



## **Kuharchik Construction, Inc.**

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### **SAFETY AND LOSS PROGRAM**

**March 16<sup>th</sup> 2022**

**DO IT ONCE. DO IT RIGHT. DO IT SAFE.**

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### **Statement of Safety Policy**

Our company is committed to providing the safest possible working environment and conditions for our employees. The safety of our employees is a prime concern to management. We urge each of you to join with us in committing to make our company the safest possible place to work.

Each employee has a personal responsibility to work safely. In a broad sense all employees are members of the safety committee. All employees, together, have the responsibility to create and maintain a workplace that is free of unsafe and hazardous conditions.

Our workplace has an active safety program. Your first responsibility is to learn safe procedures for performing your work assignments. Your second responsibility is to use only safe procedures in your work. Also, when you see an unsafe or possibly unsafe condition in the workplace, or when you see what is or possibly may be unsafe work behavior, you are to correct it if possible and report it to your Supervisor. This is important so that management can make necessary decisions to improve safe working conditions and safe working behaviors.

All aspects of the company's Safety and loss Control Program are the duty of all Officers, Staff and Project Managers. You have the responsibility to study this manual and to conform to the guidelines in the manual. If you have any questions about the safety guidelines or your responsibilities for safe behavior, discuss them with your Supervisor, your safety committee, or the Safety Director.

The Safety Director, acting with the input of the safety committees, maintains a Safety Pocket Manual. You receive a copy of the Safety Pocket Manual when you begin your employment.

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Robert Bresnahan, Jr., CFO

3/16/2022

1. **OBJECTIVES**

Following are the objectives of our Safety and Loss Control Program:

- Safeguarding the health and welfare of our company employees
- Provide for a safety program consistent with good construction practices
- Creation of an environment attitude of safety awareness on the part of all management, shop, fields and yards supervisory employees
- Pre-planning via means of identification of present and future hazardous conditions in order to minimize the possibility of accidents.
- Prevention of loss of manpower, material and equipment resources
- Provide for assigning of specific responsibilities for effective control and enforcement of our safety program
- Provision of a means for continuation of development and updating of safety training and education
- Conformation to Local, State and Federal regulations
- Provision for the involvement of our suppliers and subcontractors in our continuing safety program
- Maintaining of a desirable insurability position

2. **RESPONSIBILITIES**

The major responsibility for health and safety of all our staff lies with management at all levels. Specific areas of responsibility follow.

All company officials will promote an effective and efficient safety and health program, which eliminates and/or reduces loss to employees, materials and equipment through endorsement, enforcement and assignment of program responsibilities.

Each and every employee should also be responsible for the safety of himself and his fellow employees. Each employee has the right to “stop work” should they be faced with an unsafe condition that cannot be eliminated.

**DIVISION MANAGER:**

Key in the success of the Safety and Loss Control Program and to the end, the Division Manager should:

- Order safety status reports from each project and the Safety Supervisor on a frequent basis.
- In the event of personal injury, equipment damage and/or issuance of citation, require submittal of a statement of factual setting, cause, reason for lack of proper safety precautions and corrective action taken.
- Make certain that job safety and production are given equal priority on the part of field supervisors.
- For the duration of all applicable projects, make sure that the requirement for qualified first aid trained personnel is met.
- The Safety Director will be ultimately responsible for the completion of the Accident Investigation. The Safety Director will then present the completed Accident Investigation to the safety committee for root cause determination.

**FOREMAN (Supervisory Personnel):**

The key point of achieving productivity and efficiency on the job rests very heavily on supervision. Along with these very important factors, the supervisory position dictates adherence with the Company Safety Program as well as Federal, State and Local regulations.

Perform and submit these documents:

- Accident Investigation
- Safety talks
- Inspection reports
- Rigging checklists
- Confined space entry permits
- Perform new-hire orientation
- Provide instruction on company programs and job specific safe work practices
- Perform daily huddles.
- Provide personal protective equipment
- Locate medical facilities and provide transport.
- Keep first-aid kits stocked
- Provide training on equipment and procedures
- Ensure security of the jobsite, equipment and trailers
- Investigate accidents
- Solicit and review material safety data sheets
- Enforce disciplinary program
- Ensure all posting are available at each job site, i.e. panel doctors, proper forms to be completed etc.

**SUPERINTENDENT (Supervisory Personnel):**

The key point of achieving productivity and efficiency on the job rests very heavily on supervision. Along with these very important factors, the supervisory position dictates adherence with the Company Safety Program as well as Federal, State and Local regulations.

- Assist the project manager in the pre-construction planning procedure
- Review the project specifications for potential hazards
- Ensure the proper administration of safety-related functions
- Monitor sub-contractor safety performance if subs are on the job.
- Ensure foreman notify supervision of accidents and preventive measures.
- Pre-plan work with foreman
- Enforce site-specific safety compliance with company and OSHA standards
- Ensure foreman complete and submit safety documentation in a timely manner
- Provide foreman with medical clinic information before start-up of new job
- Assist foreman when applicable with subcontractor violations of safety standards

**Supervisory Personnel (Superintendents and Foremen)**

Michael Kuharchik  
Ahmad Mahmoud  
Robert Gordon  
Robert Bresnahan Jr.  
Angelo Alfano

**GROUP LEADER (PROJECT MANAGER):**

The knowledge and attention to the variety of safe job applications on the part of the Group Leader is a key to success of our Company Safety Program.

- Plan, direct, coordinate safety related functions for your crew
- Work with estimating to budget money for safety
- Assist in selection of subcontractors when necessary

- Procure certificates of insurance from subcontractors and vendors
- Monitor project safety performance
- Perform safety responsibilities in the pre-construction planning procedure
- Complete a pre-construction safety-planning checklist
- Identify project safety concerns and requirements
- Coordinate pre-construction meeting with all necessary personnel
- Issue safety violation notices to subcontractors
- Assign safety responsibilities to project supervision
- Aid in the completion of the Accident Investigation

### **EMPLOYEE:**

Knowing and conducting their work in compliance with the Safety Rules is the duty of all employees. Failing to follow safety procedures is grounds for disciplinary action. Additionally, employees must make full use of safeguards provided for their protection. Employees will be responsible to abide and perform the following as a minimum:

- Without exception, everyone must wear safety hats.
- Employees must wear clothing suitable for the weather and work.
- Employees must wear shirts. (A garment of single unit construction, with sleeves and capable of fully covering the upper body.)
- Employees must wear sturdy suitable work shoes in good repair.
- Safety goggles, safety glasses and/or face shields must be used when performing any operation when an exposure to eye injury is present.
- Fall Protection Equipment must be worn and tied off whenever there is exposure to falls. This includes safety harnesses and lanyards or other safety measures where applicable.
- Safety vests must be worn by employees at all times. This includes a minimum ANSI II Rating during daylight operations and minimum ANSI III during nighttime operations.
- Jewelry, such as rings, bracelets, neck chains, earrings, etc., should not be worn.
- Gloves or other suitable hand protection must be used when handling rough materials, chemicals, hot or cold objects. Replace if worn.
- Proper protective mask or respirator must be worn when exposed to dust, spray, painting, burning or other toxic hazards, etc.
- Proper hearing protection such as earplugs or earmuffs must be worn when exposed to noise hazards.
- Employees must not remove machinery safety guards, except for the purpose of adjusting, oiling or repairing.
- Employees must not operate a machine not having a guard or method to guarding in place and in working order.
- Employees must report any guard, which is not accomplishing its intended function.
- Machines must be stopped before fueling; oiling, repairing or adjusting is performed.
- Any malfunctioning equipment must be reported immediately.
- Table saw or cutting areas must be kept free of tripping hazards.
- Safety life jackets must be worn if there is exposure to a water hazard and/or as directed by supervisor.
- Eye protection must be worn when pouring or placing concrete.
- In used or old lumber, nails must be clinched or removed.\*\*\*

- Stairs, walkways and ramps must be kept free of loose materials. Aisles, traffic lanes or fire exits must not be blocked.
- Any employees seen working in a manner which could cause to themselves or others will be warned of the danger and must correct the unacceptable actions immediately.
- When the work situation requires use of signals, they must be completely understood before start of the job begins. Visual signals rather than oral are preferred. Only one person at a time is to give signals and must be in a position having an unobstructed view of the area affected by the signals.
- Employees must not work over or beneath others without first notifying them, to assure that proper safe guards and/or precautions have been arranged.
- Work areas must be kept in as safe a condition as possible. Before leaving the job, employees must correct and/. Or arrange to afford warning of any condition, which could injure anyone unfamiliar with existing conditions.
- Any dangerous practice and/or condition seen at any time must be reported immediately to your supervisor.
- Employees must report any injury, even the slightest, to supervision or supervision immediately.
- Employees must be familiar with location of First Aid equipment, fire-fighting equipment and other safety devices.
- All employees as scheduled must attend “Tool box” meetings. Ask your supervisor when and where they are held.
- Know the correct use of power and hand tools before using them.
- All posted signs of danger caution and information must be observed.
- Employees must not place electric cords, hoses, welding leads, etc. across roadways, stairs ramps, aisles or in a position subject to damage by vehicular or personnel traffic or creating a tripping hazard.
- Ladders of the proper length and construction must be used in reaching different heights or levels. Do not jump or climb objects to achieve quick level changes. Ladders must be positioned or erected in a secure manner.
- All employees must maintain good housekeeping and orderliness by use of containers for all trash, garbage and used drinking cups. Also, safely stack, arrange or pile used or unused lumber and materials.
- Personal Protective Equipment (PPE) shall be required where there is reasonable probability of injury or illness that can be prevented by such protection. Equipment will be worn when working next to traffic or exposed to moving equipment.
- Employees must be tested, licensed, and/or have physical examinations in order to perform certain employment functions.
- Aid in the completion of an Accident Investigation to determine Root Cause.

#### **SUPERVISOR OF SAFETY AND LOSS CONTROL:**

The Safety Supervisor must assist and support management and field supervisors in establishing, enforcing and maintaining an effective safety program. They must maintain an effective system of records and reporting procedures, which coordinates the records and efforts of project personnel, main office personnel and insurance company representatives.

- Develop and administer a company incentive program.
- Assist and recommend in development and initiation of general and specific safety training programs.
- Advise and counsel with regard to compliance with applicable state, local and federal codes, standards and regulations in order to assure safe and acceptable operating practices.
- Research and recommend specialized equipment, techniques and procedures to prevent or minimize potential of hazard.



- Recommend, coordinate and purchase all necessary safety equipment apparels and supplies.
- Conduct project safety inspections and review of violations and recommend corrective action with project superintendents and division manager.
- Recommend disciplinary action, any employee observed violation, is a repeat violator or who is unwilling to comply with established or recommended safety/health policies and procedures.
- Conduct special safety inspections with company safety engineers.
- Provide assistance and special safety information to project safety committees and monitor and report exceptional actions to management
- Prepare and coordinate required project “Tool Box” meetings.
- Maintain a current roster of all qualified first aid trained employees. Coordinate training or revalidate approved emergency techniques.
- Review and assure valid all current equipment inspection reports.
- Coordinate and provide projects with various safety posters, required employee notices and government regulations
- Review of supervisor accident report forms for causes of accidents and recommend preventive actions, root cause determination.
- Investigate all serious lost time injuries and equipment damages through on-site inspections and interviews and providing a detailed report or cause and recommended preventive measures for management.
- Provide division managers and other company officials with a monthly safety activity and loss report.
- Investigate of alleged OSHA/MOSH violations and filing a report thereon
- Accompany OSHA/MOSH inspectors whenever possible

### 3. **EMERGENCY PROCEDURES**

Due to the inherent nature of our business, preparation for the unusual situations is necessary. Accordingly, the following emergency procedures will be applied at all Kuharchik Construction Inc. locations both in the field, and at any location. Superintendents will be responsible for acquiring and maintaining the necessary telephone numbers in each procedure. These will be reviewed on a frequent basis with all project personnel. There will be a designated area at each site for reporting during an emergency.

- Major Injury of Employee or General Public
- Property damage to utilities
- Public demonstration
- Bomb threat
- Fire
- Severe Weather (Tornado, severe storm, winter weather)

#### **MAJOR INJURY OF EMPLOYEE OR GENERAL PUBLIC:**

- The supervisor at the scene will take charge until the superintendent or someone of authority arrives.
- Immediately notify Kuharchik Construction Inc. office by whatever means available-notification should include location of accident, number of people injured and any need of equipment to free victims. At this point limit communication systems utilization to the emergency only.
- Notify ambulance service giving the number of people, cause of injury and nearest street/road intersection.
- Superintendent and First Aid personnel must proceed immediately to the accident scene.

- Person in charge at the accident scene must designate individuals to meet the ambulance and direct them to the exact location of the emergency.
- Emergency first aid must be rendered by trained personnel immediately. Injured persons must not be moved unless further injury is imminent.
- Upon arrival of the ambulance crew, they will supervise the rescue team in loading and removal of the injured from the area.
- Group leaders and foremen must keep all workers away from the emergency scene and to continue normal activities. They must remain alert for any requests for assistance.
- Notify the Kuharchik Construction main office and safety supervisor In the event of injury or alleged injury to the general public within the limits of the job, obtain their name, address, telephone number and report information to safety supervisor who will make necessary insurance company reports.

#### **PROPERTY DAMAGE TO UTILITIES:**

- All utility companies must be notified prior to work being undertaken near, over or under their utilities.
- In case a utility is damaged, the Kuharchik Construction Inc. field office must be notified by any available means-Notification must include the exact location and type of utility.
- The field office will contact the appropriate utility.
- Person in authority at the scene will take charge until the superintendent or someone of authority arrives.
- All workers must be kept away from the emergency scene and continue normal activities.
- Safety supervisor must be notified in all cases so that appropriate investigation and reports can be accomplished.

#### **PUBLIC DEMONSTRATION:**

- In case of public demonstration, the Kuharchik Construction Inc. field office must be notified immediately- Notification must include exact location of the demonstration and its nature.
- The superintendent must proceed immediately to the location of the demonstration to determine for work activities in the area should be continued. If necessary the police department will be notified upon his direction.
- All workers must be kept away from the scene of the demonstration and normal work activities should be continued.
- Kuharchik Construction Inc. main office is to be notified.

#### **BOMB THREAT:**

- Person receiving a call reporting a bomb threat must record the call, word for word, to avoid forgetting what was said. The police will need this information. Using the fastest method available, remove all personnel from the endangered area. This shall be accomplished in a calm but hurried fashion. Call the police.
- Person who receives the call shall contact the superintendent to inform of the condition.
- Once the general location of the alleged bomb is known, **all work shall be stopped immediately and the area cleared.**
- Someone must be designated to direct the police to the specific area.
- Only when police deem it safe may employees return to the area.
- Notify Kuharchik Construction Inc. main office and the safety Supervisor
- Execute bomb threat report (appendix A)

## **FIRE:**

### **FIELD JOB SITE LOCATIONS:**

- Person in authority at the scene must take charge until the superintendent or someone in authority arrives.
- Notify the Kuharchik Construction Inc. field office by any means available with the exact location and type of fire. From this point, communication systems must be dedicated to emergency use only.
- Field office personnel must immediately notify the fire department providing the nature of fire and nearest street intersection.
- Someone must be designated to meet the fire department in order to direct them to the fire scene.
- Workers should fight the fire with the best available means until the fire department arrives. In event of heavy smoke or fumes, all must be evacuated. Upon arrival of fire department, they will assume control.
- Our moral and legal responsibility is to do whatever we can to put out the fire while it is small. Do not risk injury to yourself in doing so.
- Notify Kuharchik Construction main office and the safety supervisor.

