work.

2. Any work that is to be performed on energized circuits or equipment, regardless of experience, shall have a hot work program in place (NFPA-70E) that is approved by the PSM.

3. No employee shall be permitted to work on or in close proximity to unprotected electrical power circuits unless the employee is protected against electrical shock by de-energizing the circuit (LOTO) and grounding, or protecting the individual by effective isolation or blocking.

4. Temporary lighting shall be caged and of the molded type consisting of manufacturer’s fixed lights.

5. Contractors’ assembled multiple conductors (single wire) or Romex stringers with pigtails will not be acceptable.

6. All temporary power will be supplied with GFCI protection.

7. Electrical cords and trailing cables shall be covered or elevated at least 8 feet above the work areas where feasible or otherwise protected from damage which could create a hazard to employees in the area.

8. The means used for covering the cords or cables will not create a tripping hazard.

9. All temporary electrical tools and cords shall be protected by a GFCI throughout all phases of construction.

10. Extension cords used with portable electric tools and appliances shall be heavy duty (not less than 14-gauge conductors) of the three-wire ground type.

11. Damaged electrical cords will be repaired with heat shrink material only. Electrical tape repairs are not permitted.
SECTION 17 – COMMON SAFETY PRACTICES BY TRADES

**Introduction**

1. Sections 17.1 to 17.21 are provided to assist in identifying recognized hazards of trades and safety controls.

2. These sections reflect T8 CCR requirements and effective industry practices.

3. Information may be reviewed and discussed during safety meetings.

### 17.1 Carpentry

<table>
<thead>
<tr>
<th>Carpentry: Rough and Formwork</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Protection</strong></td>
</tr>
<tr>
<td>• Fall protection required above 6 feet</td>
</tr>
<tr>
<td>• Leading edge, guardrails, etc.</td>
</tr>
<tr>
<td><strong>Electric portable saws</strong></td>
</tr>
<tr>
<td>• Proper guarding</td>
</tr>
<tr>
<td>• Utilize elevated cut station; i.e., saw horses, etc.</td>
</tr>
<tr>
<td>• Inspection of tools and cords</td>
</tr>
<tr>
<td><strong>Forklifts</strong></td>
</tr>
<tr>
<td>• Daily Inspections</td>
</tr>
<tr>
<td>• Training Certifications for all operators</td>
</tr>
<tr>
<td>• Backup alarm</td>
</tr>
<tr>
<td>• Seatbelts</td>
</tr>
<tr>
<td><strong>Stripping</strong></td>
</tr>
<tr>
<td>• Bending nails, clean-up, limited access, etc.</td>
</tr>
<tr>
<td>• Pry bars – body position</td>
</tr>
<tr>
<td>• Pry bars, cats paws, crow bar, etc., in place of hammers for stripping</td>
</tr>
<tr>
<td><strong>Material Handling</strong></td>
</tr>
<tr>
<td>• Sufficient manpower</td>
</tr>
<tr>
<td>• Spotters</td>
</tr>
<tr>
<td>• Pinch Points</td>
</tr>
<tr>
<td>• Use of mechanized equipment whenever possible, or proper body mechanics when not possible</td>
</tr>
<tr>
<td><strong>Controlled Access Zones</strong></td>
</tr>
<tr>
<td>• Signage, barricading, etc.</td>
</tr>
<tr>
<td><strong>Rebar Protection</strong></td>
</tr>
<tr>
<td>• Caps, shields, covers, etc. for vertical and horizontal rebar</td>
</tr>
<tr>
<td><strong>Material Storage</strong></td>
</tr>
<tr>
<td>• Consolidate material when possible</td>
</tr>
<tr>
<td>• Secured/stabilized</td>
</tr>
<tr>
<td>• Safe access, egress</td>
</tr>
<tr>
<td><strong>Pressure treated wood</strong></td>
</tr>
<tr>
<td>• PPE required per MSDS/SDS (e.g., leather gloves)</td>
</tr>
</tbody>
</table>
### 17.2 Ceilings

#### Ceiling – T-Bar, drop-in, etc.

<table>
<thead>
<tr>
<th>PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Hard hats</td>
</tr>
<tr>
<td>• Gloves and Kevlar sleeves</td>
</tr>
<tr>
<td>• Hearing protection – e.g., powder actuated tools, etc.</td>
</tr>
<tr>
<td>• Respiratory protection, as indicated by MSDS/SDS, e.g., cutting of tiles if necessary</td>
</tr>
<tr>
<td>• Face shield or goggles for overhead drilling/shooting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scissor Lifts</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Daily inspections</td>
</tr>
<tr>
<td>• Operator training</td>
</tr>
<tr>
<td>• 2 hand or 1 hand/foot controlled lifts only if possible</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Rolling Scaffolds</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fall protection required at 6 feet and above</td>
</tr>
<tr>
<td>• Locking wheels required, no self-propelling of scaffolds</td>
</tr>
<tr>
<td>• Worker training: user for workers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material Handling and Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Appropriate manpower; utilize elevated cut station, i.e., saw horses, etc.</td>
</tr>
<tr>
<td>• Proper body positioning</td>
</tr>
<tr>
<td>• Protect from moisture/water</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Powder Actuated Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Operator training</td>
</tr>
<tr>
<td>• Signage</td>
</tr>
<tr>
<td>• Cannot be left unattended, secure when not in use</td>
</tr>
<tr>
<td>• Disposal of shells (in accordance with state and local regulations)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Guarding</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ensure all holes in work area are covered prior to scaffold/scissor lift use</td>
</tr>
<tr>
<td>• Fall Protection</td>
</tr>
<tr>
<td>• Wires turned up/protected to ensure worker protection</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Laser</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Set-up – avoid eye height</td>
</tr>
<tr>
<td>• Signage</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knives</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ensure all knives are kept sharp and have appropriate sheaths</td>
</tr>
<tr>
<td>• Kevlar gloves</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Clean-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Daily cleaning</td>
</tr>
<tr>
<td>• Appropriate manpower</td>
</tr>
</tbody>
</table>
## 17.3 Concrete Finishes, Cutting, & Core Drilling

<table>
<thead>
<tr>
<th>Concrete Finishers, Cutters, Core Drillers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PPE</strong></td>
</tr>
<tr>
<td>• Appropriate; e.g., glasses, hardhats, gloves and respiratory protection</td>
</tr>
<tr>
<td>• Rubber boots over work boots</td>
</tr>
<tr>
<td>• Knee pads as necessary</td>
</tr>
<tr>
<td>• Mesh face shields, e.g., discharge end of pump</td>
</tr>
<tr>
<td>• Hearing protection as required by activity, i.e., cutting, coring, mechanical trowels, etc.</td>
</tr>
<tr>
<td><strong>Fall Protection</strong></td>
</tr>
<tr>
<td>• Fall protection required with exposures of 6 feet or more</td>
</tr>
<tr>
<td>• Shaft work, wall penetrations, etc.</td>
</tr>
<tr>
<td><strong>Protection Plan</strong></td>
</tr>
<tr>
<td>• Protection of floor and area at and below coring operation</td>
</tr>
<tr>
<td>• Water containment plan</td>
</tr>
<tr>
<td>• Clean-up plan</td>
</tr>
<tr>
<td><strong>Respiratory Protection</strong></td>
</tr>
<tr>
<td>As appropriate; e.g., dry saw on expansion joints, bushing operations, etc.</td>
</tr>
<tr>
<td><strong>High Voltage Vacuums</strong></td>
</tr>
<tr>
<td>Appropriate grounding and protection against static charge</td>
</tr>
<tr>
<td><strong>Material Handling</strong></td>
</tr>
<tr>
<td>Rigging and removal plan</td>
</tr>
<tr>
<td><strong>Concrete Pump Hoses</strong></td>
</tr>
<tr>
<td>• Adequate personnel for weight of hoses/</td>
</tr>
<tr>
<td>• Use hooks, taglines, etc. to drag/move hoses</td>
</tr>
<tr>
<td>• Keeper pins and safety chains on pump connections</td>
</tr>
<tr>
<td><strong>Concrete Cutting / Coring</strong></td>
</tr>
<tr>
<td>• Slurry cleanup and disposal</td>
</tr>
<tr>
<td>• Protection of holes after</td>
</tr>
<tr>
<td>• Side handles on drill motors (and gloves)</td>
</tr>
<tr>
<td>• Coordination and protection below cuts</td>
</tr>
<tr>
<td>• X-ray slab as necessary, i.e., post-tension, pre-stress, rebar, cable trays, etc. ensure coordination and protection below work</td>
</tr>
<tr>
<td><strong>Troweling Machines</strong></td>
</tr>
<tr>
<td>• Appropriately maintained</td>
</tr>
<tr>
<td>• Refueled with approved gas containers</td>
</tr>
</tbody>
</table>
### 17.4 Demolition