### **OFFICE LOCATION:**

- In the event of any fire or emergency, immediately report the fire, by verbally notifying those in the area. When this is completed notify the appropriate outside services via, phone or cell phone
- To dial emergency services from any location, dial 911 from any phone.
- Employees should report the following information:
  - Your Name
  - Nature of event (ex. Fire or chemical release)
  - Location of the event and if applicable the chemical identity and quantity released, and
  - Severity of the event.
- If the fire is in the incipient stage (small) and you have been properly trained, respond using the appropriate fire response equipment (fire extinguisher, small hose, etc.). **Note:** If the fire progresses to a life-threatening event, immediately evacuate the area and notify the appropriate authorities. (See contacts above)
- Upon hearing the announcement of the presence of a fire all personnel shall immediately evacuate, using the nearest exit by following the assigned egress routes and proceed immediately to the assigned meeting point.
- It is imperative that all personnel evacuate the building at once should there be a fire.
- The meeting place for office personnel is field above the office next to cemetery.
- The most senior person on site will designate an individual to meet the fire department in order to direct them to the fire scene.
- Senior Management shall account for all personnel and communicate the findings to the fire department, upon their arrival. In order to account for all personnel, visitors or employees shall not leave the site until they are accounted for and authorization is given.

### **TORNADO, SEVERE STORM AND WINTER WEATHER EMERGENCIES**

Tornadoes or high winds associated with fast-moving severe storm fronts give little or no warning. Tornadoes develop from powerful thunderstorms. They are incredibly violent local storms that extend to the ground with winds that can reach 300 mph

The best protection in a tornado is usually an underground area. The best above ground areas in a building are:

- Small interior rooms on the lowest floor without windows
- Hallways on lowest floor away from outside doors and windows
- Rooms constructed of reinforced concrete, brick or block with no windows and a heavy concrete floor or roof system.

If time does not permit evacuation to a safe area, employees should seek shelter areas as near as possible to inside walls, away from window areas.

- Get as close to the floor as possible and against sturdy machinery that will prevent portions of the roof, etc. from striking directly should they fall.
- Do not evacuate the building until dangerous wind levels have subsided
- An automobile is not a safe place to be in these circumstances
- If outside on a job site, seek safety in a low-lying depression such as a ditch or ravine.

#### 4. **GENERAL SAFETY PROCEDURES**

In addition to the requirements listed within this document, the following are outlined as general policy.

- Wearing of safety hats shall be required of all persons working on or visiting the work project.
- Safety goggles or safety glasses will be provided and must be worn during operations such as concrete pouring or placing, grinding, chipping, pouring of hot materials, welding, etc. □ Proper protective clothing such as rubber boots, rain suits, appropriate respiratory and hearing protection such as masks, respirators and ear plugs or ear muffs shall be available for use as required by specific conditions of work. Operators of jackhammers and tamping equipment will require wearing of toe guards.
- First aid equipment will be available in the general contractor's office. Lists of emergency phone numbers will be posted by the telephone. First aid kits will be provided for each 25 persons employed as well as a Panel of Physicians
- Each accident must be reported on the furnished forms with copies to the appropriate personnel.
- Anyone employed thru the course of the work must be physically capable for the performance of assigned duties. No worker must knowingly be allowed to perform work when it might unnecessarily expose him or others to injury or property damage.
- Alcoholic beverages, drugs or intoxicants in any form not consumed for medical reasons are forbidden on all projects and work areas before, during or after working hours. For additional information refer to the company's Drug and Policy.
- Temporary floors or scaffold platforms will be provided for all work that cannot be performed safely from the ground or other substantial footing or from ladders. Scaffolds will be erected with proper access, handrails and toe boards, and kept free of unnecessary debris.
- All power equipment must be maintained in safe operating condition and operators of equipment and power tools must be properly instructed as to safe operation of said items. Power tools must be operated and serviced by authorized personnel only. Tool operators must wear safety goggles or other approved face and eye protection devices.
- Utilization of ground fault circuit interrupters will be required on all temporary 120 volt, single phase, 15- and 20- ampere receptacle outlets, which are not part of the permanent wiring of a building
- All electric hand tools must be grounded.
- Any protruding re-bars must be properly covered or shielded from employee exposure while working or walking in, over or alongside.

- On at least a daily basis, all cranes, derricks, backhoes or hoisting machines must be inspected. This inspection must be conducted by the operator or authorized person in order to determine satisfactory or unsatisfactory condition. Each inspection must be posted in an “Operator’s Daily Log”, listing the date, findings, and initials of person performing the inspection.
- Any excavation over 5’ in depth, unless in solid rock, hard shale, hard pan, cemented sand and gravel or other similar material, must be either shored, sheeted and braced or sloped to the angle of repose. All shoring must be designed so as to be effective to the bottom of the excavation. Materials used for sheeting or bracing must be maintained in good serviceable condition. Sides and slopes for the excavation must be maintained in proper condition by scaling, benching or barricading. Temporary barricades and warning lights must be maintained from sunrise to sunset where said excavations are exposed to paths, walkways, sidewalks or driveways.
- Any flammable fluids must be stored in a no-smoking area at least 50’ separated from other stored materials.
- Materials all fuel tanks must be diked and grounded and posted with no-smoking signs. Fire extinguishers must be provided as necessary in the fuel area. The fire extinguishers must be inspected, serviced and maintained in accordance with the manufacturer’s instructions. Varnished, paints, lacquers and thinners must be stored in separate buildings other than the units under construction. Lids must be tightly closed when not being used.
- Not only for safety, but also for maintaining orderly and efficient operations, good housekeeping is mandatory. Foreman and group leaders are responsible for cleanup of the work area. Additional steps must be taken to minimize the serious hazard of protruding nails; Enforcement of subcontractor’s cleanup is the responsibility of the project superintendent.

#### **HOUSE KEEPING:**

- Housekeeping is the foundation of a good safety program.
- Keep your work area clean. A clean work area is a safe area.
- Remove or bend over all protruding nails, staples, or screws that present a hazard to employees.
- Dispose of or clean up spilled material, scrap, and other tripping hazards out of walkways, stairs, and away from emergency equipment.
- Cover all exposed re-bar ends that pose an impalement hazard with appropriate protection, such as re-bar caps, lumber in combination with yellow caps, and wooden troughs.

#### **FIRE PREVENTION:**

Jobs must be planned setting up their fire prevention in order to minimize the possibility of fire. Special attention must be given to:

- Type and location of fire extinguishers.
- Trash stockpiling and removal
- Storage of fuel
- Open burning
- Heating devices
- Storing of flammable material
- Maintaining of adequate fire lanes
- The phone number of the fire department must be posted prominently and close to all job telephones.

- Be certain that all employees are aware of the locations of firefighting equipment and know how to properly report a fire.
- Effectiveness and suitability of the job fire prevention program will be periodically inspected to be certain that all phases are current and are properly working. Should a hot work permit be required by on site management the permit of the on site management will be utilized.

#### **HAZARDOUS MATERIAL:**

Kuharchik Construction has written a Hazard Communication Program in compliance with the OSHA requirements. This entire program is available to all employees by asking any member of management for a complete copy. The program outlines the Company's procedures for safe use, handling and storage of hazardous chemicals. This written program, and the Safety Data Sheets are available at each work location and can be reviewed by any employee upon request.

#### **HAZARDOUS COMMUNICATION PROCEDURE:**

##### **PURPOSE:**

This document defines the procedures for effectively communicating workplace hazards and control measures to all Kuharchik Construction Inc. employees who handle, use, or store hazardous materials. The procedures establish the written Hazard Communication Program required by OSHA (29 CFR 1910.1200).

##### **SCOPE:**

This procedure applies to all Kuharchik Construction Inc. employees who use, handle, store, or may be exposed to hazardous chemicals.

##### **RESPONSIBILITIES:**

###### **Safety Officer/Safety Committee:**

- Implement and maintain the Hazard Communication Procedures.
- Obtain Safety Data Sheets (SDS) and product specification literature for any new chemicals.
- Assist employees in obtaining a copy of applicable SDSs when requested.
- Ensure employee compliance with these written procedures.

###### **Team Leader:**

- Provide specialized training on chemical hazards and additional training on new chemicals.

###### **Project Manager/Field Crew Leader:**

- Ensure that all chemical containers are appropriately labeled, including transfer (secondary) containers.
- Ensure chemicals are used in a proper manner and with appropriate exposure controls.

###### **Employees:**

- Each Kuharchik Construction employee is responsible for complying with the guidelines as outlined in this document and any additional guidelines specific to their work area.

##### **DEFINITIONS:**

**Container:** Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel,

storage tank, or the like that contains a hazardous chemical.

**Hazardous Chemical:** Any chemical which is classified as a physical hazard or a health hazard (i.e., simple asphyxiant, combustible dust, pyrophoric gas, etc.).

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

**Pictogram:** A symbol combined with other graphic elements, such as a border, background pattern, or color that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under the OSHA 29 CFR 1910.1200 standard for application to a hazard category.

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

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

## **GENERAL INFORMATION:**

### **Chemical Inventory List**

A Chemical Inventory List that contains all the hazardous chemicals used by Kuharchik Construction Inc. shall be maintained.

This list shall include the common name or chemical name of the product and shall be arranged in a manner to facilitate the product's quick reference (ex. alphabetical order).

Additional information can also be put on this list, for example: Manufacturer name, product ID#, and locations of where the chemical can be found, etc.

After the chemical inventory list is compiled, it serves as a list of every chemical for which an SDS must be maintained. The Safety Officer/Safety Committee maintains a list of all chemicals used by Kuharchik Construction Inc.

### **Safety Data Sheets**

SDS's are fact sheets for chemicals that pose a physical or health hazard in the workplace. SDS's provide employees with specific information on the chemicals they use. The manufacturer of the product provides the SDS in a standardized format of sixteen (16) sections. Those standard sections include:

- Identification
- Hazard(s) identification
- Composition or information regarding ingredients

- First-aid measures
- Fire-fighting measures
- Accidental release measures
- Handling and storage
- Exposure control or personal protection
- Physical and chemical properties
- Stability and reactivity
- Toxicological information
- Ecological information
- Disposal considerations
- Transport information
- Regulatory information
- Other information, including date of preparation or last revision of the SDS.

A SDS shall be obtained for each chemical or chemical product listed on the Chemical Inventory List. The Field Crew Leader shall maintain a master file of all SDSs for products used onsite and shall update the file as new or revised SDSs are obtained.

Employees requesting the use of a new chemical product must obtain a SDS and any product specification literature (if available) before the product is delivered onsite. In the event the new chemical product arrives onsite before the SDS is obtained, the product shall remain in its original packaging and be located in an area where damage will not occur until the SDS is received. SDSs can be obtained directly from the manufacturer or through the supplier or distributor.

Copies of SDSs shall be maintained in a binder/manual. The binder/manual should be in a centralized location. Currently SDS binders are located with the foreman, in onsite office, or also in the main office. The Field Crew Leader and/or Safety Coordinator shall be responsible for developing and updating the SDS binder/manual.

SDSs must be made readily available to employees without requiring permission from supervision. Employees shall be informed of the above SDS binder/manual location and the procedures for obtaining SDSs.

Upon request, whether verbal or written, a copy of the SDS shall be provided within two days after acknowledging the request.

#### **LABELING REQUIREMENTS:**

Each container of hazardous chemicals/substances entering the (Insert Company Name here) work areas must be labeled, tagged or marked by the manufacturer, importer, or distributor. All deliveries of chemical containers shall be checked for the appropriate labels before accepting them.

At a minimum, labels shall contain the following information, as required by the Globally Harmonized System (GHS):

- Identity of the hazardous chemical,
- Signal word,



- Appropriate hazard statement(s),
- Pictogram(s),
- Precautionary statement(s), and
- Name and address of manufacturer/importer/distributor.
- Container labels shall not be removed, made illegible, or defaced.

Individual stationery containers of hazardous chemicals (tanks, drums, etc.) shall be labeled, tagged, or marked with the identity of the hazardous chemical and appropriate hazard warnings. This can be done by means of a sign, placard, or other such written materials in lieu of affixing labels to the process container.

Where a hazardous chemical is transferred into secondary containers (typically smaller containers) from a labeled container and is not completely used in the same shift by the person performing the transfer, the secondary container shall be labeled. The label shall contain the chemical or product identity and the appropriate hazard warnings. It is the responsibility of the user to identify and label these secondary containers.

Kuharchik Construction Inc. currently uses the following labeling systems on secondary containers and other containers in which the name of the chemical and hazard warning information is not apparent or legible:

National Fire Protection Association (NFPA) labeling system (red, blue, yellow, white diamond shape label that contains numbers 0-4 in each colored section to communicate hazard information. The name of the chemical will also be on the label.).

Hazardous Material Information System (HMIS)(red, blue, yellow colored sections that contain numbers 0-4, to communicate hazard information and a section that has either letters or pictures to communicate PPE information and exposure hazards. The name of the chemical will also be on the label.).

Labels provided by the Manufacturer.

## **CHEMICAL STORAGE:**

The separation of chemicals (solids or liquids) during storage is necessary to reduce the possibility of unwanted chemical reactions caused by accidental mixing. Use either distance or barriers (e.g., trays) to isolate chemicals into the following groups:

Flammable Liquids: store in approved flammable storage lockers.

Acids: treat as flammable liquids.

Bases: do not store bases with acids or any other material.

Other liquids: take measures to help ensure other liquids are not incompatible with any other chemical in the same storage location.

Lips, strips, or bars are to be installed across the width of storage shelves to restrain the chemicals in case of earthquake.

Chemicals will not be stored in the same refrigerator used for food storage. Refrigerators used for storing chemicals must be appropriately identified by a label on the door.

**TRADE SECRET INFORMATION:**

Chemical manufacturers and importers may withhold specific chemical identity information from the SDS by claiming that it qualifies as a trade secret or confidential business information. The law states that this may be done provided that:

- The chemical is not a carcinogen, a teratogen (causes birth defects) or a substance that can induce abortion or sterility.
- The claim of a trade secret can be supported.
- Other information regarding the properties and effects of the hazardous chemical is disclosed.
- The SDS indicates that a trade secret is involved.
- The specific chemical identity information is made available to health professionals upon request.

Where a medical emergency exists, the Field Crew Leader shall supply emergency or other telephone numbers to health professionals so they may obtain the necessary trade secret information directly by contacting the manufacturer. Telephone numbers are listed on the SDS, and in some cases, container labels.

The Field Crew Leader shall coordinate any non-emergency requests for trade secret information.

**NON-ROUTINE TASKS:**

Non-routine tasks are defined as working on, near, or with unlabeled piping, unlabeled containers of an unknown substance, confined space entry where a hazardous substance may be present and/or a one-time task using a hazardous substance differently from intended (example: using a solvent to remove stains from floors).

The Field Crew Leader will evaluate all non-routine tasks before the task begins to determine all hazards present. This information can be conveyed through specific instructions on work orders, permits and/or through pre-job safety meetings.

Once the hazard determination is made, the Field Crew Leader will determine the necessary precautions needed to remove the hazard, change to a non-hazard, or protect from the hazard (ex. PPE). In addition, the Field Crew Leader or Responsible Safety Officer will provide specific safety training for employees affected and will document the training.

Work activities may sometimes be performed by employees in areas where materials are transferred through unlabeled pipes and/or are required to cut/open the pipe. Prior to starting work in these areas, if the material is unknown, the employee shall be trained on the following information:

- The material in the pipe;
- Potential hazards and safety precautions that should be taken.

#### **TRAINING:**

All employees shall be trained initially and prior to assignment of any work with hazardous chemicals. Transferred employees shall be provided with additional training when they will be handling hazardous chemicals under new conditions or handling new hazardous chemicals.

Hazard Communication Training is provided to all employees during annual safety training.

Employees shall be provided additional training whenever:

- A new hazardous chemical or chemical product is introduced into their work area, or
- New information is obtained on existing chemicals with regard to the hazard, precautionary measures, exposure conditions, etc.
- Employee demonstrates a lack of understanding, when working with hazardous chemicals.

The Project Manager or Field Crew Leader shall provide Hazard Communication training covering the requirements of this procedure to all new employees and when additional training is needed.

Chemical specific training information shall be provided by the Project Manager or Field Crew Leader to all new employees, transferred employees, and when new hazardous chemicals are introduced into the work area. This training shall include:

- Location and use of SDSs.
- A review of the SDS format (with accompanying examples from chemicals onsite).
- Explanation of the chemical labeling system.
- Location of hazardous chemicals in the workplace and/or any operations employees may be assigned where hazardous chemicals are present.
- Methods of detecting the presence or release of a hazardous chemical.
- Information regarding hazards on non-routine tasks and hazards of chemicals contained in unlabeled pipes, where applicable
- Precautionary measures to protect against hazards. These include specific work practices, engineering control methods, personal protective equipment, and emergency procedures.
- Training shall be done on a hazard category basis, on a generic chemical class basis, or on a chemical-by-chemical basis, as appropriate for the work area.

#### **DOCUMENT REVIEW:**

The Safety Committee shall periodically evaluate this procedure for its

effectiveness.

**RECORDKEEPING:**

Training records shall be kept for each new employee as well as when additional Hazard Communication training sessions have been conducted. Records shall be kept with the Project Manager/Field Crew Leader.

Training can be conducted as part of their new hire orientation training, toolbox talks, and/or safety meetings.

The Project Manager/Field Crew Leader shall maintain employee written requests for SDS copies.

**PROJECT SECURITY:**

Particular attention must be given to security in order to avoid vandalism and unnecessary exposure to the general public. Whenever possible, storage, office and warehouse areas should be fenced.

All equipment should be locked and parked within a fenced area or in a location as secure as possible.

- Refrain from leaving small equipment in a location where it may easily be stolen
- Providing adequate lighting in vulnerable areas will deter vandalism.
- Be certain all signs and barricades are properly placed, secured, and illuminated as required prior to leaving a job at night.

**PERIODIC JOB INSPECTION:**

The safety supervisor will periodically inspect each operation, and will provide the superintendent with suggested corrective actions to be taken.

The inspection report will signify all observed violations and/or no-compliance with the safety program. Noted violations will be discussed with supervision in order to determine when corrective action will be taken, by date, to provide for healthful and safe conditions.

**SUBCONTRACTORS:**

Subcontractors and their employees are bound to and by the same safety rules as our company employees. Our supervision is responsible to be sure that subcontractors uphold and comply with their end of the safety program.

**ELECTRICAL SAFETY:**

All Electrical work shall be in compliance with the latest edition of the National Electrical Code, unless otherwise provided by OSHA regulations.

- All electrical tools and equipment must have a functional ground pin (3-prong) or be of the doubled insulated (2-prong) type.
- All electrical cords shall be plugged into ground fault circuit interrupters (GFCI).
- All extension cords must be of the heavy-duty type. Flat house-type cords are not permitted.
- Tools and extension cord with the ground prong missing shall not be used.
- Energized wiring in junction boxes, circuit breakers, etc. must be labeled and covered at all times. All electrical distribution panels, breakers, disconnects, switches and junction boxes must be completely enclosed. The doors on the panels, etc., must be kept closed.
- A clear approach and 3 foot side clearance will be maintained for all distribution

panels.

- Any contractors performing electrical work must hold a license for the rated work.
- Faceplates must be on receptacles in construction trailers.
- All temporary outlets must be fixed and located in proper outlet boxes.
- Extension cords may not be used as permanent wiring at any location.
- Know whether a circuit is energized before beginning work near any electrical work. Follow all Lockout/Tagout procedures.
- Don't make electrical repairs, connections, or installations unless you are qualified to do so.
- All extension cords must be checked before use. Remove damaged cords from service and report them to your supervisor.
- Protect extension cords and wiring from damage from sharp corners, pinching and being run over.
- Temporary light stringers must have the flexible extension cord type jacket. The black and white (two-wire) type stringers are illegal.
- All temporary light stringers shall be hung to a height of 7 feet or higher using insulated wire.
- Light bulbs on stringers must have cage guards.
- Do not wear metal or conductive hard hats when working near electrical circuits.
- Know the location of electrical circuits whether it be underground or in a concrete slab before beginning such work as drilling, jack hammering, or excavating to prevent accidental contact.

\*If locking a piece of equipment out, the Lockout/Tagout Program must be adhered to.

## **PERSONAL PROTECTIVE EQUIPMENT**

### **PURPOSE:**

To provide guidelines for wearing the proper Personal Protective Equipment (PPE) for employees performing work which may expose them to eye, face, hand, head, foot or other hazards.

### **SCOPE:**

This program applies to all Kuharchik Construction Inc. personnel who may be exposed to eye, face, hand, head, foot or other hazards.

### **RESPONSIBILITIES:**

The Site Supervisor will ensure that the proper PPE is being used for the task. Additionally, the Site Supervisor will ensure that PPE is provided and maintained in a sanitary and reliable condition. He/she will make sure that the appropriate training takes place and that the training is understood.

Each employee shall properly maintain assigned PPE and ensure it is used when required.

### **GENERAL INFORMATION:**

**Design:** All personal protective clothing and equipment will be of safe design and construction for the work to be performed. Only those items of protective clothing and equipment that meet National Institute of Occupational Safety and Health (NIOSH) or American National Standards Institute (ANSI) standards will be procured or accepted for use

**Controlling hazards:** PPE devices alone should not be relied upon to provide protection against hazards, but should be used in conjunction with guards, engineering controls and safe work practices.

**Selection guidelines:**

The general procedure for selection of protective equipment is to:

Become familiar with the potential hazards and the type of protective equipment that is available, and what it can do; i.e., splash protection, impact protection, etc.

Compare the hazards associated with the environment; i.e., impact velocities, masses, projectile shape, radiation intensities, with the capabilities of the available protective equipment

Select the protective equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards

Fit the user with the protective device and give instructions on care and use of the PPE. It is very important that end users be made aware of the limitations of their PPE

Careful consideration must be given to comfort and fit. PPE that fits poorly will not afford the necessary protection. Continued wearing of the device is more likely if it fits the wearer comfortably. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

**Inspection:** All personal protective equipment shall be inspected by the user before each use. Employees shall conduct a visual inspection of the PPE to ensure it is free from damage or defects. All PPE that is damaged or defective is unusable and shall be discarded and/or replaced.

**Employee-owned equipment:** Where employees provide their own protective equipment, the Jobsite Supervisor shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment.

**EYE AND FACE PROTECTION:**

The majority of occupational eye injuries can be prevented by the use of suitable/approved safety spectacles, goggles, or shields. Approved eye and face protection shall be worn when there is a reasonable possibility of personal injury.

Kuharchik Construction Inc. provides appropriate eye protection devices for employees assigned to tasks in which an eye-injury hazard exists. Safety glasses must conform to ANSI, Z-87.1, a standard for industrial safety eyewear. Industrial safety glasses are patterned after conventional eyewear, but are of more substantial construction, and have a minimum lens thickness of 3 mm.

If the safety glasses become damaged through normal wear and tear, or work related activities, they can be exchanged by the employee for a new pair. Lost or misplaced glasses will be replaced at the employee's expense.

Employees are required to wear safety glasses at all times in areas where there is a risk of eye injuries such as punctures, contusions or burns. The Project Manager/Job Site Supervisor is responsible for determining the need for suitable eye protection devices and for ensuring that the employees use them.

Where there is a danger of flying particles or corrosive materials, employees must wear protective goggles and/or face shields provided by Kuharchik Construction Inc. Chemical splash goggles provide a tight seal completely enclosing the eyes and the bridge of the nose. Face shields are devices worn in front of the eyes and a portion of, or all of the face, the function of which is protection of the wearer's eyes and face. Safety glasses are still required when wearing a face shield.

Employees who need corrective lenses are required to wear only approved safety glasses, protective goggles, or other medically approved precautionary procedures when working in areas with harmful exposures, or risk of eye injury. If the corrective lens glasses are not approved safety glasses, then oversized safety glasses must be worn over top of the corrective lens glasses. The oversized safety glasses must conform to ANSI Standard, Z-87.1, for industrial safety eyewear.

### **HEAD PROTECTION:**

Hard hats have been designed and manufactured to provide workers protection from falling objects, impact, heat, electrical and fire hazards. These protectors consist of the shell and the suspension combined as a protective system. Hard hats will be made from nonconductive, fire, and water resistant materials. (Hard hats must conform to ANSI Standard Z-89.1)

Head protection will be furnished to, and used by all employees engaged in work that takes place in head-hazard areas. The inside band of the hard hat should be adjusted properly to ensure a proper fit. The brim of the hard hat shall be worn in the forward position unless the manufacturer warrants other positions.

### **Selection guidelines for head protection:**

All head protection is designed to provide protection from impact and penetration hazards caused by falling objects. Head protection is also available which provides protection from electric shock and burn. When selecting head protection, knowledge of potential electrical hazards is important. Class A helmets, in addition to impact and penetration resistance, provide electrical protection from low-voltage conductors (they are proof tested to 2,200 volts). Class B helmets, in addition to impact and penetration resistance; provide electrical protection from high-voltage conductors (they are proof tested to 20,000 volts). Class C helmets provide impact and penetration resistance (they are usually made of aluminum which conducts electricity), and should not be used around electrical hazards.

### **FOOT PROTECTION:**

Each affected employee shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where employee's feet are exposed to electrical hazards.

Safety shoes and boots provide both impact and compression protection. Where necessary, safety shoes can be obtained which provide puncture protection. In some work situations, metatarsal protection should be provided, and in other special situations electrical conductive or insulating safety shoes would be appropriate.

Safety shoes or boots with impact protection would be required for carrying or handling materials such as packages, objects, parts or heavy tools, which could be dropped; and, for other activities where objects might fall onto the feet.

Safety shoes or boots with compression protection would be required for work activities involving skid trucks (manual material handling carts) around bulk rolls (such as paper rolls) and around heavy pipes, all of which could potentially roll over an employee's feet. Safety shoes or boots with puncture protection would be required where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal etc., could be stepped on by employees causing a foot injury.

Chemical protective boots shall be worn when there is a potential for chemical exposure to the feet.

#### **HAND PROTECTION:**

Hand protection is required when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

Skin contact is a potential source of exposure to toxic materials; it is important that the proper steps be taken to prevent such contact. Gloves should be selected based on the material being handled, the particular hazard involved, and their suitability for the operation being conducted. One type of glove will not work in all situations.

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on chemical container labels and material safety data sheets (MSDS's) before working with any chemical. Recommended glove types are often listed in the section for PPE.

Chemicals eventually permeate all glove materials. However, they can be used safely for limited time periods if specific use and glove characteristics (i.e., thickness and permeation rate and time) are known. The Project Manager/Job Site Supervisor will assist in determining the specific type of glove material that should be worn for a particular chemical.

Most accidents involving hands and arms can be classified under four main hazard categories: chemicals, abrasions, cutting, and heat. There are gloves available that can protect workers from any of these individual hazards or combination of hazards.

Gloves should be replaced periodically, depending on frequency of use and permeability to the substance(s) handled. Gloves overly contaminated should be rinsed and then carefully removed after use.

Gloves should also be worn whenever it is necessary to handle rough or sharp-edged objects, and very hot or very cold materials. The type of glove materials to be used in these situations includes leather, welder's gloves, aluminum-backed gloves, and other types of insulated glove materials.

Careful attention must be given to protecting your hands when working with tools and machinery. Power tools and machinery must have guards installed or incorporated into their design that prevent the hands from contacting the point of operation, power train, or other moving parts. To protect the hands from injury due to contact with moving parts, it is important to:

- Ensure that guards are always in place and used.



- Always lock out machines or tools and disconnect the power before making repairs.
- Treat a machine without a guard as inoperative.
- Do not wear gloves around moving machinery, such as drill presses, mills, lathes, and grinders.

#### **RESPIRATORY PROTECTION:**

(See Kuharchik Construction Inc. Respiratory Protection Program)

#### **HEARING PROTECTION:**

(See Kuharchik Construction Inc. Hearing Conservation Program)

#### **PROTECTIVE CLOTHING:**

**Fire/Burn Protection:** All personnel working in or visiting any area requiring fire retardant clothing shall wear work uniforms (coveralls or shirts/pants) and if necessary, outer garments (jackets, insulated coveralls, etc.) manufactured of 100% NOMEX or approved alternate materials. Nylon jackets and other types of personal clothing shall not be worn over the NOMEX work uniform. Exceptions to this may include the use of rain gear, disposable coveralls for chemical protection, acid suits and other specialized clothing approved by Kuharchik Construction Inc. Management.

Proper Use - Fire retardant clothing must be properly worn to achieve maximum protection. Shirts must be buttoned, coveralls fully zipped, and long sleeves fully extended and secured.

Only approved markings and repair material are allowed on fire retardant garments.

Fire retardant clothing must be properly laundered to maximize the level of fire protection the garment will provide. Certain work activities may require the use of disposable clothing such as "TYVEK" coveralls over the fire retardant garments to protect personnel and to prevent contamination of fire retardant clothing.

A typical NOMEX garment should last several years depending upon severity of use. Repairs for damaged clothing are the responsibility of the employee. Replacements, as deemed necessary by the responsible supervisor, will be made by the company. It is expected that all employees will take proper care of their NOMEX clothing and will maintain it in a neat, clean and presentable manner.

**Chemical Protective Clothing:** All personnel performing tasks that may subject the body to chemical splashes are required to wear chemical protective clothing (chemical suit, apron, slicker, etc.). Chemical protective clothing must be rated for the chemical involved.

#### **HAZARD ASSESSMENT:**

Hazard analysis procedures shall be used to assess the workplace or job task to determine PPE requirements, based on hazards that are present or likely to be present.

The Site Supervisor shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. This may be accomplished through conducting a job hazard analysis or using the PPE Hazard Assessment form (See Appendix A).

The Site Supervisor shall select, and have each affected employee use, the proper PPE. The Site Supervisor shall communicate the selection decisions to each affected employee.

PPE shall be selected that properly fits each affected employee to include proper donning, doffing, cleaning and maintenance.

#### **TRAINING:**

Before being allowed to perform work requiring the use of PPE, each employee must be properly trained.

The Project Manager/Job Site Supervisor shall ensure that training is provided to each employee who is required to use PPE. Kuharchik Construction Inc. training personnel will assist with the training where needed.

Each employee shall be trained to know at least the following:

- When and what PPE is necessary and its limitations.
- How to properly don, doff, adjust, wear, and maintain PPE.
- The proper care, maintenance, useful life and disposal of the PPE.
- Each affected employee shall demonstrate an understanding of the training and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

#### **Retraining shall be conducted when:**

When the Site Supervisor has reason to believe that an employee who has already been trained does not have the understanding or skill required to wear PPE properly;

When the workplace changes, making the earlier training obsolete;

The type of PPE changes; or

When the employee demonstrates lack of use, improper use, or insufficient skill or understanding.

Training shall be documented. The training document should include the name and signature of the trainer, the name and signature of the employee(s), the date training was completed, and the training subject. This documentation should be kept on file for review. Training can be accomplished through jobsite orientations, safety meetings, and/or toolbox talks.

#### **EXCAVATION:**

All excavations must be under the supervision of a competent person. The Written Excavation Safety Program should be reviewed whenever there is work performed in excavations greater than or equal to 5 feet in depth. (See diagram: Summary of sloping, benching and shoring configurations).

- Prior to excavating, ensure the Miss Utility/PA I-call system has been contacted, a ticket No. assigned, all utilities are verified, and all utilities clearly marked.

#### Markings are as follows:

- Telecommunications- Orange
- Electrical – Red
- Survey Marks – Pink
- Proposed Excavation – White
- Water – Blue

- Sewer – Green
- Natural Gas – Yellow

- Private Utilities (i.e., college campus) may need verification from that owner.
- Trenches five feet or deeper must be shored, sloped, or benched per the Excavation Safety Program.
- Support systems for excavations greater than or equal to 20 feet in depth must be designed by a registered professional engineer.
- Excavations must be barricaded to protect pedestrians and to warn vehicles.
- Place materials or spoils removed from the excavation at least 2 feet or more back from the edge of excavation.
- Each excavation must be inspected daily and after each rain, snow, freeze, etc. by the competent person. If evidence of cave-ins or slides is apparent, all work in the excavation must cease until necessary precautions have been taken to safeguard employees.
- Safe access must be provided into all excavations by means of ladders or ramps.
- Excavations greater than or equal to 4 feet in depth must have a ladder or ramp for safe access. Lateral travel distance to a ladder may not exceed 25 feet.
- Ladders used for access must extend at least 3 feet above the top of the excavation.