<table>
<thead>
<tr>
<th>Demolition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Written Demolition Plan</strong></td>
</tr>
<tr>
<td>Written plan for safe demolition activities, submitted and reviewed by GC</td>
</tr>
<tr>
<td><strong>PPE</strong></td>
</tr>
<tr>
<td>Fall protection required</td>
</tr>
<tr>
<td>Respirators as appropriate to hazard</td>
</tr>
<tr>
<td>Kevlar gloves/sleeves as applicable</td>
</tr>
<tr>
<td><strong>Protection of Public and Workers</strong></td>
</tr>
<tr>
<td>Plan for protection – lockout/tag-out, barricades, nets, catch platforms, spotters, etc.</td>
</tr>
<tr>
<td><strong>Clean-up/Material Handling</strong></td>
</tr>
<tr>
<td>Clean-up plan</td>
</tr>
<tr>
<td>Dust control</td>
</tr>
<tr>
<td>Removal of debris from building – chutes, carts, etc</td>
</tr>
<tr>
<td><strong>Hot Work</strong></td>
</tr>
<tr>
<td>Hot work permits</td>
</tr>
<tr>
<td>Gas bottle storage</td>
</tr>
<tr>
<td>Fire extinguisher within 10 feet of hot work</td>
</tr>
<tr>
<td><strong>Bobcats, Mobile Equipment</strong></td>
</tr>
<tr>
<td>Operator training</td>
</tr>
<tr>
<td>Daily inspections</td>
</tr>
<tr>
<td>Backup alarms</td>
</tr>
<tr>
<td>Scrubbers for exhaust</td>
</tr>
<tr>
<td><strong>Forklifts</strong></td>
</tr>
<tr>
<td>Daily inspections</td>
</tr>
<tr>
<td>Training Certifications for all operators</td>
</tr>
<tr>
<td>Backup alarm</td>
</tr>
<tr>
<td>Seatbelts</td>
</tr>
<tr>
<td><strong>Scissor Lifts</strong></td>
</tr>
<tr>
<td>Daily inspections</td>
</tr>
<tr>
<td>Training Certifications for all operators</td>
</tr>
<tr>
<td>2 hand or 1 hand/1 foot controlled lifts only if possible</td>
</tr>
<tr>
<td><strong>Jackhammering</strong></td>
</tr>
<tr>
<td>Removal of debris</td>
</tr>
<tr>
<td>Dust control – respiratory protection</td>
</tr>
<tr>
<td>Appropriate PPE</td>
</tr>
<tr>
<td>Anti-vibration gloves</td>
</tr>
<tr>
<td>Hearing protection</td>
</tr>
<tr>
<td>Metatarsal guards</td>
</tr>
<tr>
<td>Face shield</td>
</tr>
<tr>
<td><strong>Controlled Access Zones</strong></td>
</tr>
<tr>
<td>Signage</td>
</tr>
<tr>
<td>Barricading</td>
</tr>
</tbody>
</table>
### 17.5 Dry Wall & Taping

#### Drywall and Taping

<table>
<thead>
<tr>
<th>PPE</th>
<th>Scissor Lifts</th>
<th>Scaffolds</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Gloves as appropriate - e.g., Fingerless – screwing, hanging</td>
<td>- Daily inspections</td>
<td>- Fall protection at greater than 6 feet high</td>
</tr>
<tr>
<td>- Full Fingered – framing, handling</td>
<td>- Operator training</td>
<td>- Locking wheels</td>
</tr>
<tr>
<td>- Hearing protection – e.g., chop saws, powder actuated tools, etc.</td>
<td>- 2 hand or 1 hand/foot controlled</td>
<td>- Worker training: user for workers, additional for erection crews</td>
</tr>
<tr>
<td>- Respiratory protection, as indicated by MSDS/SDS, e.g., Sanding</td>
<td>lifts only if possible</td>
<td></td>
</tr>
<tr>
<td>- Face shield -- chop saws</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Material Handling & Storage

| - Appropriate manpower; utilize elevated cut station, i.e., saw horses, etc. | - Material carts for movement            |
| - Material carts for movement                                              | - Appropriate manpower and/or size of material |
| - Proper body positioning                                                  | - Protect from moisture/water           |

#### Powder Actuated Tools

| - Operator training            | - Cannot be left unattended, secure when not in use |
| - Signage                     | - Disposal of shells (in accordance with state and local regulations) |

#### Guarding

| - Protect all holes greater than 2 inches     | - Ladder use setup                     |
| - Shaft work                                 | - Unguarded windows and rails          |
| - Fall Protection                           |                                       |

#### Laser

| - Set-up – avoid eye height                  |                                       |
| - Signage                                   |                                       |

#### Knives

| - Ensure all knives are kept sharp and have appropriate sheaths | - Kevlar gloves                       |

#### Chop saws

| - Guards in place | - Hot work permit |
| - Backstops       |                   |

#### Clean-up

| - Dust control plan | - Appropriate manpower |
| - Daily cleaning of drywall debris last 20 minutes | - Taping mud washout |
### 17.6 Earthwork, Paving, & Grading

<table>
<thead>
<tr>
<th>Earthwork, Paving and Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PPE</strong></td>
</tr>
<tr>
<td>As appropriate - e.g., hardhats, glasses, vests, etc.</td>
</tr>
<tr>
<td><strong>Site Speed Limit</strong></td>
</tr>
<tr>
<td><strong>Heavy Equipment</strong></td>
</tr>
<tr>
<td>Daily inspections</td>
</tr>
<tr>
<td>Training of all operators</td>
</tr>
<tr>
<td>Backup alarms</td>
</tr>
<tr>
<td>Seatbelts</td>
</tr>
<tr>
<td>Spotters</td>
</tr>
<tr>
<td><strong>Protection of Holes and Drops in Elevation</strong></td>
</tr>
<tr>
<td>Flagging, barricades, signage, delineation etc.</td>
</tr>
<tr>
<td><strong>Trenching and Excavations</strong></td>
</tr>
<tr>
<td>Appropriate protection, e.g., sloping and benching, shoring, etc.</td>
</tr>
<tr>
<td>Trench plates</td>
</tr>
<tr>
<td>Pot holing</td>
</tr>
<tr>
<td>Daily trenching and excavation inspections</td>
</tr>
<tr>
<td>Also review “Excavation and Trenching” section of the preconstruction meeting checklist form</td>
</tr>
<tr>
<td><strong>Protection of Material</strong></td>
</tr>
<tr>
<td>Proper delineation, barricading, etc. to protect against trade damage</td>
</tr>
<tr>
<td><strong>Traffic Control</strong></td>
</tr>
<tr>
<td>Traffic Control Plan, e.g., trained flaggers, lane delineation, signage, vehicle blocking, lane closures, city notification, etc.</td>
</tr>
<tr>
<td><strong>Dust Control</strong></td>
</tr>
<tr>
<td>Dust Control Plan</td>
</tr>
<tr>
<td><strong>Protection of Public Roadways</strong></td>
</tr>
<tr>
<td>Tracking of mud, dirt and debris</td>
</tr>
<tr>
<td>Vehicle wash out</td>
</tr>
<tr>
<td><strong>SWPP</strong></td>
</tr>
<tr>
<td>Site specific plan</td>
</tr>
<tr>
<td><strong>Site-Specific Conditions</strong></td>
</tr>
<tr>
<td>Utilities locations</td>
</tr>
<tr>
<td>Environmental concerns</td>
</tr>
</tbody>
</table>
## 17.7 Electrical

<table>
<thead>
<tr>
<th><strong>Electricians</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Temporary Lighting - Maintenance</strong></td>
</tr>
<tr>
<td>* Who is responsible?</td>
</tr>
<tr>
<td>* Hanging with appropriate materials</td>
</tr>
<tr>
<td>* Protection of nomex gloves</td>
</tr>
<tr>
<td><strong>Conduit rollers/cut-offs on slab/floor</strong></td>
</tr>
<tr>
<td>* Develop plan to address and prevent slip/trip hazards, daily cleanup</td>
</tr>
<tr>
<td>* Cut material on benches, carts or table</td>
</tr>
<tr>
<td><strong>Ladders</strong></td>
</tr>
<tr>
<td>Fiberglass ladders only, no metal or wooden ladders</td>
</tr>
<tr>
<td><strong>Scissor Lifts</strong></td>
</tr>
<tr>
<td>* Daily Inspections</td>
</tr>
<tr>
<td>* Operator training</td>
</tr>
<tr>
<td><strong>Roto-hammer or Overhead Drilling</strong></td>
</tr>
<tr>
<td>* Safety goggles or face shield</td>
</tr>
<tr>
<td>* Side handle</td>
</tr>
<tr>
<td><strong>Conduit Storage</strong></td>
</tr>
<tr>
<td>Storage on racks or carts if possible</td>
</tr>
<tr>
<td><strong>Concrete Cutting/Coring</strong></td>
</tr>
<tr>
<td>* Slurry cleanup and disposal</td>
</tr>
<tr>
<td>* Protection of holes after</td>
</tr>
<tr>
<td>* Side handles on drill motors (and gloves)</td>
</tr>
<tr>
<td>* Coordination and protection below cuts</td>
</tr>
<tr>
<td>* X-ray slab as necessary, i.e., post-tension, pre-stress, rebar, cable trays, etc. Ensure coordination and protection below work</td>
</tr>
<tr>
<td><strong>Guarding</strong></td>
</tr>
<tr>
<td>* Protect all holes greater than or equal to 2 inches</td>
</tr>
<tr>
<td>* Shaft work</td>
</tr>
<tr>
<td>* Fall protection 6 feet</td>
</tr>
<tr>
<td><strong>Panel Protection</strong></td>
</tr>
<tr>
<td>* Lockout/Tag-out Plan; PPE plan for testing or diagnostics (until systems are verified dead)</td>
</tr>
<tr>
<td>* All hot panels and live electrical rooms need to be secured/locked at all times unless a Representative is present at all times; with appropriate signage</td>
</tr>
<tr>
<td>* All exposed circuits protected</td>
</tr>
<tr>
<td><strong>Powder Actuated Tools</strong></td>
</tr>
<tr>
<td>* Operator training</td>
</tr>
<tr>
<td>* Signage</td>
</tr>
<tr>
<td>* Cannot be left unattended, secure when not in use</td>
</tr>
<tr>
<td>* Disposal of shells (in accordance with state and local regulations)</td>
</tr>
</tbody>
</table>
### 17.8 Fireproofing & Insulators