#### **Trench Boxes**

- Trench boxes must be seated to within 2 feet of the bottom of the dig.
- Tops of trench boxes must be 18" above the top of soil. This will prevent material from falling onto employees in the excavation.
- All cross members, pins, and screw pins, shall be in place.
- Engineering data shall be maintained by the project supervisor.
- Inspect boxes daily to ensure all components are in place as well as check for defects or deformities.
- While working inside of a trench box in an excavation, under no circumstances is an employee allowed to step outside of the box.

#### **Sloping**

<b>Maximum Allowable Slopes</b>	
<b>Excavation less than 20 ft. deep</b>	
<b>Soil or Rock Type</b>	<b>Max. Allowable Slopes</b>
Stable Rock	Vertical (90 degrees)
Type A	3/4: 1 (53 degrees)
Type B	1 : 1 (45 degrees)
Type C	1-1/2 : 1 (34 degrees)

- Anytime an employee has a fall exposure of greater than or equal to 6 feet he/she shall be protected. This means an employee falling from an elevation or material falling from an elevation onto an employee, greater than or equal to 6 feet.
- The following fall protection system shall be used to protect employees from fall exposures greater than or equal to 6 feet: Guardrail, guard wire, toe boards, floor hole covers, personal fall arrest systems, and handrails.
- Guardrail system specifications:

- Top Rail at 42" + 3".
- Mid Rail at 21" +- 3".
- Top rail made of 2" x 4" s at minimum.
- Mid rail made of 1" x 4"s at minimum.
- Top rail able to hold 200 lbs. of force in any direction.
- Mid rail able to hold 150 lbs. of force in any direction.
- Vertical post that guardrails are attached to should be 8 feet on center.
- Guard wires – Same as guardrails, except that 2 Crosby clips shall be used at wire rope ends and turn buckles used to keep wire rope tight. Remember, do not “saddle a dead horse”.
- Toe boards shall be a minimum of 4" in height and able to withstand a force of 50 pounds.
- Floor hole covers shall be able to hold 2 times the intended load (i.e., biggest person on the job), secured, and clearly marked as hole or cover.
- Personal Fall Arrest Systems (Harness, retractable lanyard, lifeline, wall hook, rope grab, etc.)
- Check with foreman when using engineered systems.
- Anchor points you tie-off to shall be capable of holding 5,000 lbs.
- Personal fall arrest equipment shall be inspected prior to each use by the employee.
- Employees shall use a personal fall arrest system 100% of the time when exposed to a fall greater than or equal to 6 feet in height if other fall protection systems are not in place.
- If horizontal and vertical lifelines are used they must be inspected by a qualified person.
- Handrails on stairs include a top and mid rail that must be installed anytime there is 4 or more steps or a vertical rise of 30”.

## **FLEET SAFETY POLICY**

Operation of a company vehicle is both a privilege and a responsibility, not a right. Drivers are responsible for operating the company vehicle according to state and federal laws and our Company policy. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and damage. Violation of these laws and rules will result in the removal of driving privileges.

### **Drivers of Company-Owned Vehicles**

Employee driving records will be checked at least every 12 months to make sure the employee has an acceptable record to operate a company vehicle. The following is our Company's Driver Performance Rating.

Number of Violations	Number of Accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor

1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Poor	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor

Any major violation is automatically considered "Poor".

"Clear" and "Acceptable" Motor Vehicle Records (MVRs) will be monitored at least annually. "Borderline" MVRs will be monitored closely and a warning will be given to individuals in that category, MVR's will be run every 3 to 6 months for those employees with a "Borderline" rating.

Based upon the seriousness of an accident or violation and any contributing factors Management may use its discretion in determining an employee's Driver Performance Rating.

Drivers are required to immediately notify management if their driving status changes. Failure to notify management of any changes will result in disciplinary action up to and including dismissal.

### **Penalties**

Any driver falling into the "poor" category will immediately be relieved of his/her company vehicle driving privileges as well as be subject to disciplinary action up to and including termination of employment. In addition to the MVR criteria outlined in the above Driver Performance Rating, the following will automatically place that individual in the "poor" category: Any major violation. The following are defined as major violations:

- DWI and/or DUI in past five years
- Failure to stop/report an accident
- Making a false accident report
- Homicide, manslaughter or assault arising from the use of a vehicle
- Driving while license is suspended/revoked
- Attempting to elude a police officer
- Leaving the scene of an accident

Any employee permitting fellow employees, dependents or any other person not listed on the driver list to operate vehicles under their control or assigned to them.

Suspension of driver's license.

Failure to consistently drive in a safe manner as determined by management.

Failure to pass the drug test.

Refusal to take a drug test.

Failure to notify management within 24 hours of any moving violation and/or accident.

### **Safety Committee Review**

A driver will be reviewed by the internal Safety Committee if the driver drops from an "acceptable" rating to a "borderline" rating due to a single incident.

### **Scope of Use**

Assigned Driver - No person other than the employee assigned to the vehicle shall operate the vehicle unless that person is an employee of our Company, is listed on the approved driver list and has the permission from the person to whom the vehicle is assigned or from a supervisor.

Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is prohibited.

Weapons may not be carried or stored in the truck.

Driver and all employee passengers must wear available personal restraints· (\*see Seat Belt Usage on page 5).

Report any accident immediately to police and your manager.

Personal Use of Company Vehicles - Company-owned vehicles are to be used for company business only. Personal use of a company vehicle is prohibited. Personal trailers, including boat and recreational vehicles, are not to be pulled. Company vehicles may be driven home and used as transportation to and from work only if approved by management.

Employees who drive or take home a vehicle are responsible for all fines and parking expenses. The vehicle must be parked off street or at the spot designated or approved by the supervisor. Any changes to the location of vehicle parking at the end of the day must be pre-approved by a supervisor.

The driver must make sure that the truck and tool boxes remain locked; all locks must be locked properly to secure the contents of the vehicle at all times as to prevent theft.

No test equipment, converters or modems are to be left in the cab of the vehicle.

### **Use of Personal Vehicle for Company Business**

Anyone that uses their personal vehicle for any company business must be on the approved driver list.

All those who use their personal vehicle for company business must observe the same policies governing the use of company-owned vehicles.

In addition to those policies, the driver must provide a certificate of insurance that shows liability limits of at least \$500,000 per occurrence.

**Driver Qualifications**

Must be at least 21 years old.

To operate a commercial motor vehicle, the driver must be at least 21 and have a valid license for the vehicle to be operated which may include a Medical Card and/or Commercial Driver's License (CDL).

Must be on the company's approved driver list.

Must pass the company's drug test.

**Maintenance and Upkeep**

Drivers are responsible for ensuring the vehicle is well maintained. The assigned driver is responsible for taking the vehicle to approved service stations to have scheduled fluid changes, brake repairs, tire changes and other repairs completed. Turn in all repair receipts and maintenance records for filing in the vehicle's maintenance file. The employee is responsible for reporting any damage, faulty equipment or other needed repairs to their supervisor. The employee is also responsible for making sure the equipment is safe to operate on the road.

Also, replace burned out bulbs and fuses for lights, turn signals, headlights and horn immediately as needed.

The employee is responsible for keeping their vehicle as clean and orderly as job conditions permit.

**Vehicle Inspections**

The driver is responsible for completing a written vehicle inspection checklist at the beginning of every month. Any faulty equipment should be noted on the inspection report. The driver is responsible for checking all fluid levels as indicated on the inspection sheet. The written vehicle inspection checklist should be turned in to your supervisor who will turn it into the corporate office. Company vehicles will be subject to spot-checks by management.

Company vehicles must have the following standard items:

- Current vehicle registration, insurance card, and accident reporting information
- Safety belt intact and ready for use
- Fire extinguisher
- First aid kit
- Usable spare tire, jack and lug wrench

### **Seat Belt Usage**

Any employee operating a company vehicle must wear any safety/seat belt that the vehicle has installed as standard equipment. By definition, this includes, but is not limited to, all forklifts, automobiles, vans, pickup trucks and delivery trucks. Failure to comply with this policy will result in disciplinary action.

### **Distracted Driving Policy**

The following applies to any employee operating a company vehicle or using a company-issued cell phone while operating a personal vehicle:

Company employees may not use hand-held devices or cell phones while operating a vehicle - whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to e-mails, instant messages and text messages.

If company employees need to use their phones, they must pull over safely to the side of the road or another safe location.

Any employees violating the Distracted Driving Policy:

Will be responsible for any and all fines.

Will be subject to disciplinary action, including suspension without pay.

### **GPS Tracking Devices**

The company reserves the right to install GPS vehicle tracking systems in any and all of its vehicles or other property. These devices allow the Company to monitor the location, speed, direction, ignition status, and other information on its vehicles. It is also possible for the company to be alerted to the fact that the vehicle has entered or exited certain areas and when a vehicle has exceeded the speed limit. No employee should have any expectation of privacy when driving a company vehicle. The company will monitor all vehicles 24 hours / day, 365 days / year.

Employees should understand that GPS data from these systems is deemed by the Company to be reliable and that the Company may use this data solely or in part, to make employment and management decisions regarding employees.

Speeding - Any employee driving a company-owned vehicle who travels 10 MPH or more over the posted speed limit for duration exceeding 2 minutes will receive disciplinary action.

- 1st Offense - Written warning
- 2nd Offense -Written warning with the possibility of suspension without pay.
- 3rd Offense - Written warning with the possibility of suspension without pay, loss of vehicle privileges, and/or termination.

If an employee feels the GPS reporting is incorrect due to speed limit discrepancies, they are to let their supervisor know that they feel the speed



limit on the written warning is incorrect. It is then the supervisor's responsibility to go out and physically check the posted speed limit in the area in question.

If the speed limit is correct, the written warning must be signed off on by both the employee and their supervisor.

**Idle Time** – Company vehicles should not be left idling for extended periods of time. Leaving a vehicle idle not only wastes fuel, but also leaves the vehicle and the contents inside the vehicle vulnerable to theft. Any employee who leaves a Company-owned vehicle idle for a period exceeding 15 minutes will receive disciplinary action:

- 1st Offense – Written warning.
- 2nd Offense – Written warning with the possibility of suspension without pay.
- 3rd Offense – Written warning with the possibility of suspension without pay, loss of vehicle privileges, and/or termination.

\*In cases of extremely cold weather Management has the ability to allow operators to idle vehicles for longer than 15 minutes without any being subject to disciplinary action.

**Unauthorized Use of Company Vehicle** – Any employee found to be using a company vehicle "after hours" for personal use or on days they did not work will face disciplinary action.

- 1st Offense – Written warning with the possibility of suspension without pay and/or termination.
- 2nd and 3rd Offense – Written warning with the possibility of suspension without pay, loss of vehicle privileges, and/or termination.

**Tampering with GPS Device** – Employees are not permitted to tamper with or try and disable the GPS tracking device. Any failure by an employee to abide by this will face disciplinary action.

- 1st Offense - Written warning with the possibility of suspension without pay and/or termination.
- 2nd and 3rd Offense - Written warning with the possibility of suspension without pay, loss of vehicle privileges, and/or termination.

#### **At-Fault Accidents**

If you are involved in an at-fault accident in a company vehicle as determined by the Safety Committee, you may be financially responsible for paying for the cost of the damage up to \$1,000.

If an employee is involved in two (2) at-fault accidents while driving a company vehicle within a 12-month period, the employee can face termination. At-fault determination will be based upon the Police report data and the insurance companies' findings.

An at-fault accident means you caused the accident to take place. When an insurance company deems you 51% or more at-fault, then you are considered to have caused the accident. A ticket from the police is not required to be at-fault according to the insurance regulations. If you are in a single vehicle accident, other than a collision with an animal, more than likely you will be deemed at-fault.

Example: If you hit ice and slide off the road, or hit a tree, you are considered to be at-fault because you did not have control of your vehicle.

### **Accident Reporting Procedures**

If you are involved in a vehicle accident, the following steps must be followed:

- Call 911 immediately and request that the Police respond to the scene.  
NOTE - the police must be notified for all accidents regardless of severity.
- Request an ambulance if anyone is injured.
- Place safety cones near the accident area.
- DO NOT discuss who you feel is responsible for the accident with any other party involved in the accident.
- Document the names and contact information for all parties involved in the accident, including all witnesses and the responding police officer.
- Report the accident to your direct supervisor.
- Document all objective details you can recall about the accident and the scene (i.e. time of day, weather, direction of travel, approximate speed, witnesses, etc.).
- Take pictures of the accident scene with the issued cell phone/camera.
- If possible, draw a rough diagram of the accident scene.

### **Drug Testing**

Any employee who will drive a company vehicle or personal vehicle for company business will be drug-tested at the time of hire, randomly, when reasonable suspicion exists, post-accident, and in follow-up. The drug testing procedure will follow the established Company drug policy.

#### **Management's Responsibility**

Each supervisor is responsible for all vehicles and drivers under their control.

Each supervisor will spot check vehicles on a monthly and/or random basis.

It is the responsibility of the fleet manager to follow up on all vehicles and all drivers to make sure this policy is implemented and enforced.

**HEARING CONSERVATION**

**PURPOSE:**

The purpose of this Hearing Conservation Program is to protect Kuharchik Construction Inc. employees from noise-induced hearing loss resulting from on-the-job noise exposure. A copy of this program shall be available by contacting management.

**SCOPE:**

This program applies to all applicable Kuharchik Construction Inc. employees.

**RESPONSIBILITIES:**

The Site Supervisor is responsible for administering the program  
Each applicable employee is responsible for adhering to the guidelines of the program

**GENERAL INFORMATION:**

Exposure to high levels of noise may cause hearing loss. The extent of damage to hearing depends primarily on the intensity of the noise and the duration of the exposure. Noise-induced hearing loss can be temporary or permanent. Initially, this condition is temporary and results from short-term exposures to noise, with normal hearing returning after a period of rest. With prolonged exposure to high noise levels over a period of time, hearing loss can become permanent.

Noise-induced hearing loss often goes unnoticed because it generally occurs very gradually over time, is painless, except in very rare cases, and has no visible effects.

Noise can also interfere with communication (affecting the employee’s safety), disturbs performance (causing errors or a decrease in work quality) and produces fatigue, irritability and stress. See the following table for permissible duration times in high noise environments without the use of hearing protective devices (HPD’s).

<u>Permissible Noise Exposures</u>		<u>Sound Level dBA</u>
Duration per day, hours (slow response)		
8.....		90
6.....		92
4.....		95
3.....		97
2.....		100
1 ½.....		102
1.....		105
½.....		110
¼.....		115

To preclude the adverse effects of exposure to occupational noise, a Hearing Conservation Program has been established.

Exposure to continuous noise above 90 dBA is not permitted without hearing protection. Personnel must not be exposed to impact noises exceeding 140 dBA. Impact noises occur at intervals of greater than one per second.

The Responsible Safety Manager shall:

- Approve personal hearing protection devices (HPD) and evaluate HPD attenuation.
- Periodically review and update Kuharchik Construction Inc. Hearing Conservation program to assure continued effectiveness and compliance with current regulations.
- Conduct periodic field audits to assess compliance with noise control practices.
- Maintain records of employee exposure monitoring, audiometric test data, and training.
- Coordinate employee-training sessions.
- Coordinate employee noise exposure monitoring.
- Provide the opportunity for affected employees to observe any noise measurements/data.

#### **EXPOSURE MONITORING:**

When information indicates that an employee's noise exposure may equal or exceed an 8-hour, time-weighted average sound level of 85 dBA (*i.e. the Action Level*), exposure monitoring shall be conducted.

The monitoring strategy shall be designed to identify all such employees whose exposure equals or exceeds the action level for inclusion in the hearing conservation program, as well as to collect sufficient measurements to enable the proper selection of hearing protection devices. This monitoring may be accomplished by means of either personal sampling (Noise Dosimeter Survey) or area sampling (Sound Level Surveys), as appropriate, to obtain the employee's representative 8 hour TWA noise exposure.

For personal monitoring, the employee wears a noise dosimeter for the duration of the work-shift and the time weighted average noise exposure measurement is read from the dosimeter at the completion of monitoring. Where circumstances such as high worker mobility, significant variations in sound level, or a significant component of impulse noise exists, personal monitoring shall be done.

When area sampling is done, a Sound Level Meter is used. Sufficient sound level measurements shall be taken throughout the day, and in different locations, in order to estimate the employee's noise exposure over the workday. These measurements can be recorded on a map of the work area or documented by location, equipment or process description. When noise levels fluctuate, the amount of time the employee remains at each of the various measured levels must be determined. Area monitoring can be used to estimate noise exposure when the noise levels are relatively constant and employees are not mobile. See Section 11.0 for example high noise areas or equipment.

Employee noise exposures shall be computed without regard to any attenuation provided by the use of personal protective equipment and in accordance with OSHA's Guidelines on Noise Exposure Computation. All continuous, intermittent, and impulsive sound levels from 80 to 140 dB shall be integrated into the noise measurements. All instruments shall be calibrated according to the manufacturer's instructions to ensure measurement accuracy.

Monitoring shall be repeated whenever a change in production, process, equipment or controls increases noise exposure levels such that additional employees may be exposed

above the action level or the attenuation provided by the hearing protection devices is no longer adequate.

Results of all sound level and noise dosimeter surveys shall be forwarded to the affected employees for that particular work location. All employees shall be notified of the results of area or personal monitoring.

#### **AUDIOMETRIC EVALUATIONS:**

Audiometric testing shall be made available to all employees whose exposure equals or exceeds an 8-hour TWA of 85 dBA. The primary purpose of the testing is to detect early changes in hearing ability and to intervene before further hearing loss occurs.

Baseline audiograms shall be established within six months of first exposure for all employees whose exposure is equal to or exceeds the action level (85 dBA). New employees who are assigned to jobs where they may be exposed to noise at or above the action level shall be given baseline audiograms as part of their initial physical examination for employment. Employees transferring into jobs where the noise exposure may exceed the action level shall also be given baseline audiograms unless previously tested.

Testing to establish a baseline audiogram shall be preceded by at least 14 hours without exposure to workplace noise. Employees shall also avoid high levels of non-occupational noise exposure during the 14-hour period immediately preceding the audiometric examination. Noise levels during this 14-hour period shall not exceed 80 dBA. HPD's may be used as a substitute for the 14 hours without exposure as long as they provide attenuation down to 80 dBA.

Annual audiometric examinations shall be given to all employees in the Hearing Conservation Program. Participation is mandatory.

Kuharchik Construction Inc. shall establish a valid baseline audiogram against which future audiograms can be compared. Each employee's annual audiogram shall be compared to that employee's baseline audiogram to determine if the audiogram is valid, if a Standard Threshold Shift (STS) has occurred (a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more at 2,000, 3,000, and 4,000 Hz in either ear), or if further medical evaluation is necessary.

If the annual audiogram shows that an STS has occurred, then:

- The employee shall be notified within 21 days of this determination.
- The employee may be re-tested within 30 days and the results of the retest may be used as the annual audiogram.
- Noise control measures shall be reviewed and revised if found insufficient to protect the employee.
- The employee shall be refitted and retrained on the use of HPD's and counseled on the importance of using hearing protection, the possible sources of high noise exposure at the job, and methods of reducing noise exposure.
- When further medical evaluation is recommended, the employee shall be referred for additional clinical testing where appropriate.

#### **CONTROL MEASURES:**

All employees who are exposed to noise levels that exceed the OSHA Action Level of 85 dBA (8-hr. TWA) shall be included in this program. Whenever employee noise exposures exceed 90 dBA (OSHA's permissible exposure level), noise control measures shall be instituted. They may include one or a combination of the following methods:

**Engineering Controls** – Whenever feasible, engineering controls should be investigated to reduce noise exposures below 90 dBA. These methods include isolation of noise source, redesign of machine or process, installing of absorbing materials or barriers and enclosures for employees. Purchasing specifications for new equipment shall require that the equipment not generate noise levels in excess of 90 dBA where feasible, and the manufacturer must provide documentation to prove it.

**Administrative Controls** – where engineering controls are not effective for reducing an individual's noise exposure below 90 dBA, administrative controls shall be used. These controls involve employee rotation on a high noise job or in a high noise area such that any one employee's exposure time is limited. Exposure to impulsive or impact noise should not exceed 140 dBA peak sound level.

**Hearing Protection Devices** – The use of hearing protection devices shall be available to all employees exposed to an 8-hour TWA of 85 dBA. Additionally, HPD's shall be required for all employees exposed at or above the TWA of 90 dBA when engineering and administrative controls are not effective or feasible.

Employees required to use HPD's shall have the opportunity to select devices from among those approved for use, given the necessary attenuation for their work conditions. In all cases, HPD's must be selected that will attenuate noise exposures to below 90 dBA.

All HPD's shall have a Noise Reduction Rating (NRR). These ratings shall be used to determine if the HPD will offer adequate protection for the environment in which the employee will be exposed. The NRR of the hearing protection must be sufficient so that the 8-hour TWA will be 90 dBA or less. For employees who have already experienced a standard threshold shift, the attenuation of their hearing protection must reduce their 8-hour TWA to 85 dBA or less.

The listed NRR is a laboratory result. The real world NRR will be significantly less because of inadequate fit and application.

Subtract 7 dB from the NRR of the HPD to account for improper fit and application.

Employees shall be trained on proper fit, use, and care of HPD's.

HPD's shall be replaced as necessary.

**Warning Signs:** shall be posted at entrances to work areas where sound levels equal or exceed 85 dBA. The signs shall state:

**WARNING  
HIGH NOISE AREA  
HEARING PROTECTION REQUIRED**

In areas where administrative controls are necessary in addition to engineering controls and HPD, signs shall be posted to state:

**WARNING**  
**EXTREMELY HIGH NOISE AREA**  
**HEARING PROTECTION REQUIRED**  
**REDUCED STAY TIME REQUIRED**

**TRAINING:**

Employees who have noise exposures at or above the TWA of 85 dBA shall participate in an annual training program.

All new or transferred employees who will be assigned to jobs where they may be exposed above the action level shall receive the training within 30 days of their initial employment or reassignment.

Training shall be updated as changes in PPE and work processes occur.

The training program shall include:

- Effects of noise on hearing.
- Purpose of hearing protectors, advantages, disadvantages and attenuation of various types.
- Instructions for selection, fitting, use and care.
- Purpose of exposure monitoring and audiometric testing and explanation of test procedures.
- Kuharchik Construction Inc. Hearing Conservation Plan including the employer's and employee's responsibilities.
- Noise control measures.
- Kuharchik Construction Inc. shall provide a copy of the noise exposure procedures to its employees and post a copy at the workplace.

**RECORDKEEPING:**

Records of exposure monitoring, audiometric testing and training shall be maintained as follows:

**Exposure Monitoring:** Results of sound level surveys shall be retained. These records shall include date of survey, noise level meter model, and calibration, noise levels, operating conditions, and name of person performing survey.

Results of personal monitoring shall be maintained with the audiometric test records. Exposure data shall be recorded as an 8 hour TWA noise level.

**Audiometric Tests:** records shall include: name and job classification of employee and employee's most recent noise exposure measurement. These records shall be retained for the duration of the employee's employment.

**Training:** attendance rosters shall be kept for all training sessions and include the date, name/signature of employee, and the name of the instructor.

All medical and exposure records generated through compliance with this procedure will be maintained in accordance with OSHA standard 1910.1020 Access to Employee Exposure and Medical Records.

Exposure records must be maintained for 30 years (including workplace monitoring). Medical records must be maintained for the term of employment plus 30 years.

## HIGH NOISE AREAS/EQUIPMENT:

This table gives ranges of typical noise levels for equipment with exposure times resulting in an 8-hour Time Weighted Average of 85 dBA. (The lower decibel level for each range is associated with the longer exposure time and the higher decibel level is associated with the shorter exposure time.) Note: normal conversation is about 60 dBA. Any employee who may be exposed to an 8-hour time weighted average noise level of 85 dBA or greater is included in the Hearing Conservation Program.

### Examples of High Noise Equipment

<u>Equipment</u>	<u>Range of Typical Noise Levels (dBA)</u>	<u>Exposure Time Resulting in 8-hour TWA of 85 dBA</u>		
Gasoline Generators	88-90	5.25	-	1.25 hrs.
Portable Air Compressors	91-99	3.5	-	1.0 hrs.
Gasoline Blower	91-97	3.5	-	1.5 hrs.
Gasoline Water Pump	88-92	5.25	-	3.0 hrs.
Diesel Generator	97-110	1.5	-	0.25 hrs.
Pavement Breaker	98-111	1.25	-	0.25 hrs.
Jack Hammer(air powered drill)	98-110	1.25	-	0.25 hrs.
Air Spade	100-111	1.0	-	0.25 hrs.
Backhoes	83-94	10.5	-	2.25 hrs.
Dozer	88-103	5.25	-	0.50 hrs.
Loader	84-98	9.0	-	1.25 hrs.
Locomotive	87-96	6.0	-	1.75 hrs.
Cherry Picker	89-90	4.5	-	4.0 hrs.
Pipe Threading Machines	82-92	12.0	-	3.0 hrs.
Pneumatic Wire Wheels	89-94	4.5	-	2.25 hrs.
Portable Electric Grinders	93-108	2.5	-	0.25 hrs.
Portable Electric Saw	85-102	8.0	-	0.75 hrs.
Pneumatic Grinders	91-111	3.5	-	0.25 hrs.
Pneumatic Chipper	87-110	6.0	-	0.25 hrs.
Pedestal Grinders	85-108	8.0	-	0.25 hrs.
Bench Top Grinders	95-99	2.0	-	1.0 hrs.
Hilti Hammers	93-110	2.5	-	0.25 hrs.
Chain Saw	108-112	0.25	-	10 mins.
Rotary Hammers	100-105	1.0	-	0.5 hrs.
Pneumatic Wrench	98-104	1.25	-	0.5 hrs.
Pneumatic Cut-off Wheel	92-106	3.0	-	0.25 hrs.
Pneumatic Drill	89-90	4.5	-	4.0 hrs.
Radial Arm Saw	93-112	2.5	-	10 mins.
Band Saws	85-96	8.0	-	1.75 hrs.
Jointer	91-104	3.5	-	0.5 hrs.
Table Saw	79-96	>16	-	1.75 hrs.
Portable Hand Saw	88-105	5.25	-	0.5 hrs.
Miter Saw	94-105	2.25	-	0.5 hrs.
Panel Saw	104-111	0.5	-	0.25 hrs.
Router	96-110	1.75	-	0.25 hrs.
Power Washer	90-94	4.0	-	2.25 hrs.



## **CONTRACTOR SAFETY**

### **PURPOSE:**

The purpose of this program is to ensure that Kuharchik Construction, Inc. continues to improve contractor health, safety and environmental performance and to establish a standard for pre-qualification, evaluation/selection and development of its' contractors.

### **SCOPE:**

This program applies to all contractors and subcontractors at all Kuharchik Construction, Inc. locations.

### **RESPONSIBILITIES:**

The Site Manager is responsible for approving and ensuring compliance with the procedure.

Site Supervisors are responsible to ensure that all personnel under their direction receive training according to this procedure.

Employees are responsible for reporting contractor safety deficiencies to their supervisor.

### **GENERAL:**

All Kuharchik Construction, Inc. contractors are to be managed in accordance with this program.

The use of contractors must be pre-approved by Kuharchik Construction, Inc. Approval requirements include:

A formal safety review of the contractor performed by Kuharchik Construction, Inc. safety department.

The scope of the review is commensurate with the hazards and risk exposure.

Contractor shall be oriented to the safety policies, expectations and requirements of Kuharchik Construction, Inc..

The contractor agrees to abide by the Drug and Alcohol policy and onsite safety rules throughout the duration of the work.

Any contractor that has a "Non-Approval" safety status will not be used on any Kuharchik Construction, Inc. site.

### **CONTRACTOR PRE-QUALIFICATION PROCEDURE:**

Contractors will be pre-qualified by reviewing their safety programs, safety training documents and safety statistics.

Acceptable safety metrics will be used as criteria for pre-qualification and selecting contractors. The safety metrics and scoring will consider:

Pre-Qualification Form responses and contractor safety program documents review – 60% (Rated from 0-60 total points)

Contractor safety training documents review – 20% (Rated from 0-20 total points)

Contractor safety statistics review – 20% (Rated from 0-20 total points)

The contractor rating system will have five designations:

Equal to or greater than 90 points = A – no restrictions

Between 85 and 89 points = B – Mitigation plan must be documented and approved by Kuharchik Construction, Inc..

Between 81 and 84 points = C – Mitigation plan must be documented and approved by Kuharchik Construction, Inc.; management approval in writing.

Between 71 and 80 points = D – Mandatory commitment meeting with senior contractor management present; mitigation plan documented and approved by Kuharchik Construction, Inc.; management approval in writing; trained contractor safety personnel on site during work activities.

Less than 70 points = F – not to be used as a contractor.

Once each contractor has been evaluated and scored, Kuharchik Construction, Inc. will provide management the scores/ ranking.

Kuharchik Construction, Inc. reserves the right to change a contractor's status to "Non-Approved" if the contractor shows insufficient progress towards accepted mitigation plan or other agreed upon criteria.

## **CONTRACTOR INVOLVEMENT:**

Contractors are required to follow or implement the work practices and systems described below while performing work at Kuharchik Construction, Inc. worksites:

Attend a safety orientation, pre-job meeting or kick-off meeting provided by Kuharchik Construction, Inc. prior to any work beginning.

Monitor employees for substance abuse and report nonconformities to Kuharchik Construction, Inc.

Ensure personnel have the required training and competency for their work.

Participate in Kuharchik Construction, Inc. tailgate safety meetings, job safety analysis or hazard assessments and on the job safety inspections.

Perform a pre-job safety inspection that includes equipment.

Participate in the hazard reporting system.

Report all injuries, spills, property damage incidents and near misses.

Comply with onsite safety rules.

Post job safety performance reviews shall be conducted for contractors and maintained on file.

## **ERGONOMICS**

### **PURPOSE:**

The purpose of this procedure is to protect workers against the hazards involved in performing repetitive actions during the normal work day. This procedure establishes the controls and responsibilities for prevention and rehabilitation of potential injuries.

### **SCOPE:**

This policy covers all Kuharchik Construction, Inc. personnel who may have an occupational exposure to repetitive actions during the normal work day. A copy of this program is kept at Kuharchik Construction, Inc. and is readily accessible to all employees.

**RESPONSIBILITIES:**

The Supervisor/Foreman shall be responsible for the overall implementation of the Ergonomics Program.

Management shall participate in and verify that the Ergonomics Program is integrated into the safety and health program and provided adequate resources.

Employees are responsible to recognize and report early symptoms of musculoskeletal (MSD) injuries and illnesses.

**ERGONOMICS TEAM:**

An Ergonomics Team shall be established to evaluate the ergonomic needs at the location/operation. The trained team shall consist of employee and management representatives from various functional groups and include medical, technical, and maintenance where applicable. (Reference Appendix A for Company's Ergonomics team members.)

The first order of business for the Ergonomics Team shall be to develop a Team Charter detailing:

- Goals of the Ergonomics Program and Ergonomics Team.

- Responsibilities of the Ergonomics Team.

- Methods and benefits of achieving these goals.

- Develop Company material handling standards based on weight and directive on moving product.

- Develop Injury/cost analysis for injury prevention.

The team shall have adequate resources (e.g., budget, training) to perform designated ergonomic activities.

The team shall meet on a monthly basis.

Minutes from the ergonomics meeting shall be recorded and made available to employees.

**ERGONOMIC ASSESSMENT:**

The Ergonomics Team shall perform an initial ergonomics evaluation to identify priority job tasks at the location/operation. Priority areas, including office areas, requiring an ergonomic assessment shall be identified through the following methods:

- Workplace walkthrough audit and observations.

- Records review (e.g., injury and illness records, quality control records, accident investigation, and job safety analysis [JSA]).

- Review of injury and cost data to identify trends.

- Employee comments or complaints.

- Plant wide audit shall be conducted.

Each job task shall be given a priority rating of 1 (high priority), 2 (moderate priority), or 3 (low priority) to identify the schedule of specific ergonomic assessments. This information shall be documented on the Ergonomic Evaluation Priorities form (presented as Appendix B) or equivalent means.