<table>
<thead>
<tr>
<th>Fireproofing/Insulators</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cleanup</strong></td>
</tr>
<tr>
<td>• Cleanup plan</td>
</tr>
<tr>
<td>• Containment of overspray</td>
</tr>
<tr>
<td>• Dust control</td>
</tr>
<tr>
<td>• Washout areas</td>
</tr>
<tr>
<td><strong>Respiratory Protection</strong></td>
</tr>
<tr>
<td>• According to MSDS/SDS</td>
</tr>
<tr>
<td>• Fans, ventilation, etc.</td>
</tr>
<tr>
<td>• Off hours work coordination</td>
</tr>
<tr>
<td><strong>PPE</strong></td>
</tr>
<tr>
<td>• Hardhat, glasses, work boots, fall protection if required, etc.</td>
</tr>
<tr>
<td>• Gloves when cutting</td>
</tr>
<tr>
<td><strong>Preparation/Mixing Of Materials</strong></td>
</tr>
<tr>
<td>Adequate ventilation – performed outside whenever possible</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
</tr>
<tr>
<td>• Properly maintained (checklist)</td>
</tr>
<tr>
<td>• Hoses with locking claims/whip checks</td>
</tr>
<tr>
<td>• Scaffolding, scissor lifts – maintained per manufacturer’s requirements, cleaned of material buildup</td>
</tr>
<tr>
<td><strong>Fall Protection</strong></td>
</tr>
<tr>
<td>• In accordance with SSSP</td>
</tr>
<tr>
<td>• Leading edge, guardrails etc.</td>
</tr>
</tbody>
</table>
## 17.9 Flooring

### Flooring – carpet, tile, base, laminate, etc.

<table>
<thead>
<tr>
<th>Respiratory Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>• According to MSDS/SDS</td>
</tr>
<tr>
<td>• Fans, ventilation, etc.</td>
</tr>
<tr>
<td>• Off hours work coordination</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Hardhat, glasses, work boots, fall protection if required, etc.</td>
</tr>
<tr>
<td>• Knee pads</td>
</tr>
<tr>
<td>• Gloves, e.g., Kevlar for cutting operations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knives</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Maintain in sharp condition</td>
</tr>
<tr>
<td>• Gloves, i.e., Kevlar</td>
</tr>
<tr>
<td>• Sheaths when not in use</td>
</tr>
<tr>
<td>• Proper body positioning</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Protection of Work from Trade Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signage, barricading, paper, Masonite, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hot Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Permits</td>
</tr>
<tr>
<td>• Fire extinguishers within 10 feet of flame</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparation/Mixing Of Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Adequate Ventilation – performed outside whenever possible</td>
</tr>
<tr>
<td>• Appropriate manpower</td>
</tr>
<tr>
<td>• Utilize elevated cut station, i.e., saw horses, etc.</td>
</tr>
</tbody>
</table>
### 17.10 Glazers

#### Glazers

<table>
<thead>
<tr>
<th>Fall Protection</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• In accordance with SSSP</td>
<td>• Leading edge, guardrails, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scissor Lifts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Daily inspections</td>
<td>• Training Certifications for operators</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forklifts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Daily inspections</td>
<td>• Training Certifications for operators</td>
</tr>
<tr>
<td>• Backup alarm</td>
<td>• Seatbelts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PPE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• As appropriate – e.g., gauntlets</td>
<td>• Fingerless gloves with screwing, installation etc.</td>
</tr>
<tr>
<td>and/or aprons when handling</td>
<td>• Hearing protection as necessary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material Handling</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Appropriate PPE – gloves, gauntlets, etc.</td>
<td>• Sufficient manpower</td>
</tr>
<tr>
<td>• Spotters</td>
<td>• Utilize elevated cut station, i.e., saw horses, benches, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Controlled Access Zones</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Exterior installation plan</td>
<td>• Signage, barricading, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material Storage</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Consolidate material when possible</td>
<td>• Protect from trade damage</td>
</tr>
<tr>
<td>• Secure material</td>
<td></td>
</tr>
</tbody>
</table>
## 17.11 HVAC

### HVAC

#### Material Handling
- Wear gloves
- Appropriate manpower
- Secure loads on lifts
- Placement of materials (access/egress paths maintained)
- Approved, inspected and maintained material hoists
- Utilize elevated cut station, i.e., saw horses, benches, etc.

#### PPE
- Gloves
- Fall protection as required
- Respiratory protection as required, e.g., duct sealant, etc.

#### Cleaning/Flushing/Draining Operations
- Develop Plan
- Proper disposal and equipment for materials/fluids
- SDS/SDS
- Signage and communication prior to start

#### Scissor Lifts
- Daily inspections
- Training Certifications for all operators

#### Roto-hammer or Overhead Drilling
- Safety goggles or face shield
- Hearing protection
- Side handle on tool

#### Hot Work
- Hot work permits
- Fire extinguisher within 10 feet of hot work
- Welding shields as applicable

#### Concrete Cutting/Coring
- Slurry cleanup and disposal
- Protection of holes after
- Side handles on drill motors (and gloves)
- Coordination and protection below cuts
- X-ray slab as necessary, i.e., post-tension, pre-stress, rebar, cable trays, etc. Ensure coordination and protection below work.

#### Guarding
- Protect all holes greater than 2 inches
- Shaft work
- Fall protection

#### Powder Actuated Tools
- Operator training
- Signage
- Cannot be left unattended, secure when not in use
- Disposal of shells (in accordance with state and local regulations)
17.12 **Iron Workers - Erection & Decking**

<table>
<thead>
<tr>
<th>Iron Workers – Erectors, Decker’s, Misc. Steel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Protection</td>
</tr>
<tr>
<td>In accordance with SSSP</td>
</tr>
<tr>
<td>Crane Pre-Op Planning</td>
</tr>
<tr>
<td>Erection Plan</td>
</tr>
<tr>
<td>Submitted to GC</td>
</tr>
<tr>
<td><strong>Hoisting and Rigging</strong></td>
</tr>
<tr>
<td>• Single pick hoisting and rigging preferred</td>
</tr>
<tr>
<td>• Single pick only for decking bundles, no nylon chokers</td>
</tr>
<tr>
<td>• Taglines on all members being picked</td>
</tr>
<tr>
<td>• <em>If Multiple Lifts are approved:</em></td>
</tr>
<tr>
<td>o Manufactured rigging unit</td>
</tr>
<tr>
<td>o Trained riggers</td>
</tr>
<tr>
<td>o Minimum 7 feet between members</td>
</tr>
<tr>
<td>o Maximum 3 members per lift</td>
</tr>
<tr>
<td><strong>Documentation</strong></td>
</tr>
<tr>
<td>• Concrete strength verification for anchor bolts</td>
</tr>
<tr>
<td>• Notice on changes to drawing/patterns</td>
</tr>
<tr>
<td><strong>Hot Work</strong></td>
</tr>
<tr>
<td>• Hot work permits</td>
</tr>
<tr>
<td>• Fire extinguisher within 10 feet of hot work</td>
</tr>
<tr>
<td>• Welding shields as applicable</td>
</tr>
<tr>
<td>• Welding leads inspected daily and repaired as necessary</td>
</tr>
<tr>
<td><strong>Scissor Lifts</strong></td>
</tr>
<tr>
<td>• Daily inspections</td>
</tr>
<tr>
<td>• Training for all operators</td>
</tr>
<tr>
<td><strong>Taglines</strong></td>
</tr>
<tr>
<td>One (1) line required on all loads. Two (2) lines required for loads over 25 feet</td>
</tr>
<tr>
<td><strong>Connections</strong></td>
</tr>
<tr>
<td>• 2 – bolts minimum for all connections – hand tight</td>
</tr>
<tr>
<td>• After torqueing, cleanup of load indicator tips</td>
</tr>
<tr>
<td><strong>Guarding</strong></td>
</tr>
<tr>
<td>• Protect all holes greater than 2 inches</td>
</tr>
<tr>
<td>• Shaft work</td>
</tr>
<tr>
<td>• Fall protection</td>
</tr>
<tr>
<td><strong>Forklifts</strong></td>
</tr>
<tr>
<td>• Daily inspections</td>
</tr>
<tr>
<td>• Training Certifications for operators – cards on operators</td>
</tr>
<tr>
<td>• Backup alarm</td>
</tr>
<tr>
<td>• Seatbelts</td>
</tr>
<tr>
<td><strong>Controlled Access Zones</strong></td>
</tr>
<tr>
<td>• Signage, barricading, etc.</td>
</tr>
<tr>
<td>• Release of floors coordinated with project management</td>
</tr>
</tbody>
</table>
### 17.13 Iron Workers – Rebar