According to the defined priority and schedule, Part 1 of the Ergonomic Assessment Checklist or an equivalent tool shall be completed. (The Ergonomic Assessment Checklist is presented as Appendix C.)

Affected employees performing the job task shall be interviewed as part of the ergonomic assessment.

Medical services shall be consulted regarding patterns of injuries to specific body parts to help focus efforts.

The team shall review all information, including injury and illness records, quality control records, accident investigations and insurance records, to identify ergonomic related injury trends.

The team shall evaluate the job task for ergonomic stressors. Photographs and videotaping may be used, as applicable, to evaluate and review the job task.

Upon completion of Part 1 of Appendix C, the job task shall be reviewed by the Ergonomics Team to determine identified ergonomic stressors.

All job processes with identified ergonomic risk factors (including office-based job processes) shall have ergonomics included in the Job Safety Analysis (JSA).

Expert consultants shall be made available to the team, as needed, to assist in assessments and in specifying controls.

New office ergonomic hardware and furniture shall be specified and purchased with the involvement of a member of the Ergonomics Team, or an office ergonomics champion.

A process shall be developed for employees to order and have installed office ergonomic hardware such as keyboard trays, seating, and other accessories. Information Technology shall be our contact to obtain appropriate ergonomically correct office equipment for use of computers. Supervisor/Foreman shall be our contact for ordering other office ergo equipment.

The team shall participate in ergonomic-related injury/illness case investigations. All first-aid injuries, reports of pain or discomfort and reports of ergonomic risk factors shall be investigated for potential ergonomic problems. These investigations shall include questions to identify ergonomic risk factors and root causes that may trigger further ergonomic assessments when appropriate.

## **CONTROL MEASURES:**

Control measures shall be developed according to the specific ergonomic stressor(s) identified. Control measures shall be implemented according to the ergonomic priority list.

Control measures must significantly reduce or eliminate the ergonomic stressors identified.

Control measures shall be investigated for feasibility, effectiveness, and cost in the following order:

- Engineering controls.

- Work practice or administrative modifications.

- Personal protective equipment (PPE).

All control measures shall be investigated with input from affected employees.

Once the appropriate control measure is reviewed and approved, the Ergonomics Team shall complete Part 2 of Appendix C or equivalent tool with a specific implementation schedule.

The control measures shall be implemented by the Ergonomics Team in coordination with the employee(s) performing the task.

#### **REVIEW OF IMPLEMENTED CONTROLS:**

Implemented ergonomic control measures shall be reviewed to verify effectiveness and reduction of risk.

The reviews shall be conducted on a frequency defined in Part 2 of Appendix C.

Control measures found to be ineffective shall be reviewed by the Ergonomics Team for alternative control measures.

#### **CONTINUOUS IMPROVEMENT:**

Updates to the assessment shall be made with associated changes or modifications in job tasks at the location/operation.

The location/operation shall require all new equipment, workstation designs, and plant layout changes to undergo an assessment and verify that controls are incorporated into design and project funds. New products or processes shall be reviewed at the earliest stage (e.g., conceptual) for ergonomic concerns.

As controls are implemented, additional priority areas shall be considered for improvement based on new or updated:

- Workplace walkthrough audits or formal questionnaire.

- Records reviews.

- Employee comments or complaints.

#### **TRAINING:**

The Supervisor/Foreman or Supervisor/Foreman shall have formal ergonomics training (including evaluation of office ergonomics) and understand ergonomics program management. Supervisor/Foreman or Ergonomic Program Leader shall have formal ergonomics training (Employee Designee shall have received formal ergonomics training including evaluation office ergonomics.)

Members of the Ergonomics Team and the employees involved in product or manufacturing process design, JSA, and accident investigation shall participate in ergonomic training stressing the identification, analysis, and control of these hazards.

All Team members shall attend any corporate training made available to the team.

All employees shall participate in general ergonomics awareness training at least annually. The training shall cover at a minimum the following subjects:

- Overview of the location/operation's ergonomics program.

- Typical signs and symptoms of musculoskeletal disorders (MSDs).

- Importance of reporting signs and symptoms of MSDs early.

- Process for reporting MSDs or signs and symptoms of MSDs.

How to identify ergonomic risk factors in the workplace.

Process that the location/operation uses to identify and control ergonomic hazards.

Additional job-specific ergonomics training shall be provided for those employees and their supervisors with job tasks having identified ergonomic stressors and control measures. This training shall be conducted at least annually or when the job process changes, for example, job-specific ergonomics training shall be conducted as needed based upon past ergonomic injury trends.

All new employees, current, or employees moving from one office to another shall be given training and assistance in setting up their office workstation for proper comfort.

Training shall be conducted on the following schedule:

General Awareness:	Yearly at Start up Meetings or Newsletter
Job Specific:	Yearly at Startup Meetings or as necessary
Involved Personnel:	Yearly at Startup Meetings or as necessary

#### **ERGONOMIC INPUT:**

The location/operation shall establish an Early Reporting Program with location/operation medical representatives or medical/case management representative to readily identify and communicate ergonomic related injuries and illnesses or signs and symptoms reports. Incident forms are filed with the nurse first, then the nurse forwards a report of the injury or pain to an Supervisor/Foreman. Appropriate accident team members or Ergonomics Team members then investigate the incident/complaint.

Specific ergonomic guidelines (maximum forces, reaches, heights, etc.) shall be developed for the design and installation of new job processes, work stations, and equipment. Process or equipment changes and purchases shall be evaluated against these guidelines to maximize employee comfort and productivity. The Supervisor/Foreman that have had training in Ergonomics shall conduct evaluations.

A system shall be implemented so that employee comments are encouraged and reviewed. Employees shall receive timely responses. The system shall be implemented by having employees submit concerns on Ergonomics Team form, or Safety Concern form. Employees' concerns shall be acknowledged by team, when formal investigation/review of concern is conducted by the Ergonomics Team – since meetings are monthly the employee should receive timely response within a few weeks.

Ergonomic related injuries and illnesses, including first aid cases, shall be evaluated on an annual basis to identify ergonomic trends and verify proper investigation and corrective action.

#### **STRETCH PROGRAM:**

Stretching promotes blood flow in muscles, and helps increase flexibility. Increased circulation and flexibility can help reduce the risk of developing MSDs or injuries. It is important that individuals consult with their primary care physician prior to commencing any new stretching exercises.

Employees shall receive information on stretching exercises during annual training sessions; such as that illustrated in Appendix D – Ergonomic Workout. Appendix D provides a basic overview of stretches that would promote flexibility.

#### **PROGRAM ASSESSMENT:**

The Ergonomics Program shall be evaluated as needed.

The evaluation shall include leading indicators such as risk factor reduction or employee opinion, and lagging indicators such as injury costs, recordable injury rates, and lost time.

The evaluation shall also include a review of other program measures such as reduction in MSD injuries or complaints, completion of control measures against goals, removal of jobs from the priority list, reduction of risk factor severity or reduction in number of jobs with ergonomic concerns.

Program updates shall be made consistent with the program evaluation findings.

#### **FALL PREVENTION**

Kuharchik Construction Inc. is dedicated to the protection of its employees from on-the-job injuries. This program sets forth the requirements and criteria for fall protection safety on all projects. This program applies to all employees who might be exposed to fall hazards.

##### **LADDERS (General Information):**

- Ladders must be inspected by a qualified person before being put into service.
- Employees shall visually inspect ladders before use.
- Never use painted ladders because defects may not show through.
- If it is necessary to place a ladder in proximity to a doorway, barricade the door and post warning signs.
- **3-point rule.** While ascending or descending a ladder, hold at minimum with 1 hand at all times and both feet on rungs. Always maintain 3 points of contact.
- Use a rope line if necessary to raise or lower materials. This will enable you to maintain 3 points of contact.
- Always face the ladder.
- Only one person on a ladder at a time.
- Metal ladders are never to be used near or around electrical wiring or lines.

##### **Straight and extension ladders**

- 4 to 1 Rule. Place the base of the ladder 1 foot out for every 4 foot of vertical rise, approximately 75 degrees.
- Ladders must be adequately tied off or secured when in place for an extended time.
- The top of a ladder shall extend 3 feet above the work surface that you are accessing.
- Once extension section has been raised to desired height, the safety dogs or latches must be engaged and the extension rope secured to a rung on the base section of the ladder before use.
- Extension ladder sections are not to be used separately.
- Full Body Harness must be worn and ladder tied off when job requires use of both hands.

##### **Job built ladders**

- Double cleat ladders shall not exceed 24 feet in length.
- Single cleat ladders shall not exceed 30 feet in length.

- It is recommended that 2x6 lumber be used for cleats on all job made ladders.
- Double headed nails are not permitted for building job ladders.
- See diagrams for specifications on construction of single cleat and double cleat ladders.

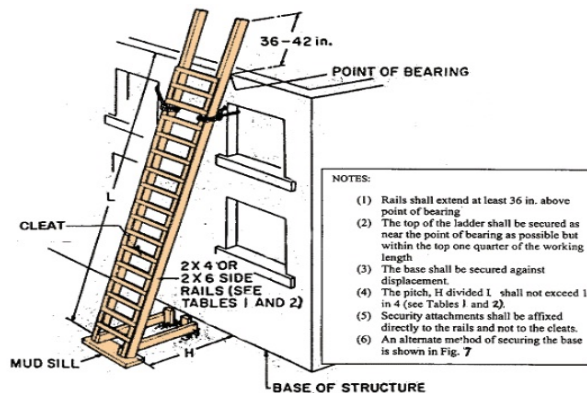


Figure 1. Single-Cleat Job-Made Ladder

### Stepladders

- Stepladders must be set level on all four feet, with spreaders locked.
- Do not lean stepladders against walls or other surfaces for use.
- Always face a stepladder.
- Never stand on the top two steps of a stepladder.
- Never sit on the top of a stepladder
- When working in proximity to an exposed edge or fall exposure area always place the stepladder between you and the fall hazard.
- Remember that when you are working next to fall protection systems such as guardrails on a stepladder, tie-off is required because you are not getting adequate height protection from the guardrails.

### LIFTS ARTICULATING AND SCISSORS:

- Employees shall be trained and educated on scissor lifts and articulating boom lifts prior to use.
- Employees shall be tied-off 100% of the time to the lift while operating an articulating boom lift.
- Prior to using lift it is essential to survey your work area. Look for things that could impact your lift, such as voids or holes in the floor or ground surface which will create instability.
- Employees must work off of the platform, climbing on the lift and standing on the guardrails is not permissible.

### PERSONAL FALL PROTECTION:

A fall protection plan must be discussed for each job prior to the beginning of the job. Any employee exposed to fall hazards will be protected from the hazard, as well as trained prior to beginning employment.

The company will provide all employees exposed to fall hazards with the appropriate Personal Protective Equipment at no cost to the employee. This equipment consists of full body harness, lanyard, and an appropriate anchorage point.

Personal fall arrest systems will be inspected prior to each use for wear, damage and other deterioration and defect components will be removed from service immediately.



**LOCKOUT/TAGOUT:**

The purpose of a lockout/tagout procedure is to prevent the unexpected or unwanted activation of equipment or processes during scheduled maintenance work or working in proximity to an active system. A good example of when a lockout/tagout procedure needs to be in place is when an employee is making wiring repairs on an electrical outlet. The procedure would enable us to physically lock down the electrical system with a “master lock” so another employee could not walk by and turn the power on. Some general requirements are as follows:

- All hazardous energy sources with electrical, chemical, thermal, pneumatic, hydraulic, and mechanical potential must be locked or secured prior to performing activities.
- Individual employee locks must be used to secure energy-isolating devices. Keys for individual locks must be kept on the person who applied the lock.
- Only the individual employee applying the lock may remove the lock.
- Energy control must be verified before working on equipment or processes. An attempt to start the equipment or the use of measurement instruments are examples of verification.
- All lockout devices are to be removed promptly after work has been completed.
- The proper steps to locking out a piece of equipment are:
  - Step 1: Identify energy sources and shut off energy to the affected equipment. (Use normal stopping or running procedures for the machine.)
  - Step 2: Notify others – in particular all affected employees.
  - Step 3: Shutdown the equipment, using normal stopping procedures for the machine.
  - Step 4: Isolate the equipment from the energy source.
  - Step 5: Lockout/tagout the equipment by affixing locks and tags to each energy source controlling device.
  - Step 6: Release any stored energy from capacitor banks, springs, compressed air, steam, hydraulics, etc.
  - Step 7: Verify isolation of energy has occurred by trying equipment.
  - Step 8: Perform servicing.
  - Step 9: Release the equipment from lockout/tagout.

When restarting a piece of equipment steps to be followed are:

- Ensure that nonessential items are removed from equipment.
- Ensure that equipment components are intact.
- Check area to ensure that all affected employees are safely positioned or removed from the area.
- Notify all affected employees and site supervisor before reenergizing the equipment.
- Remove lockout/tagout devices.
- Reenergize equipment to ensure safe operation.

**RIGGING EQUIPMENT:**

- Use a shackle to hold two or more eyes of a choker on a hook.
- Make sure that all lifting hooks have spring loaded safety latches
- Do not spray paint forged rigging equipment other than what the manufacturer has already done. You cannot visually see cracks or deformities.
- Sorting hooks (pelican hooks) may only be used to sort material, not to lift loads for work purposes.
- Use rigging equipment only for designed activities.
- Inspect all hooks, shackles, chains, wire rope, and beam clamps before use. If anything

is defective, take it out of service immediately.

- All chain slings used for lifting shall have their rated load capacity tags located at the top near the master link.
- To inspect chain slings, the employee shall do a visual link-by-link inspection for cracks, deformities, and uneven wear and tear.
- Do not use fiber rope, slings, or chokers, (manila or synthetics) in or near operations involving corrosive substances.
- Synthetic web straps shall be taken out of service anytime there is 1 or more red strands showing. **The phrase is “when you see red, you are dead!”**
- Inspect every rope before each use for excessive broken fibers, wear, and deteriorated strands, and take it out of service if defective.
- When picking up bundles with “sliding eye” chokers ensure that the sliding eye is not seated tight. This means that the bundle of material must be large enough to prevent this.
- Remember that sling angle to load shall never be less than 30 degrees.
- Do not use wire rope to hoist equipment after such a rope has been exposed to fire or extreme heat or burned by contact with electricity, or when inspection shows damaged strands, corrosion, or more than 10 percent of the wires broken in one lay.
- Store rigging equipment properly. Do not let equipment lay in water or mud; which will expedite rust.

#### **SCAFFOLDS (General Information):**

- All scaffolding work shall be under the supervision of a competent person.
- All scaffolds shall be checked and inspected daily.
- Scaffolding shall have base plates, screw jacks, and mud sills in place.
- X-braces shall be in place where applicable.
- All walking working levels shall be completely planked from front to back.
- Scaffold boards shall extend at least 6” over horizontal bracing and no more than 18”.
- Scaffolds shall have toe boards at heights greater than or equal to 10 feet.
- Guardrails shall be in place at heights greater than or equal to 10 feet. This includes top and mid-rail. X-braces will suffice for the top or the mid-rail.
- Ladder shall be used to access scaffolding. It is not permissible to climb the x-braces.
- Multi-tier scaffolding shall be pinned together at connection points.

#### **ROLLING SCAFFOLDS:**

- Rolling scaffolds should only be used on level surfaces.
- The height of rolling scaffolds must not exceed four times the minimum base dimension.
- All casters must be pinned or wired.
- Scaffolds shall be carefully braced by cross bracing or diagonal bracing.
- No one shall ride on a rolling scaffold when it is being moved.
- All tools or materials shall be removed or secured before moving.
- When stationary all 4 wheel casters shall be locked.

#### **TOOLS AND EQUIPMENT:**

- Every tool was designed to do a certain job; use it only for the intended purpose.
- Don’t force tools beyond their capacity or use “cheaters” to increase their capacity.
- All portable electric tools must be grounded (except D.L. approved double insulated tools).
- All damaged cords, plugs, or switches must be immediately taken out of service and

returned to the shop for repair.