<table>
<thead>
<tr>
<th>Personal Protective Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Meet Cal OSHA standards</td>
</tr>
<tr>
<td>• Full body harness only (body belts only for positioning, in addition to full body harness)</td>
</tr>
<tr>
<td>• Arm and hand protection required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hot Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Hot work permits</td>
</tr>
<tr>
<td>• Fire extinguisher within 10 feet of hot work</td>
</tr>
<tr>
<td>• Welding shields as applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rebar Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caps, shields, covers, etc., for vertical and horizontal rebar</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drilling/Doweling</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Appropriate PPE – respirators, earplugs, knee pads, etc.</td>
</tr>
<tr>
<td>• Dust control</td>
</tr>
<tr>
<td>• MSDS/SDS for epoxies, fuels, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forklifts</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Daily Inspections</td>
</tr>
<tr>
<td>• Training Certifications for all operators</td>
</tr>
<tr>
<td>• Backup alarm</td>
</tr>
<tr>
<td>• Seatbelts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Walkways</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whenever possible provide walkways across rebar grid/web</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Guarding</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Protect all holes greater than 2 inches</td>
</tr>
<tr>
<td>• Shaft work</td>
</tr>
<tr>
<td>• Fall protection</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Crane Pre–Operation Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>• See attached crane checklist</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Controlled Access Zones</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Signage, barricading, etc.</td>
</tr>
<tr>
<td>• Release of floors</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ergonomics</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Utilize tie stations to elevate work when possible</td>
</tr>
</tbody>
</table>
## 17.14 MASON S

### Masons, Plasterers, Lathers and Exterior Skin

<table>
<thead>
<tr>
<th>Fall Protection</th>
<th>Fall Protection Plan as needed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scaffolds</strong></td>
<td></td>
</tr>
<tr>
<td>• Scaffolds should meet OSHA standards</td>
<td></td>
</tr>
<tr>
<td>• E.g., fully planked, guardrails, toe-boards, etc.</td>
<td></td>
</tr>
<tr>
<td>• Inspected daily</td>
<td></td>
</tr>
<tr>
<td>• Safe access and egress for scaffolds greater than 24 feet in height:</td>
<td></td>
</tr>
<tr>
<td>• Access options: internal access systems, a stair tower or other similar access means</td>
<td></td>
</tr>
<tr>
<td>at no time will an employee climb on the exterior of a scaffold greater than 24 feet</td>
<td></td>
</tr>
<tr>
<td>in height without some other means of personal fall protection</td>
<td></td>
</tr>
<tr>
<td>• Load limits verified and communicated</td>
<td></td>
</tr>
<tr>
<td><strong>Rebar Protection</strong></td>
<td></td>
</tr>
<tr>
<td>• Caps, shields, covers, etc., for vertical and horizontal rebar</td>
<td></td>
</tr>
<tr>
<td><strong>Wet Saw/Demolition Saw</strong></td>
<td></td>
</tr>
<tr>
<td>• Appropriate PPE – respirators, earplugs, face shield, etc.</td>
<td></td>
</tr>
<tr>
<td>• Dust Control</td>
<td></td>
</tr>
<tr>
<td>• Material stockpile</td>
<td></td>
</tr>
<tr>
<td><strong>Forklifts</strong></td>
<td></td>
</tr>
<tr>
<td>• Daily inspections</td>
<td></td>
</tr>
<tr>
<td>• Training Certifications for all operators</td>
<td></td>
</tr>
<tr>
<td>• Backup alarm</td>
<td></td>
</tr>
<tr>
<td>• Seatbelt</td>
<td></td>
</tr>
<tr>
<td><strong>PPE</strong></td>
<td></td>
</tr>
<tr>
<td>• As appropriate, e.g., glasses, hardhats, gloves, etc.</td>
<td></td>
</tr>
<tr>
<td><strong>Respiratory Protection</strong></td>
<td></td>
</tr>
<tr>
<td>• According to MSDS/SDSs NIOH</td>
<td></td>
</tr>
<tr>
<td>• Mixing operations, mortars, grouts, applications</td>
<td></td>
</tr>
<tr>
<td><strong>Controlled Access Zones</strong></td>
<td></td>
</tr>
<tr>
<td>• Signage, barricading, etc.</td>
<td></td>
</tr>
<tr>
<td><strong>Material Storage</strong></td>
<td></td>
</tr>
<tr>
<td>• Protection of material from trade damage</td>
<td></td>
</tr>
<tr>
<td>• Overloading of scaffold (load limits verified)</td>
<td></td>
</tr>
<tr>
<td>• Locations should be away from storm sewers (hazardous materials)</td>
<td></td>
</tr>
<tr>
<td><strong>Material Handling</strong></td>
<td></td>
</tr>
<tr>
<td>• Plan to get material to work area</td>
<td></td>
</tr>
<tr>
<td><strong>Material Disposal</strong></td>
<td></td>
</tr>
<tr>
<td>• Plan for disposing of waste, wastewater or excess material</td>
<td></td>
</tr>
</tbody>
</table>
## 17.15 MILLWORK

### Millwork

<table>
<thead>
<tr>
<th>Tools and Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Proper guarding on all tools, i.e., per manufacturer’s requirements</td>
</tr>
<tr>
<td>• Use of sawhorses or work benches</td>
</tr>
<tr>
<td>• Inspection of tools and cords</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material Handling</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Sufficient manpower</td>
</tr>
<tr>
<td>• Spotters if necessary</td>
</tr>
<tr>
<td>• Pinch points</td>
</tr>
<tr>
<td>• Use of mechanized equipment whenever possible, or proper body mechanics when not possible</td>
</tr>
<tr>
<td>• Utilize elevated cut station, i.e., sawhorses, benches, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Consolidate material when possible</td>
</tr>
<tr>
<td>• Secured/stabilized</td>
</tr>
<tr>
<td>• Safe access, egress</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forklifts</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Daily inspections</td>
</tr>
<tr>
<td>• Training Certifications for all operators</td>
</tr>
<tr>
<td>• Backup alarm</td>
</tr>
<tr>
<td>• Seatbelts</td>
</tr>
</tbody>
</table>
### 17.16 Painting & Flooring

<table>
<thead>
<tr>
<th>Painters and Flooring</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respiratory Protection</strong></td>
</tr>
<tr>
<td>• According to MSDS/SDS, NIOSH</td>
</tr>
<tr>
<td>• Fans, ventilation, etc.</td>
</tr>
<tr>
<td>• Off hours work coordination</td>
</tr>
<tr>
<td><strong>Paint Clean-up/Washout</strong></td>
</tr>
<tr>
<td>Proper disposal of paints, etc.</td>
</tr>
<tr>
<td><strong>Material Storage/Building Loading</strong></td>
</tr>
<tr>
<td>• Protection of material from trade damage</td>
</tr>
<tr>
<td>• Storage inside building – fire protection, no more than 25 gallons stored in any one location, appropriate signage, etc.</td>
</tr>
<tr>
<td>• Locations should be away from storm sewers or floor drains</td>
</tr>
<tr>
<td>• Double containment</td>
</tr>
<tr>
<td><strong>PPE</strong></td>
</tr>
<tr>
<td>As appropriate; e.g., hardhat, glasses, work boots, fall protection if required, etc.</td>
</tr>
<tr>
<td><strong>Protection of Work from Trade Damage</strong></td>
</tr>
<tr>
<td>Signage and barricading</td>
</tr>
<tr>
<td><strong>Preparation/Mixing Of Materials</strong></td>
</tr>
<tr>
<td>Adequate Ventilation – performed outside whenever possible</td>
</tr>
</tbody>
</table>
## 17.17 Pile Driving

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pile Driving</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Hearing Protection</strong></td>
<td>Protection per OSHA requirements; provide dosimeter testing documentation upon request</td>
</tr>
<tr>
<td><strong>Forklifts and Heavy Equipment</strong></td>
<td>Operator Certifications, Daily inspections, Backup alarms, Seatbelts, Plan to avoid carrying piles over material or workers</td>
</tr>
<tr>
<td><strong>Pile, Pile Cap and Hole Protection</strong></td>
<td>Hole guarding, rebar protection, marking of piles and end-caps</td>
</tr>
<tr>
<td><strong>Cleanup</strong></td>
<td>Removal and cleanup of pile cap material, bent nails, disposal plan</td>
</tr>
<tr>
<td><strong>Jackhammering</strong></td>
<td>Appropriate PPE, Dust Control – respiratory protection, Removal of debris</td>
</tr>
<tr>
<td><strong>Controlled Access Zones</strong></td>
<td>Signage, barricading, etc.</td>
</tr>
<tr>
<td><strong>Hot Work</strong></td>
<td>Hot work permits, Fire extinguisher within 10 feet of hot work</td>
</tr>
<tr>
<td><strong>Body Positioning</strong></td>
<td>Maintain body location clear of operation</td>
</tr>
</tbody>
</table>
### 17.18 Plumbers & Fitters

<table>
<thead>
<tr>
<th>Plumbers/ Pipefitters/ Sprinkler Fitters</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pipe rollers/cut-offs on slab/floor</strong></td>
</tr>
<tr>
<td>Develop plan to address</td>
</tr>
<tr>
<td><strong>Hot Work</strong></td>
</tr>
<tr>
<td>• Hot work permits</td>
</tr>
<tr>
<td>• Bottle cart storage</td>
</tr>
<tr>
<td>• Fire extinguisher within 10 feet of hot work</td>
</tr>
<tr>
<td>• Welding shields as applicable</td>
</tr>
<tr>
<td><strong>Scissor Lifts</strong></td>
</tr>
<tr>
<td>• Daily inspections</td>
</tr>
<tr>
<td>• Training Certifications for all operators</td>
</tr>
<tr>
<td><strong>Roto-hammer or Overhead Drilling</strong></td>
</tr>
<tr>
<td>• Safety goggles or face shield</td>
</tr>
<tr>
<td>• Hearing protection</td>
</tr>
<tr>
<td>• Side handle</td>
</tr>
<tr>
<td><strong>Material Handling</strong></td>
</tr>
<tr>
<td>• Sufficient manpower</td>
</tr>
<tr>
<td>• Spotters if necessary</td>
</tr>
<tr>
<td>• Pinch points</td>
</tr>
<tr>
<td>• Use of mechanized equipment whenever possible, or proper body mechanics when not possible.</td>
</tr>
<tr>
<td>• Utilize elevated cut station, i.e., sawhorses, benches, etc.</td>
</tr>
<tr>
<td><strong>Material Storage</strong></td>
</tr>
<tr>
<td>• Pipes stored on racks or carts if possible, maintaining clear access/egress paths</td>
</tr>
<tr>
<td>• Fittings consolidated</td>
</tr>
<tr>
<td>• Combustibles removed from project</td>
</tr>
<tr>
<td><strong>Concrete Cutting/Coring</strong></td>
</tr>
<tr>
<td>• Slurry cleanup and disposal</td>
</tr>
<tr>
<td>• Protection of holes after</td>
</tr>
<tr>
<td>• Side handles on drill motors (and gloves)</td>
</tr>
<tr>
<td>• Coordination and protection below cuts</td>
</tr>
<tr>
<td><strong>Guarding</strong></td>
</tr>
<tr>
<td>• Protect all holes</td>
</tr>
<tr>
<td>• Fall protection</td>
</tr>
<tr>
<td><strong>Cleaning/Flushing/Draining Operations</strong></td>
</tr>
<tr>
<td>• Develop plan, to include lockout/tag out requirements, if applicable.</td>
</tr>
<tr>
<td>• Proper disposal and equipment for materials/fluids per MSDS/SDS</td>
</tr>
<tr>
<td>• Signage and communication prior to start</td>
</tr>
<tr>
<td><strong>Powder Actuated Tools</strong></td>
</tr>
<tr>
<td>• Operator training</td>
</tr>
<tr>
<td>• Signage</td>
</tr>
<tr>
<td>• Cannot be left unattended, secure when not in use</td>
</tr>
<tr>
<td>• Disposal of shells (in accordance with state and local regulations)</td>
</tr>
</tbody>
</table>
### 17.19 ROOFERS

#### Roofers

<table>
<thead>
<tr>
<th>Fall Protection</th>
<th>Fall protection in accordance with Cal OSHA standards or District contract</th>
</tr>
</thead>
</table>
| Hot Work        | - Hot work permits  
|                 | - Fire extinguisher within 10 feet of hot work  
|                 | - Position kettle with consideration to prevailing winds |
| Controlled Access Zones | Signage, barricading, etc. |
| PPE             | - Face shields with tar carts and kettle  
|                 | - Hardhats, glasses, boots, etc. |
| Material Loading | - Secure loads while hoisting  
|                 | - All materials secured in storage on roof |
| Protection of Roof Edge from pipes/hoses | Protect roof edge, parapet wall from trade damage |
| Crane Pre Lift Planning |                                                                 |

Page 51 of 72
### Scaffold Erectors

#### Scaffold Set-up
- Proper structural components provided
- Capable of supporting four times maximum intended load
- Toe-boards
- Headache bars on scaffolds or stair towers
- Fully planked and secured
- Load limits verified (posted for areas designed for material loading/storage)
- Scaffolds greater than 24 feet in height:
  a) Access options: internal access systems, a stair tower or other similar access means
  b) At no time will an employee climb on the exterior of a scaffold greater than 24 feet in height without some other means of personal fall protection
- Plan for material storage locations/limitations on scaffolding

#### Inspection
Daily, document inspection (who will perform?)

#### Scaffold User Training
Is there a training program that they offer?

#### Material Storage
- Protection of material from trade damage
- Consolidate all excess material or remove from site when possible

#### Fall Protection
Fall Protection Plan for erection and dismantling

#### PPE
Hardhat, gloves, glasses, etc.
## Sheet Metal

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Protection</strong></td>
<td>- In accordance with Cal OSHA standards</td>
</tr>
<tr>
<td></td>
<td>- Leading edge, guardrails, etc.</td>
</tr>
<tr>
<td><strong>Scissor Lifts</strong></td>
<td>- Daily inspections</td>
</tr>
<tr>
<td></td>
<td>- Operator training</td>
</tr>
<tr>
<td><strong>Forklifts</strong></td>
<td>- Daily inspections</td>
</tr>
<tr>
<td></td>
<td>- Training Certifications for operators, current within last 3 years</td>
</tr>
<tr>
<td></td>
<td>- Backup alarm</td>
</tr>
<tr>
<td></td>
<td>- Seatbelts</td>
</tr>
<tr>
<td><strong>PPE</strong></td>
<td>- As appropriate – e.g., fingerless gloves when screwing</td>
</tr>
<tr>
<td></td>
<td>- Full fingered when handling</td>
</tr>
<tr>
<td><strong>Material Handling</strong></td>
<td>- Appropriate PPE – gloves 100% when handling</td>
</tr>
<tr>
<td></td>
<td>- Sufficient manpower</td>
</tr>
<tr>
<td></td>
<td>- Spotters</td>
</tr>
<tr>
<td></td>
<td>- Pinch points</td>
</tr>
<tr>
<td><strong>Controlled Access Zones</strong></td>
<td>- Signage, barricading, etc.</td>
</tr>
<tr>
<td><strong>Material Storage</strong></td>
<td>- Consolidate material when possible</td>
</tr>
<tr>
<td></td>
<td>- Safe access, egress</td>
</tr>
<tr>
<td></td>
<td>- Secure against uplifting</td>
</tr>
<tr>
<td><strong>Guarding</strong></td>
<td>- Protect all holes greater than 2 inches</td>
</tr>
<tr>
<td></td>
<td>- Roof work</td>
</tr>
<tr>
<td></td>
<td>- Fall Protection</td>
</tr>
<tr>
<td><strong>Powder Actuated Tools</strong></td>
<td>- Operator training</td>
</tr>
<tr>
<td></td>
<td>- Signage</td>
</tr>
<tr>
<td></td>
<td>- Cannot be left unattended, secure when not in use</td>
</tr>
<tr>
<td></td>
<td>- Disposal of shells (in accordance with state and local regulations)</td>
</tr>
</tbody>
</table>
SECTION 18 – SAFETY ASSESSMENT

INTRODUCTION

The following sections are common concerns associated with activities and environment of the construction workplaces and are provided to assist leadership to properly assess the work areas.

18.1 GENERAL WORK ENVIRONMENT

a) Are worksites clean and orderly?
b) Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
c) Spilled materials or liquids cleaned up immediately?
d) Is combustible scrap, debris and waste stored safely and removed from the jobsite promptly?
e) Is accumulated combustible dust routinely removed from elevated surfaces including the overhead structure of buildings?
f) Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?
g) Are covered metal waste cans used for oily and paint soaked waste?
h) Are oil- and gas-fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?
i) Are the minimum number of toilets and washing facilities provided?
j) Are toilets and washing facilities clean and sanitary?
k) Are work areas adequately illuminated?
l) Are pits and floor openings covered or otherwise guarded?

18.2 PERSONAL PROTECTIVE EQUIPMENT & CLOTHING

a) Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
b) Are approved safety glasses required to be worn at all?
c) Are employees who need corrective lenses (glasses or contact lenses) in working environments with harmful exposures, required to wear only approved safety glasses, protective goggles or use other medically approved precautionary procedures?
d) Are protective gloves, aprons, shields or other means provide against cuts, corrosive liquids and chemicals?
e) Are hard hats provided and worn where danger of falling objects exists?
f) Are hard hats inspected periodically for damage to the shell and suspension system?
g) Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions?
h) Is all protective equipment maintained in a sanitary condition and ready for use?
i) Do you have eye wash facilities and a quick drench shower within the work area where employees are exposed to injurious corrosive materials?
j) Where special equipment is needed for electrical workers, is it available?
k) When lunches are eaten on the jobsite, are they eaten in those areas where there is no exposure to toxic material or other health hazards?
l) Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the T8 CCR standards?

18.3 WALKWAYS

a) Are aisles and passageways kept clear?
b) Are wet surfaces covered with non-slip materials?
c) Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?
d) Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?
e) Are spilled materials cleaned up immediately?

f) Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?

g) Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?

h) Is adequate headroom provided for the entire length of any aisle or walkway?

i) Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?

### 18.4 Floor and Wall Openings

a) Are floor openings guarded by a cover, guardrail or equivalent on all sides (except at entrance to stairways or ladders)?

b) Are toe-boards installed around the edges of a permanent floor opening (where persons may pass below the opening)?

c) Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?

d) Is the glass in windows, doors and walls which are subject to human impact, of sufficient thickness and type for the condition of use?

e) Are grates or similar type covers over floor openings such as floor drains of such design that foot traffic or rolling equipment will not be affected by the grate spacing?