- Ensure that all guards are functional or in place. For example, cup guards on grinders, circular saw guards, and retractable guards on table saws.
- All pneumatic hose connections must be fastened securely with wire or pins.
- OSHA Shut-valves (octagon barrels) must be in place on all air compressors prior to the initial hose connection.
- Ensure that all side handles are in place on hammer drills.
- Utilizing the side handle will increase leverage in the event that the bit gets stuck.
- Only employees who possess valid credentials are permitted to use powder-actuated tools. The manufacturer's representative will conduct training classes on the job site.

#### **BURNING AND WELDING (General Information):**

- Proper personal protective equipment must be used when exposed to welding or burning hazards, such as eye protection and respiratory protection. To prevent burns, proper clothing must also be used which may include flame retardant clothing.
- When burning or welding coated (galvanized) surfaces, ensure that proper respiratory protection is in place for metal fumes.
- Before starting to burn or weld, you shall inspect your work area to ensure that sparks or slag will not fall on flammable or combustible materials.
- Be sure that suitable fire extinguishing equipment is available within 30 feet from your work area.
- When the gauges and regulators are removed from the cylinders, the protective cylinder caps are to be put back on.
- Determine if a hot permit is required prior to beginning any work.

#### **BURNING:**

- Make sure that regulators and gauges are in good condition.
- Before connecting regulators to cylinders, carefully open the cylinders valve a crack to blowout any foreign particles and then close immediately.
- After the regulator is connected, stand to one side of the gauge while the cylinder valve is opened.
- **Do not** exceed 15PSI of acetylene.
- When lighting a torch, use an approved spark lighter.
- Keep the tip of the torch clean.
- Do not use oxygen to clean your clothing.
- Flashback arresters must be installed on oxygen and acetylene torches either at the torch head or at the regulators.
- Place cylinders and hoses where they are not exposed to spark or slag from a burning operation.
- Use a NO.4 or NO.5 shaded lens to protect your eyes.

#### **WELDING:**

- All work must have a separate and adequate ground.
- **Do not** leave a rod in the electrode holder when you lay it down.
- Do not make repairs in the last 10 feet of the leads.
- All arcs should be shielded when working near other workers.
- Wear an approved welding hood with a No. 10 filter or greater. Hardhat with welding hood ear attachments should be worn in hardhat areas.
- Electric welding is prohibited from a metal ladder.

### **6. EDUCATION AND TRAINING**

Adequate education and training of key personnel in the program is absolutely necessary for an effective safety program. All personnel entering work areas are to be properly trained. To provide for success in our goal, the following provisions are outlined.

- ☐ Supervisory and management personnel must meet on a regular basis to review program safety problems and methods of presentation to the work force.
- ☐ At state of shift, each Monday a five-minute “Tool Box” Safety Meeting will be held at each job site to be conducted by the superintendent, foreperson, group leader or engineer. Topic of discussion to be recent project problems and conditions to be expected in the ensuing week along with other general safety topics. A report of each meeting, which includes attendance, will be forwarded to the Kuharchik Construction Inc. main office. In the event that there is no work on Monday, then the next workday beginning the workweek will be utilized for the meeting.
- ☐ Prior to starting work, all new employees will be given a general safety orientation, and specific instructions relating to problems to be encountered on the project will be given by their immediate supervisor.
- ☐ Safety committees will be formed and will meet every ten days. (Refer to Project Safety Committees Memo-See Pages 32 thru 34)

#### **Employee safety Orientation Program (Three Phases)**

Safety Orientation is designed for:

- New hires
- Re-hires
- Transfers
- Recalls from lay off

#### **PHASE 1: General- By foreman or superintendent**

- Company Safety Program
- New Hire Packet and personal protective gear
- Project layout and hazards
- First aid and emergence equipment location
- Responsibility to know and comply with Company Safety Police and Program

#### **PHASE 2: Specific- by Group Leader**

- Immediate work area hazards
- Understanding Company Safety Program
- Proper use of personal protective gear
- Reporting all jobs related injuries and accidents
- First Aid and emergency equipment location
- Alertness to crewmember’s signals and warnings
- Working safely to protect self and others around you
- Emergency procedures

#### **PHASE 3: General Follow-Up-Conducted by Safety Supervisor**

- Verifying that proper orientation be given
- Reviewing general Company Safety Program
- Discussing personal protective gear usage, emergency procedures and equipment location
- We encourage all employees to become First Aid trained or qualified in other emergency techniques.

- Any holding current Cards of Certification should notify supervision of that status.

## **POWERED INDUSTRIAL TRUCKS**

### **PURPOSE:**

The purpose of this program is to establish guidelines for selecting and training powered industrial lift truck operators. This program will ensure that all operators are trained in the proper use and safe operation of the equipment. This program meets or exceeds all requirements set forth in 29 CFR 1910.178.

### **SCOPE:**

This program applies to all employees that operate a powered industrial lift truck at Kuharchik Construction Inc.

### **REQUIREMENTS:**

Powered industrial lift truck operators will follow all general safety rules set forth by the company. The Safety, Health and Environmental Manager and/or other qualified and knowledgeable personnel will provide lift training. The training coordinator will follow the training guidelines as listed in the Operator Training Program (Appendix A).

#### **Operator Requirements:**

- Must have successfully completed the Powered Industrial Lift Truck Training program.
- Must wear required personal protective equipment at all times.
- Must wear a seatbelt at all times if equipment is so equipped.
- Must be evaluated (Appendix B) and retrained at least every three (3) years.

#### **Operator Training:**

- The operator shall be made familiar with the powered industrial lift-truck.
- The operator shall be instructed on the fundamental rules and regulations governing the safe operation of the equipment.
- The operator shall have successfully passed a written examination with an overall score of 75%.
- The operator shall have successfully passed a hands-on driving test on a planned course.

#### **Incident Investigation:**

In order to determine and eliminate the causes of powered industrial lift truck incidents, each incident involving a lift truck shall be investigated by the supervisor at the time of the incident. The Safety, Health and Environmental Manager or Director of Human Resources will assist in the investigation if needed.

The investigation of the incident will be classified into three categories.

The three categories will determine the severity of the discipline:

**Non-Preventable** - The investigation determined the operator was free of fault and no disciplinary action will be taken.

**Contributory** - The investigation determined the operator was at fault to some degree. The severity of the discipline will be determined according to the Standards of Conduct and Corrective Action

**Preventable** - The investigation determined the operator was completely at fault. The severity of the discipline will be determined by the supervisor, Human Resources Manager and the Safety and Health Manager.

**Refresher Training:**

Any powered industrial lift truck operator shall receive refresher training in relevant topics when any of the following occur:

Operator has been observed operating the vehicle in an unsafe manner or has violated the Powered Industrial Lift Truck General Operating Guidelines (Appendix D).

Operator has been involved in an incident or near-miss.

The operator has received an evaluation that reveals that the operator is not operating the lift safely.

The operator is assigned to drive a different type of truck.

A condition in the workplace changes in a manner that could affect the safe operation of the equipment.

**General Powered Industrial Lift Truck Requirements:**

This section contains the safety requirements relating to the design; maintenance and use of all powered industrial lift trucks.

All trucks shall be equipped with the required nameplate and markings in a legible manner.

Modifications and additions which effect capacity and safe operation must be authorized by the forklift manufacturer prior to modification.

Forklifts used in hazardous atmospheres must be designed for the associated hazard.

Forklifts shall be equipped with an overhead guard to protect the operator from falling objects.

The brakes of highway trucks shall be set and wheel chocks placed under the rear wheels to prevent the truck or trailer from moving while they are being boarded with an industrial lift truck. The floor of the trailer will be inspected for cracks or weaknesses prior to being loaded.

Only trained and authorized personnel shall be permitted to make repairs. No repairs will be made in a hazardous atmosphere.

Repairs to fuel and ignition systems shall not be conducted in areas which pose a fire hazard.

All electrical repairs shall be conducted with the battery or power source disconnected.

All parts requiring replacement shall be replaced by parts equivalent as to the safety of those parts used in the original design.

### **Changing and Charging Batteries:**

It is the responsibility of each operator to ensure that the battery for his or her lift has an adequate charge. The following guidelines will be followed:

Battery charging installations shall be located in areas designed for that purpose.

Facilities shall be provided for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks and for adequate ventilation for dispersal of fumes from gassing batteries.

A conveyor, overhead hoist or equivalent material handling equipment shall be provided for handling batteries.

Re-installed batteries shall be properly positioned and secured in the truck.

A carboy filter or siphon shall be provided for handling electrolyte.

When changing batteries, acid shall be poured into water; water shall not be poured into acid.

Trucks shall be properly positioned and the brake applied before attempting to change or charge batteries.

Care shall be taken to ensure that vent caps are operating properly.

Smoking is prohibited in the battery charging areas.

Tools and other metallic objects shall not be stored or put into contact with the top of uncovered batteries.

### **LP Gas:**

It is the responsibility of each operator to follow these guidelines whenever refueling a lift truck with LP gas.

Driver is not allowed to be on the truck during replacement of tank

### **Before refilling, inspect for the following defects, and remove from service if any are found:**

Dents, scrapes, & gouges of the vessel;

Damage to the valves, gauges, & hoses;

Debris in the relief valve;

Damage to the relieve valve cap;

Leakage at the valves and threaded connections;

Damage to or loss of flexible seals; and,

Wear gloves and goggles when changing tanks to protect against the cold of escaping gas.

## **RESPIRATORY PROTECTION**

### **PURPOSE:**

This document provides the directions necessary to satisfy regulations regarding the appropriate use of respiratory protection. Engineering controls, such as ventilation and substitution of materials, are the first lines of defense; however engineering controls may not always be feasible for some operations, or have not always completely controlled the identified hazard. In these situations, respirators and other protective equipment must be used. Respirators may also be needed to protect employees' health during emergencies.

### **SCOPE:**

This program applies to all Kuharchik Construction Inc. employees who may be required to wear respirators.

### **RESPONSIBILITIES:**

**Project Managers/Jobsite Supervisors:** Managers must ensure that the program is understood and followed by employees under their charge. Duties of the Manager include:

- Ensuring employees under their supervision have received appropriate training, fit testing and annual medical evaluation.
- Ensuring availability of appropriate respirators and accessories.
- Being aware of tasks requiring the use of respiratory protection.
- Enforcing the proper use of respiratory protection when necessary.
- Ensuring that respirators are properly cleaned, maintained, and stored according to program.
- Ensuring that respirators fit well and do not cause discomfort.
- Continually monitor work areas and operations to identify respiratory hazards.
- Coordinate with the Program Administrator on how to address hazards or other concerns regarding the program.

**Employees:** The employee shall use the respiratory protection in accordance with this procedure and training received:

- The employee shall use respiratory protection to prevent exposure to hazardous chemical vapors and airborne particles when engineering controls are not feasible.
- The employee shall report any malfunction of the equipment to supervision
- The employee shall report any lost or damaged respiratory protection equipment to supervision.

**Program Administrator:** The Program Administrator must be knowledgeable of the complexity of the program, conduct evaluations and be properly trained. The Program administrator is responsible for the implementation of the program. Duties include:

- Identifying activities, operations and evaluate hazards that require workers to wear respirators.



- Monitor respirator use to ensure that respirators are selected and used in accordance with their capabilities.
- Provide guidance on the cleaning, inspection, storage, and maintenance of respirators.
- Arrange for and/or conduct training and fit testing.
- Coordinate the medical surveillance program.
- Audit the respiratory program and work areas periodically to ensure compliance with standards and procedures.
- Maintain records required by program.

#### **GENERAL:**

Engineering systems will be the primary means of limiting the need for respiratory protection. Respirator shall be used when engineering control measures are not feasible or during emergencies with high exposure.

Respiratory protection shall be worn when any permissible exposure limits (PEL) (or any other standard criteria available) are exceeded, or expected to be exceeded, as measured by industrial hygiene sampling for harmful vapors, dusts, mists, gases, oxygen deficient environments, etc.

Respirators will be worn, when necessary, by trained and certified fit-tested individuals, except those who have written notification to the contrary by the company physician.

Each user or potential user of a respirator will be fit-tested to determine the proper face-to-facepiece seal. The fit-tests will be the basis for the selection of personal respirators. If glasses are normally worn, and a full-face respirator is required, the individual will be issued modified spectacles that fit into the facemask.

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. In addition, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval. The label must not be removed or defaced while it is in use.

An employee will be allowed to perform a job requiring a respirator only if successfully fit-tested, trained, and verified on the use of the specific type of respirator.

All respirators will be inspected before and after each use by the user. Those not used routinely will be inspected at least once per month.

Respirators will be cleaned and disinfected after each day's use or after each use if worn by more than one person in a single day. A disinfectant solution will be used. Alcohol must not be used for cleaning as it can cause the rubber areas to become brittle.

Maintenance on respirators will be performed by trained personnel.

Respirators must be stored in a carrying case or plastic bag to protect them from dust, sunlight, heat, extreme cold, excessive moisture, damaging chemicals, and physical damage.

Respirators, training, fit testing, and medical evaluations are provided at no cost to the employees.

#### **SELECTION OF RESPIRATORS:**

##### **Types of Respirators:**

- Air Purifying Respirators (APR) are used to purify the air when it contains a known concentration of particulates, gases or vapor contaminants. These respirators have time and concentration limitations. They cannot be used in oxygen deficient atmospheres.

APR's shall not be used for emergency response purposes where the contaminant or concentration is unknown.

- Cartridges must be selected and used according to the type of air contaminants present.
- A cartridge change-out schedule must be developed to ensure proper cartridge effectiveness. Change-out schedules are based on length of exposure, concentration of contaminant and manufacturer's instructions.
- At minimum, all vapor cartridges shall be replaced at the completion of the job or end of each shift.
- Cartridges shall be changed more frequently depending on the concentration. Review sampling data and adjust change schedule accordingly. (Use manufacturer's information.)
- Cartridges shall be changed immediately if vapor or gas breakthrough is detected or there is a change in breathing resistance.

Atmosphere Supplying Respirators include Supplied Air Respirators (Pressure Demand and 5 min. escape)/and Self Contained Breathing Apparatus (SCBA).

- These respirators are to be used:
  - When there is a potential IDLH exposure;
  - When there is an unknown concentration of a contaminant;
  - When there is a potentially oxygen deficient atmosphere; and/or
  - When APR's are inadequate or the protection factor is exceeded
- SCBA's shall be pressure demand and have an audible low air alarm.
- Carbon Monoxide monitors are to be in place and set to alarm at 10 ppm or monitored frequently.
- For supplied air respirators, only Grade D breathing air shall be used in the cylinders. The Program Administrator will ensure that all breathing air meets this standard.
- Air cylinders used on SCBA's shall be hydrostatically tested every 3 years for composite (fiberglass) cylinders and every 5 years for steel cylinders.
- Ensure proper fittings shall be compatible with for respirable gases and containers.
- A Compressor located in a "clean" atmosphere, with in-line purification and tagged to indicate date or change out.

Filtering facepieces (dust masks) – N95 dust masks should only be used in a low hazard particulate environment or worn for comfort. Typically, these masks have a protection factor of around 5, if properly fitted. If clouds of dust are present, employees should use, at a minimum, a half-face APR with P100 particulate filter cartridges. Employees shall be trained on their proper use, fit and limitations.

#### **Selection:**

Each area of the jobsite must be assessed of its need for respirators. The selection of a respirator shall be based upon the hazards identified at the worksite and those hazards that affect respirator performance. A hazard evaluation of work activities, where airborne contaminants may be present or during emergencies where hazards may be released would indicate what type of respiratory protection would be required. A hazard evaluation should consider:

- Identify any hazardous substances that are used in the workplace,
- Estimate potential exposures and contaminant information,
- Review of work processes to determine where potential exposure to these hazardous substances may occur.

- Exposure monitoring to quantify potential hazardous exposures.
- Duration of exposure.

The Program Administrator will select respirators to be used onsite based on the hazards to which workers are exposed and in accordance with all OSHA standards. The type of respiratory protection necessary will depend on the type of respiratory hazard. There are three general categories of respiratory hazards:

- Oxygen deficiency, less than 19.5 % and/or Oxygen enrichment, greater than 23.5%;
- Gas or vapor contamination;
- Particulate contamination (aerosols including dust, fog, mist, smoke, and sprays).