### 18.5 Stairs and Stairways

a) Are stairs of hollow-pan type treads and landings filled to noising level?

b) Are stairs of hollow-pan type treads and landings filled to noising level with solid material?

c) Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7-1/2 inches?

d) Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?

e) Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?

f) Do stairway handrails have a least 1-1/2 inches of clearance between the handrails and the wall or surface they are mounted on?

g) Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?

h) Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?

i) Do stairway landings have a dimension measured in the direction of travel, at least equal to width of the stairway?

### 18.6 Elevated Surfaces

a) Are surfaces elevated more than 6 feet above the floor or ground provided with standard guardrails?

b) Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toe-boards?

c) Is a permanent means of access and egress provided to elevated storage and work surfaces?

d) Is required headroom provided where necessary?

e) Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?

### 18.7 Access and Egress

a) Are all exits kept free of obstructions?

b) Are at least two means of egress provided from elevated platforms, pits or rooms where absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?

c) Are there sufficient exits to permit prompt escape in case of emergency?
d) Are special precautions taken to protect employees during construction and repair operations?

e) Are exit stairways which are required to be separated from other parts of a building enclosed by at least 2-hour fire-resistive construction in buildings more than four stories in height, and not less than 1-hour fire resistive construction elsewhere?

### 18.8 LADDERS

a) Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?
b) Are non-slip safety feet provided on each ladder?
c) Are non-slip safety feet provided on each rung ladder?
d) Are ladder runs and steps free of grease and oil?
e) Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?
f) Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?
g) Are employees instructed to face the ladder when ascending or descending?
h) Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?
i) Are employees instructed not to use the top two steps of ordinary stepladders as a step?
j) When portable rung ladders are used to gain access to elevated platforms, roofs, and the like, does the ladder always extend at least 3 feet above the elevated surface?
k) Is it required that when portable rung or cleat type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?
l) Are portable metal ladders legibly marked with signs reading ("CAUTION" "Do Not Use around Electrical Equipment") or equivalent wording?
m) Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?

### 18.9 HAND TOOLS AND EQUIPMENT

a) Are all tools and equipment (both company and employee-owned) used by employees at their workplace in good condition?
b) Are hand tools such as chisels, punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?
c) Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?
d) Are worn or bent wrenches replaced regularly?
e) Are appropriate handles used on files and similar tools?
f) Are employees made aware of the hazards caused by faulty or improperly used hand tools?
g) Are appropriate safety glasses, face shields, and similar equipment used while using hand tools or equipment which might produce flying materials or be subject to breakage?
h) Are jacks checked periodically to assure they are in good operating condition?
i) Are tool handles wedged tightly in the head of all tools?
j) Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
k) Are tools stored in a dry, secure location where they will not be tampered with?
l) Is eye and face protection used when driving hardened or tempered spuds or nails?

### 18.10 POWER TOOLS AND EQUIPMENT

a) Are grinders, saws, and similar equipment provided with appropriate safety guards?
b) Are power tools used with the correct shield, guard or attachment recommended by the manufacturer?
c) Are portable circular saws equipped with guards above and below the base shoe?
d) Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?

e) Are rotating or moving parts of equipment guarded to prevent physical contact?

f) Are all cord-connected, electrically-operated tools and equipment effectively grounded or of the approved double insulated type?

g) Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, air compressors, and like equipment?

h) Are portable fans provided with full guards or screens having openings 1/2 inch or less?

i) Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?

j) Are ground-fault circuit interrupters provided on all temporary electrical 15- and 20-ampere circuits, used during periods of construction?

k) Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

18.11 **POWDER-ACTUATED TOOLS**

a) Are employees who operate powder-actuated tools trained in their use and carry a valid operator’s card?

b) Is each powder-actuated tool stored in its own locked container when not being used?

c) Is a sign at least 7-inch by 10-inch with bold type reading "POWDER-ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?

d) Are powder-actuated tools left unloaded until they are actually ready to be used?

e) Are powder-actuated tools inspected for obstructions or defects each day before use?

f) Do powder-actuated tools operators have and use appropriate personal protective equipment such as hard hats, safety glasses, face shield and ear protectors?

18.12 **LOCKOUT/BLOCK OUT PROCEDURES**

a) Is machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required?

b) Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?

c) Are all equipment control valve handles provided with a means for locking-out?

d) Does the lock-out procedure require that stored energy (i.e., mechanical, hydraulic, air) be released or blocked before equipment is locked-out for repairs?

e) Are appropriate employees provided with individually keyed personal safety locks?

f) Are employees required to keep personal control of their key(s) while they have safety locks in use?

h) Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:
   - Are the appropriate electrical enclosures identified?
   - Is means provided to assure the control circuit can also be disconnected and locked out?

18.13 **WELDING, CUTTING, AND BRAZING**

a) Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?

b) Do all operators have a copy of the appropriate operating instructions and are they directed to follow them?

c) Is compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?

d) Is care used in handling and storage of cylinders, safety valves, relief valves, and the like, to prevent damage?
e) Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?

f) Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used?

g) Are cylinders kept away from sources of heat?

h) Are empty cylinders appropriately marked, their valves closed and valve-protection caps on?

i) Are signs reading: DANGER NO-SMOKING, MATCHES, OR OPEN LIGHTS, or the equivalent posted?

j) Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus kept free of oily or greasy substances?

k) Is care taken not to drop or strike cylinders?

l) Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders?

m) Are liquefied gases stored and shipped valve-end up with valve covers in place?

n) Before a regulator is removed, is the valve closed and gas released from the regulator?

o) Are regulators removed from cylinders at the end of the work?

p) Is open circuit (No Load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits?

q) Are grounding of the machine frame and safety ground connections of portable machines checked periodically?

r) Are electrodes removed from the holders when not in use?

s) Is it required that electric power to the welder be shut off when no one is in attendance?

t) Is suitable fire extinguishing equipment available for immediate use?

u) Is a fire extinguisher within 10 feet of the hot work area?

v) Is the welder forbidden to coil or loop welding electrode cable around his body?

w) Are wet machines thoroughly dried and tested before being used?

x) Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?

y) Do means for connecting cables lengths have adequate insulation?

z) Are fire watchers assigned when welding or cutting is performed, in locations where a serious fire might develop?

aa) Are combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields?

bb) When floors are wet down, are personnel protected from possible electrical shock?

c) When welding is done on metal walls, are precautions taken to protect combustibles on the other side?

dd) Is it required that eye protection helmets, hand shields and goggles meet appropriate standards?

e) Are employees exposed to the hazards created by welding, cutting, or brazing operations protected with personal protective equipment and clothing?

ff) Is a check made for adequate ventilation in and where welding or cutting is performed?

gg) When working in confined places, are environmental monitoring tests taken and means provided for quick removal of welders in case of an emergency?

18.14 COMPRRESSED GAS CYLINDERS

a) Are cylinders legibly marked to clearly identify the gas contained?

b) Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?

c) Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or subject to tampering by unauthorized persons?

d) Are cylinders stored or transported in a manner to prevent them creating a hazard by tipping, falling or rolling?

e) Are cylinders containing liquefied fuel gas, stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?

f) Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?

g) Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?
18.15 Confined Space

a) Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?

b) Before entry, are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials valves off and blanked or disconnected and separated?

c) Is it required that all impellers, agitators, or other moving equipment inside confined spaces be locked-out if they present a hazard?

d) Is either natural or mechanical ventilation provided prior to confined space entry?

e) Before entry, are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substance and explosive concentrations in the confined space before entry?

f) Is adequate illumination provided for the work to be performed in the confined space?

g) Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work?

h) Is there an assigned safety standby employee outside of the confined space, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?

i) Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of an emergency?

j) In addition to the standby employee, is there at least one other trained rescuer in the vicinity?

k) Are all rescuers appropriately trained and using approved, recently inspected equipment?

l) Does all rescue equipment allow for lifting employees vertically from a top opening?

m) Are there trained personnel in First Aid and CPR immediately available?

n) Is there an effective communication system in place whenever respiratory equipment is used and the employee in the confined space is out of sight of the standby person?

o) Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?

p) Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?

q) Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?

r) If employees will be using oxygen-consuming equipment—such as salamanders, torches, furnaces—in a confined space, is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?

s) Whenever combustion-type equipment is used in confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?

18.16 Environmental Controls

a) Are work areas properly illuminated?

b) Are employees instructed in proper first aid and other emergency procedures?

c) Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time, or other means?

d) Are welders and other workers provided with flash shields during welding operations?

e) Has there been a determination that noise levels in the facilities are at acceptable levels?

f) Are proper precautions being taken when handling asbestos and other fibrous materials?

g) Are caution labels and signs used to warn of asbestos?

h) Are wet methods used, when practicable, to prevent the emission of airborne asbestos fibers, silica dust and similar hazardous materials?

i) Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?

j) Are there written standard operating procedures for the selection and use of respirators where needed?

k) Are employees instructed in the proper manner of lifting heavy objects?
l) Are employees working on streets and roadways where they are exposed to the hazards of traffic, required to wear bright colored (traffic orange) warning vest?

m) Are combustible scrap, debris and waste materials (i.e., oily rags) stored in covered metal receptacles and removed from the worksite promptly?

n) Is proper storage practiced to minimize the risk of fire including spontaneous combustion?

o) Are approved containers and tanks used for the storage and handling of flammable?

p) Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?

q) Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers or other means while in storage?

r) Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?

s) Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?

t) Are employees trained in the use of fire extinguishers?

u) Are extinguishers free from obstructions or blockage?

v) Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?

w) Are all extinguishers fully charged and in their designated places?

x) Is a record maintained of required monthly checks of extinguishers?

y) Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical equipment?

### 18.17 Fire Prevention

a) Do you have a fire prevention plan?

b) Does your plan describe the type of fire protection equipment and/or systems?

c) Have you established practices and procedures to control potential fire hazards and ignition sources?

d) Are employees aware of the fire hazards of the material and processes to which they are exposed?

e) Is your local fire department well acquainted with your facilities, location and specific hazards?

f) If you have interior stand pipes and valves, are they inspected regularly?

g) Are fire doors and shutters in good operating condition?

h) Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?

i) Are automatic sprinkler system water control valves, air and water pressures checked weekly/periodically as required?

j) Are fire extinguishers mounted in readily accessible locations?

k) Are fire extinguishers recharged regularly and noted on the inspection tag?

l) Are employees periodically instructed in the use of extinguishers and fire protection procedures?

### 18.18 Emergency Action Plan

a) Does the emergency action plan comply with requirements of T8CCR 3220(a)?

b) Have emergency escape procedures and routes been developed and communicated to all employers?

c) Do employees, who remain to operate critical plant operations before they evacuate, know the proper procedures?

d) Is the employee alarm system that provides a warning for emergency action recognizable and perceptible above ambient conditions?

e) Are alarm systems properly maintained and tested regularly?

f) Is the emergency action plan reviewed and revised periodically?

g) Do employees know their responsibilities:

- During an emergency?
- For conducting rescue and medical duties?
18.19 **Crane Checklist**

a) Are the cranes visually inspected for defective components prior to the beginning of any work shift?
b) Are all electrically operated cranes effectively grounded?
c) Is a crane preventive maintenance program established?
d) Is the load chart clearly visible to the operator?
e) Are operating controls clearly identified?
f) Is a fire extinguisher provided at the operator's station?
g) Is the rated capacity visibly marked on each crane?
h) Is an audible warning device mounted on each crane?
i) Is sufficient illumination provided for the operator to perform the work safely?
j) Does each crane have a certificate indicating that required testing and examinations have been performed?
k) Are crane inspection and maintenance records maintained and available for inspection?

18.20 **Electrical**

a) Are your workplace electricians familiar with the T8 CCR Electrical Safety Orders?
b) Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?
c) When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged whenever possible?
d) Are portable electrical tools and equipment grounded or of the double insulated type?
e) Are flexible cords and cables free of splices or taps?
f) Is the location of electrical power lines and cables (overhead, underground, under-floor, other side of walls) determined before digging, drilling or similar work is begun?
g) Are metal measuring tapes, ropes, hand-lines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?
h) Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?
i) Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
j) Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?
k) Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardio-pulmonary resuscitation (CPR) methods?
l) Are employees prohibited from working alone on energized lines or equipment over 600 volts?
APPENDIX A

HEALTH AND SAFETY FORMS

These forms may be requested for use:

- Job Hazard Analysis Form Page 63
- Completed Sample Job Hazard Analysis Form Page 64
- Sample Notice of Contractor Noncompliance Form Page 66
- Qualified/Competent Person Acknowledgement Form Page 67
- District, Access Request (AR) Form Page 68
- EMR Waiver Request Form Page 71
## Job Hazard Analysis (JHA) Form

<table>
<thead>
<tr>
<th>Activity/Work Task:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Location:</td>
<td></td>
</tr>
<tr>
<td>Contract Number:</td>
<td></td>
</tr>
<tr>
<td>Date Prepared:</td>
<td></td>
</tr>
<tr>
<td>Prepared by (Name/Title):</td>
<td></td>
</tr>
<tr>
<td>Reviewed by (Name/Title):</td>
<td></td>
</tr>
</tbody>
</table>

### Notes:

<table>
<thead>
<tr>
<th>Job Steps</th>
<th>Hazards</th>
<th>Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Equipment to be Used

<table>
<thead>
<tr>
<th>Job Steps</th>
<th>Hazards</th>
<th>Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Training Requirements/Competent or Qualified Personnel name(s):**
- **Inspection Requirements:**
Sample Completed Job Hazard Analysis (JHA)

<table>
<thead>
<tr>
<th>Job Steps</th>
<th>Hazards</th>
<th>Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Train Operators</td>
<td>1. Operators not trained in the safe execution of their tasks.</td>
<td>1. Use this Activity Hazard Analysis and other formal and informal training to train operators. Never operate a piece of machinery for which you have not been trained.</td>
</tr>
<tr>
<td>2. Refuel equipment</td>
<td>2. Fires, explosions, burns</td>
<td>2. Uses only approved metal safety cans to store and dispense fuel. Make sure recommended preventative maintenance is being performed. Lubrication points should show signs of recent maintenance.</td>
</tr>
<tr>
<td>3. Inspect equipment</td>
<td>3. Equipment failure – or unsafe operation</td>
<td>3. Inspect each piece of equipment prior to the start of each shift. Make sure preventative maintenance is being performed. Lubrication points should show signs of recent maintenance.</td>
</tr>
<tr>
<td>4. Set up barricades and caution-off area</td>
<td>4. Entry of unauthorized personnel</td>
<td>4. Set up warning barricades and caution off area where earthwork is going to prevent the entry of unauthorized personnel.</td>
</tr>
<tr>
<td>5. Communication and instructions</td>
<td>5. Lack of coordination between Operators and resulting mistakes</td>
<td>5. Before beginning each phase of work the foreman will explain to all operators where they will be working, what they are to do, and how the work will proceed. Review hand signals and non-verbal communication</td>
</tr>
<tr>
<td>6. Getting on and off the machine</td>
<td>6. Slipping and falling</td>
<td>6. Use three points of contact with the machine at all times. Make sure the machine is provided with slip resistant surfaces.</td>
</tr>
<tr>
<td>7. Excavate – cuts</td>
<td>7. Striking and injuring co-workers with equipment or material</td>
<td>7. Be aware of the location of workers in and around the excavation at all times. Stand away from equipment that is loading or unloading excavated material.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment to be Used</th>
<th>Training Requirements/Competent or Qualified Personnel name(s)</th>
<th>Inspection Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC220 Komatsu Excavator Dump trucks or dirt hauler Hand tools (shovels) PPE- Hard Hat, Gloves, Work Boots, Safety Glasses, Safety Vest 100%</td>
<td>Competent Operator Experienced and trained personnel Experienced and trained personnel <strong>Competent Operators</strong> Joe Smith and Rob Lowe. Overseeing the Operators: Lisa Jones (Please see attached competent person designation form and training certifications)</td>
<td>Daily AHA review with workers Equipment Inspection Daily Site Assessment.</td>
</tr>
</tbody>
</table>
Sample Notice of Contractor Noncompliance Form

(DATE)

To:

Re: Notices of Noncompliance

Your company, __________________________, has been found to be in violation of your contact and as a result of non-compliance with applicable California safety regulations and our safety program requirements.

On (DATE) in accordance with Title 8 of the California Code of Regulations and the Site Specific Safety Plan, your foreman, (NAME) ________, was given (number of times) Warning Notices (copies attached). This notice specifies areas where your company has not complied with our safety agreement and as such request that these safety issues be corrected immediately.

Under conditions of this enforcement procedure check all items that apply.

☐ 1. You are being notified of this violation and should take corrective action to prevent a reoccurrence. The corrective action shall be documented and submitted to the Project Manager and Superintendent.

☐ 2. You must submit a plan for compliance to the Project Superintendent within one day of receipt of this letter. The compliance plan must include the means or methods of compliance and the date that the requirements for compliance will be completed. Failure to comply will result in disciplinary action against your Company.

☐ 3. You are required to review the stated procedures with the Project Superintendent. Work may not commence on the site until the corrective action is complete and the procedure is fully understood by your workers.

☐ 4. You are required to review the stated procedures with the Project Manager. Work may not commence on the site until the review is complete and you must confirm formally the disciplinary action to be taken against the Representative and employees.

☐ 5. All work on the site will stop until the Project Manager/Representative reviews all the facts and determines if the contract between the parties will be terminated.

Sincerely,
SAMPLE Qualified/Competent Person Acknowledgement Form

Definition
A Competent Person is a person who has the ability to recognize existing and predictable hazards and has the authority to correct them by way of training and/or experience, a competent person is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the specific operation, and has the authority to correct them.

A Qualified Person, Attendant or Operator is a person designated by the employer who by reason of training, experience or instruction has demonstrated the ability to safely perform all assigned duties and, when required, is properly licensed in accordance with federal, state, or local laws and regulations.

Responsibility
The designated competent person is responsible for recognizing and correcting safety risks/hazards. This person has the authority to stop work in the event of any potential safety concern on the job site. This representative is considered the contact person for the Project Management Team on this Project.

This form must be completed by the Contractors, Subcontractor, and or tiered Subcontractors’ designated by an authorized person(s). Where Subcontractor is responsible for multiple crafts, it may be necessary to maintain additional designated competent persons and forms. This form should be completed and submitted to the Project Management Team prior to beginning work and updated any time there is a change in the designated representative(s).

I, ___________________________________________ representing, ________________________________________________

Subcontractor Representative  Name of Employer

Assigned ______________________________ to be the Qualified / Competent person in the areas

Name of Person  Circle one

Assigned ______________________________ indicated and I acknowledge that this individual has been thoroughly trained and is experienced in hazard recognition and has the authority to stop work and correct hazards in the event of a potential hazardous or imminent danger situation.

__________________________________________________________________________  ____________

(Signature and Title)  Date

I, ___________________________________________ acknowledge that I have been thoroughly trained and have the

Print name of Qualified / Competent Person

Experience to perform the duties indicated below and has the responsibility and authority to correct hazards and stop work in the event of a potential hazardous or imminent danger situation.

__________________________________________________________________________

Signature

Fall Protection  Scaffold  _____ Rigging

Trenching & Excavation  Scaffolding  _____ Confine Space
**ACCESS REQUEST**

<table>
<thead>
<tr>
<th>Prime Contractor</th>
<th>Contract #</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Contractor</td>
<td>AR #</td>
<td>Revision</td>
</tr>
<tr>
<td>Contact for Contractor</td>
<td>Work Item #</td>
<td>CPM Activity #</td>
</tr>
<tr>
<td>Phone</td>
<td>□ Work Plan Attached</td>
<td>□ Drawing Attached</td>
</tr>
</tbody>
</table>

**PART 1 – CONTRACTOR WORK PERMIT**

<table>
<thead>
<tr>
<th>Start Date/Time</th>
<th>Completion Date/Time</th>
</tr>
</thead>
</table>

Reference Contract Drawings/Specifications

Equipment or System to be Worked On

Location of Work

Provide RMP/MOC no. for work affecting SRWTP Gas Mgmt. or Chemical Handling Areas:

<table>
<thead>
<tr>
<th>Type of Work (check all that apply)</th>
<th>□ Civil</th>
<th>□ Mechanical</th>
<th>□ Electrical</th>
<th>□ Instrumentation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Process</td>
<td>□ Coating</td>
<td>□ Hot work</td>
<td>□ Other (specify)</td>
</tr>
<tr>
<td></td>
<td>□ Mobilization</td>
<td>□ Traffic/Ped. Access</td>
<td>□ Shutdown</td>
<td></td>
</tr>
</tbody>
</table>

Description of Work

Anticipated Hazards

Tools/Equipment to be Used

<table>
<thead>
<tr>
<th>□ Cutting/Welding Torches</th>
<th>□ Arc Welders</th>
<th>□ Jack Hammers</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Power Saws</td>
<td>□ Grinders</td>
<td>□ Pneumatic Tools</td>
</tr>
<tr>
<td>□ Backhoe</td>
<td>□ Crane</td>
<td>□ Radioactive Test Device</td>
</tr>
</tbody>
</table>

Access Request Instructions

1. Contractor fills out AR with sufficient information to define the work and anticipated safety hazards and signs at bottom of page 2.
2. R.E. reviews AR and signs on page 3 prior to delivering AR to District Representative.
3. District Representative reviews and approves the AR with conditions, restrictions, or additional Safety items (all additional safety items on page 2 will be initialed).
4. RE gives approved AR back to contractor prior to contractor performing the work.
5. Contractor reviews AR conditions and Safety page prior to beginning work. Note: For ARs for utility or outside agency work, contractor interacts directly with District Representative.
<table>
<thead>
<tr>
<th>PART 2 – CONTRACTOR SAFETY PRECAUTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>All items checked will be complied with/used in accordance with applicable safety standards (CalOSHA, UFC, etc.) and the requesting contractor’s safety program.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOT WORK PLAN</th>
<th>REVIEW EMERGENCY PROCEDURES/ALARMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Isolate Combustibles</td>
<td>□ Chlorine/Sulfur Dioxide Areas</td>
</tr>
<tr>
<td>□ Fire watch</td>
<td>□ Oxygen Handling Areas</td>
</tr>
<tr>
<td>□ Fire Extinguishers</td>
<td>□ Gas Management Areas</td>
</tr>
<tr>
<td>□ Flash Protection</td>
<td>□ Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AIR MONITORING</th>
<th>HOUSEKEEPING</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Continuous</td>
<td>□ Debris Removal</td>
</tr>
<tr>
<td>□ Periodic</td>
<td>□ Dust Control</td>
</tr>
<tr>
<td>□ Frequency</td>
<td>□ Maintain access to/through worksite</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POTENTIAL ATMOSPHERIC HAZARDS TO BE MONITORED</th>
<th>EXCAVATION/TRENCHES</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Oxygen Deficiency</td>
<td>□ Shoring</td>
</tr>
<tr>
<td>□ Oxygen Enrichment</td>
<td>□ Sloping</td>
</tr>
<tr>
<td>□ Combustible Gases</td>
<td>□ Benching</td>
</tr>
<tr>
<td>□ Toxic Gases</td>
<td>□ Barricades</td>
</tr>
<tr>
<td>□ Other</td>
<td>□ Excavation Plan Submittal Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HAZARDOUS MATERIALS TRAINING</th>
<th>ELEVATED AREAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Substance(s)</td>
<td>□ Fall Protection</td>
</tr>
<tr>
<td></td>
<td>□ Guardrails</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENERGY CONTROL PROCEDURES</th>
<th>PIPING/EQUIPMENT OPENING AND/OR ENTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Lockout</td>
<td>□ (ensure prior to opening)</td>
</tr>
<tr>
<td>□ Block out</td>
<td>□ Effectively Isolated</td>
</tr>
<tr>
<td>□ Tag out</td>
<td>□ Depressurized</td>
</tr>
<tr>
<td></td>
<td>□ Drained</td>
</tr>
<tr>
<td></td>
<td>□ Purged/Flushed of Hazardous Substance(s)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VENTILATION</th>
<th>ABATEMENT ACTIVITIES (Title 8, Construction Safety Orders)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Natural only</td>
<td>□ Asbestos (Article 4 § 1529)</td>
</tr>
<tr>
<td>□ Auxiliary, continuous</td>
<td>□ Lead (Article 4 § 1532.1)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONFINED SPACE PROCEDURES</th>
<th>OTHER SAFETY PRECAUTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Permit Required</td>
<td>□</td>
</tr>
<tr>
<td>□ Non-permit</td>
<td>□</td>
</tr>
<tr>
<td>□ C-5</td>
<td>□</td>
</tr>
<tr>
<td>□ Entry Permit @ site</td>
<td>□ Supplied Air</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AR SUBMITTAL SIGNATURE BLOCK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor signs below after page 1 and 2 are filled out with sufficient detail to allow AR to be reviewed. Contractor identifies all anticipated safety items prior to signing below. Safety Office staff will initial next to any additional safety items that have been checked off during the AR review process.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contractor Representative</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Access Request – Page 2 of 3
PART 3 – APPROVERS’ REMARKS

Reviewed by Resident Engineer (If Applicable)  

Safety Office Comments  

Approved By: SRCSD Safety Office  

O&M Support Comments  

Approved By: SRCSD O&M Support/District Representative  

SIGNATURE BLOCK

The work described by this Access Request has been reviewed. The work methods described and identified in Parts 1 & 2, and the additional safety precautions identified in Parts 2 & 3 will be complied with and effectively communicated to personnel assigned this task. If the contractor does not agree with additional safety precautions, work shall not start until resolution is attained.

Contractor Representative  

Distribution:

☐ Operation Support  ☐ O&M Manager 1 (2)  ☐ Electrical Supervisor
☐ Safety Officer  ☐ Process Team Leader  ☐ Facility Maintenance
☐ Resident Engineer  ☐ Ops Support Supervisor  ☐ Project Engineer
☐ Contractor (supplied by RE)  ☐ Other _____________________
Experience Modification Rating Waiver Request

To:                      Date:       
From:                   Title: 
Signature:                    

The Subcontractor below has submitted an Experience Modification Rating (EMR) exceeding 1.25, and/or otherwise does not meet the Project Safety Prequalification requirements. We have reviewed the safety record of this Subcontractor and the business reasons to request a waiver of the project requirements, and we request approval to proceed with this award.

<table>
<thead>
<tr>
<th></th>
<th>Sub-Contractor Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Trade:</td>
</tr>
<tr>
<td>2.</td>
<td>Amount of Contract:</td>
</tr>
<tr>
<td>3.</td>
<td>Current EMR:</td>
</tr>
<tr>
<td>4.</td>
<td>Details of any serious or willful violations.</td>
</tr>
<tr>
<td></td>
<td>Other safety concerns?</td>
</tr>
<tr>
<td></td>
<td>Provide attachment if needed.</td>
</tr>
</tbody>
</table>

6. Attached is documentation of the Subcontractor’s EMR for the current year and at least two prior years, along with a written explanation why the EMR rating is above 1.25 and any actions being taken, including outside assistance, to improve the Subcontractor’s safety program. Documentation of the EMR and safety program plans may be provided by Subcontractor’s insurance agent or broker (on agent’s letterhead), or EMR confirmation can be provided with WCIRB forms, or compline mod history [www.compline.com](http://www.compline.com).

7. Attached is a copy of our Action Plan for this Subcontractor that will be attached to their Subcontract Agreement.

8. We have reviewed Subcontractor’s Company Safety Plan and find it compliant with the project specific safety program.

9. We are requesting this waiver because:

Approved by:            Date:   