Selection of the appropriate respirator should include:

- The type of hazard.
- Respiratory protection factor, concentration of the contaminant, and permissible exposure limits.
- Characteristics and limitations of respirators (see 5.1).
- Type of work being performed.

Voluntary Respirator Use:

Respirators may be used when exposures are below the exposure limit to provide an additional level of comfort and protection for employees. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the employee. Sometimes, employees may wear respirators to avoid exposures to hazards, even if the amount of a hazardous substance does not exceed the limits set by OSHA standards.

Employees who voluntarily choose to wear an air-purifying respirator when not required must comply with the procedures for medical evaluation, respirator use, cleaning, maintenance, and storage.

The use of filtering facepieces (dust masks) on a voluntary basis will not be required to comply with procedures described above. Hazard assessments should indicate what activities constitute voluntary respiratory use.

Immediately Dangerous To Life and Health Atmospheres (IDLH)

In the unlikely situation where Kuharchik Construction Inc. employees would have to enter an IDLH atmosphere, procedures shall be developed to ensure proper employee protection. These procedures shall address:

- Outside standby persons;
- Maintaining communication (visual, voice, signal line, etc.);
- Proper training, PPE, and equipment (including rescue/retrieval equipment);
- Pre-entry notification procedures; and
- Rescue procedures.

## **RESPIRATOR MEDICAL EVALUATION PROGRAM:**

Employees who are either required to wear tight-fitting facepiece respirators, or who choose to wear respirators voluntarily, must pass a medical exam before being permitted to wear a respirator on the job or before fit testing. Employees are not permitted to wear respirators

until it has been determined that they are medically able to do so. Any employee refusing the medical evaluation will not be allowed to work in an area requiring respiratory use.

**Medical evaluation procedures are as follows:**

The medical evaluation will be conducted using a standard respiratory user questionnaire (See Attached Medical Evaluation Form). The Program Administrator will provide a copy of this questionnaire to all employees requiring medical evaluations.

All affected employees will be given a copy of the medical questionnaire to complete. Employees will be permitted to complete the questionnaire on company time.

The questionnaire shall be convenient and easy to understand. Non-English versions shall be provided for employees whose primary language is other than English. Completed questionnaires shall be kept confidential

Follow-up medical exams will be granted to employees as required by the standard and/or as deemed necessary by the Physician or Licensed Health Care Professional, (PLHCP).

All employees will be granted the opportunity to speak with the PLHCP about their medical evaluation, if they so request. All examinations and questionnaires are to remain confidential between the employee and physician.

The Program Administrator will provide the PLHCP with a copy of this program, a copy of the Respiratory Protection standard, a list of any potentially hazardous substances, and for each employee requiring evaluation: his or her work area or job title, proposed respirator type and weight, length of time required to wear respirator, expected physical work load (light, moderate or heavy), potential temperature and humidity extremes, and any additional protective clothing required.

*Medical determination* - In determining the employee's ability to use a respirator, Kuharchik Construction Inc. shall obtain a written recommendation regarding the employee's ability to use the respirator from the Physician. The recommendation shall provide only the following information:

Any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator.

The need, if any, for follow-up medical evaluations.

Any employee not approved (for medical reasons) to wear a negative pressure air-purifying respirator will be provided with a powered air-purifying respirator (PAPR).

After an employee has received clearance and begun to wear his or her respirator, additional medical evaluations will be provided under the following circumstances:

- Employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing.
- The Manager informs the Program Administrator that the employee needs to be reevaluated.
- A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

Medical records are confidential and maintained at the PLHCP. Employees may gain access to their medical records at any time. Contact the Program Administrator to gain access or request a copy.

#### **RESPIRATOR FIT-TESTING:**

Fit testing is required for employees wearing tight-fitting facepiece air purifying respirators (APR's) and supplied air respirators (SAR's). Employees voluntarily wearing APR's may also be fit tested upon request.

Employees who are required to wear APR's & SAR'S will be fit tested:

- Prior to wearing any respirator with a tight fitting facepiece.
- Annually.
- When there are changes in the employee's physical condition that could affect respirator fit (e.g. obvious change in body weight, facial scarring, etc.).

Employees will be fit tested with the make, model, and size of the respirator that they will actually wear. Employees will be provided with several models and sizes of respirators so that they may find an optimal fit. Fit testing of SAR's and PAPR's are to be conducted in the negative pressure mode.

The Program Administrator will ensure that fit tests follow approved OSHA Qualitative Fit Testing (QLFT) or Quantitative Fit Testing (QNFT) procedures. Fit-testing must be done by personnel who are qualified in proper fit testing methods.

#### **RESPIRATOR USE:**

Employees will use their respirators under conditions specified by this program, and in accordance with the training they received on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH.

All employees will conduct user checks each time that they don their respirator. At a minimum, employees shall conduct a negative pressure check (place hands over cartridges or inlet and breathe-in). If possible, a positive pressure check should be conducted (place hands over exhalation valve and exhale).

Employees are not permitted to wear tight fitting respirators if they have any condition that prevents them from achieving a good seal. (i.e. facial hair, facial scars, missing dentures, glasses, bandana, etc.)

The wearer of a respirator equipped with a full facepiece, helmet, hood or suit shall not be permitted to wear contact lenses. If glasses, goggles, face shield or welding helmet must be worn with a respirator, it shall be worn so as to not break or adversely affect the seal.

#### **CLEANING:**

The program administrator must address appropriate surveillance, and ensure employees leave the area to wash, change cartridges, or if they detect break-through or resistance.

Respirators issued for the exclusive use of an employee shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition.

Respirators not individually assigned and those for emergency use shall be cleaned and disinfected after each use by a designated person.

The following procedure shall be used for cleaning and disinfecting respirators:

- Remove filters, cartridges, or canisters before washing and discard as necessary. Headbands can also be removed before washing.
- Wash all respirator parts in warm water and soap or an approved cleaner/disinfectant.
- Rinse well in clean warm water and allow to air dry in a clean area.
- Reassemble the respirator.

Individual cleaning pads for respirators, such as "Safety Equipment Wipes," are an acceptable alternative to the above cleaning procedure. Unless approved for respirator cleaning by the manufacturer, do not use any other chemicals, alcohol, or solutions to clean/sanitize respiratory protection equipment.

#### **INSPECTION AND MAINTENANCE:**

All respirators shall be inspected by the user before and after each use and after cleaning to check the respirator function, tightness of connections, condition of the various parts, including, but not limited to, the facepiece, head straps, inhalation/exhalation valves, connecting tube, cartridges, canisters or filters, and a check of elastomer parts for pliability and signs of deterioration. The Program Administer shall periodically inspect employee respirators to ensure that they are being properly maintained.

Respirators maintained for emergency use shall be inspected before and after each use and at least monthly by supervision or a designated person to assure they are in satisfactory working condition. These respirators shall be tagged noting the date of inspection and the initials of the person doing the inspection. An appropriate checklist or log can also be developed.

Emergency escape respirators shall be inspected before being carried into the workplace for use.

Respirators that do not pass inspection shall be replaced or repaired immediately. Deficiencies and the completed corrective action should be communicated to the Program Administrator.

Repair of individual respirators by the user is limited to changing filters, cartridges, canisters, head straps, and inhalation/exhalation valves and covers.

All other repairs or replacements shall be performed by designated trained personnel with parts designed for the respirator. No attempt shall be made to replace components or make adjustments, modifications, or repairs beyond the manufacturer's recommendations.

#### **STORAGE:**

After cleaning, inspection, and any necessary repairs, respirators shall be stored in a clean place and in a sealed plastic bag to protect against dust, sunlight, extreme heat or cold, excessive moisture, and damaging chemicals.

Routinely used respirators shall be stored in a sealed plastic bag/carton and kept in a locker or other cabinet. Respirators shall be stored such that the facepiece and exhalation valve rest in a normal position.

#### **PROGRAM EVALUATION:**

Evaluations of the workplace are necessary to ensure that the written respiratory protection program is being properly implemented. This includes consulting with employees to ensure that they are using the respirators properly. Program evaluation will include discussions with

employees required to use respirators to assess the employees' views on program effectiveness and to identify any problems. Any problems that are identified during this assessment shall be corrected. Factors to be assessed include, but are not limited to:

- Respirator fit (including the ability to use the respirator without interfering with effective workplace performance);
- Appropriate respirator selection for the hazards to which the employee is exposed;
- Proper respirator use under the workplace conditions the employee encounters; and
- Proper cleaning, maintenance, and storage practices in place.

The Program Administrator shall conduct the program evaluations as necessary (typically at least annually) to ensure that the provisions of the current written program are being effectively implemented and that it continues to be effective.

#### **TRAINING:**

Employees shall receive training on this program if they are required to wear a tight-fitting facepiece respirator or their normal duties include response to emergencies that may require immediate respirator use. Training will be given by qualified instructors. The respiratory training program shall include:

- An understanding of Kuharchik Construction Inc. Respiratory Protection Program and 29 CFR 1910.134.
- The limitations and capabilities of respiratory protective equipment.
- A discussion of the types and proper selection of respirators for each purpose.
- Instruction in the proper use, care, fit, inspection, maintenance and storage of respirators.
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
- How to deal with emergency situations involving the use of and malfunction of respiratory equipment.

This training is required annually and prior to employee use of respiratory protection in the workplace. Retraining is required when an employee shows a deficiency in understanding or a new type/brand of respirator is introduced. Training records will be forwarded to the Program Administrator.

#### **DOCUMENTATION:**

The Program Administrator is required to establish and retain written information regarding medical evaluations, fit tests, and the respirator program. will be responsible for ensuring the follow records are maintained:

- Current written Respiratory Protection Program.
- Employee training and fit test records. A training record shall be maintained for each employee required to wear a respirator. Fit test records shall be maintained until the next fit test is performed.
- Inspection and maintenance records of emergency respirators.
- Voluntary Respirator Use Forms.
- Periodic program evaluations.
- The Physician's Statement certifying the employee is physically capable of wearing a respirator.
- Records shall be maintained by the Program Administrator at the Kuharchik Construction Inc. main office. Employee medical records shall be made available to the employee in accordance with 29 CFR 1910.1020 at the employee's request.

#### **RECORDS AND REPORTING**

An Entry log (OSHA # 200) of first aid administered on site including date, mane of injured,

description FO injury and treatment of same will be maintained. Any accident, injury, first aid and/or off-site treatment will be reported on appropriate forms provided to each project. The job site Foreman shall identify a primary and secondary reporting location should an emergency occur. The following will be reported to Kuharchik Construction Inc. Office:

- Any likely to result in permanent disability or death.
- Any requiring hospitalization.
- Any involving serious accidents of one or more employees.
- Any accident which have or are likely to receive coverage by news media
- Any accident involving collapse, cave in or other failures of structures or equipment.
- Any serious accident involving equipment or vehicles
- Any serious accident which results from violations of safety rules whether employees or by Company supervision
- Fire, windstorm, earthquake, floods or other “Acts of God” criminal acts i.e. vandalism, malicious mischief, burglaries, forgeries, etc., any of which involve a potential insurance claim or loss to company.
- An accident involving the equipment and/or employees of subcontractor or material suppliers at or off the job site if the accident occurred while performing work or delivering materials for a Kuharchik Construction Inc. project.

**The following procedure will pertain in reporting accidents as listed below:**

- A brief preliminary telephone report to one of the company officers of Kuharchik Construction Inc. or causing such a report to be made will be undertaken by the project superintendent or highest ranking managing representative closest to the accident, as soon as possible after providing for the needs of the injured, safety of the public, etc. The report must also be immediately brought to the attention of the division manager by whatever means available. In the event that the Accident involves potential legal or insurance liabilities; the division manager must also notify the executive vice president and safety supervisor.
- Once the extent and effect of the accident be reasonably estimated and determined, a written report must be submitted to the Kuharchik Construction Inc. office, specifying all particulars.

**The following procedure for accident investigation will be utilized as applicable:**

- The superintendent or highest ranking representative of the company at the scene of the accident, will as soon as is practical, take a statement from all witnesses of the accident, noting the names, addresses, their employers, their capacity or title and a brief summary of their statements and comments concerning the accident.
- If possible, photographs of the accident, the surrounding areas and conditions in the immediate vicinity of the accident should be taken. Upon completion of developing of the photos, a brief statement should be made on the back of each photo explaining what the photo represents, the person who took the photo, and the date it was taken.
- A comprehensive inspection as to the probable cause and effect of the accident will be made in a written report. This report should be made as soon after the accident as is possible. In the event that a material supplier or subcontractor is involved in the accident, determination should be made as to the applicable subcontractor or supplier employer, the extent of the employer’s liability and any possible third party liability for the accident.
- In case of serious motor vehicle accidents or serious work related accidents involving injury, a preliminary report must be prepared by the safety supervisor and reviewed with an appropriate corporate authority.



- The insurance company representative, depending on the nature of the accident, should be notified as soon as possible in order that they may investigate the accident.
  - The investigation by our insurance adjuster must be with the assistance and cooperation of Kuharchik Construction Inc. personnel.
  - Time of the accident, weather conditions and any other physical conditions existing at the scene of the accident should be observed and reported.
  - In final summary, results of the steps should be placed in a detailed accident report form and transmitted to the Kuharchik Construction Inc. office as soon as possible with all backup information attached
  - Do not make the assumption that any accident is not important and we have no liability
- PREPARE THE REPORT**
- Statements to news media should be made or released only through the main office.

**Personal Injury to Employee (Worker’s Comp):**

(First Report of Accident)

On all injuries to company employees requiring the attention of a doctor, prepare and submit “First Report of Accident” without delay. Be certain all required information is submitted. It is particularly important that sufficient detail is furnished relative to how the accident occurred and what steps have been taken in order to prevent similar type accidents. Show job number and location.

**Public Liability and Property Damage (General Liability):**

“Report of Public Liability Accident” must be prepared in the event of injuries to persons not employed by the company and for damage to property not owned by the company, caused by company employees and/or company equipment which is not licensed for over the road operation. This report must also be prepared for accidents involving others, which happen on or near our jobs if it is possible that we may be involved.

**AUTOMOBILE:**

In case of an accident causing damage to company-owned, licensed, over the form for reporting licensed, over the road property, which is not company-owned.

**SUPERVISOR’S REPORT OF ACCIDENT INVESTIGATION:**

The foreman or group leader of the injured employee must complete and sign this report immediately following the accident. It must be prepared for every accident whether or not professional medical services are needed. On a quarterly basis, the insurance carrier shall provide a statistical report of accidents and losses for company review and evaluation.

**CHANGE TO SITE SAFETY PLAN**

Major changes in the scope of work may require changes to the Site Safety Plan. When the normal scope of work is significantly altered or a new hazard is introduced to your normal daily work activity, please contact the Safety Department and notify them of the changes

**SITE SAFETY PLAN REVIEW**

The site Safety Plan should be reviewed periodically or when deemed necessary throughout the entire project.

**SAFETY DISCIPLINARY ACTION**

Occasionally, it becomes necessary for a Supervisor or Kuharchik Construction Incorporated to take disciplinary action against an employee. Discipline results when an employee’s actions do not conform to generally accepted standards of good behavior.

The severity of the disciplinary action depends on the nature and frequency of the offense. Discipline may range from informal discussion notification, to formal written notification, to temporary suspension from work, to immediate termination. Nothing in this policy or in this handbook is intended to limit in any way Kuharchik Construction Inc. right to terminate employees at any time, with or without cause and with or without advance notice.

Please refer to the written Kuharchik Construction, Inc. Disciplinary Action Policy.

### **DISCIPLINARY ACTION POLICY**

The Disciplinary Action Policy of Kuharchik Construction Inc. is intended to encourage employee commitment and compliance to established company safety and environmental health rules and expectations through a structured means of progressive discipline when such actions are required.

The Disciplinary Action Policy establishes an impartial and consistent approach to addressing unsafe or unhealthy conduct of any Kuharchik Construction, Inc. employee by:

- Establishing a procedure to analyze violations for determination of root cause(s) and any follow up actions required (i.e., discipline, re-training, etc.);
- Ensuring that counseling takes place to reinforce expected performance or conduct;
- Establishing a process under which warnings may be issued and discussed; and
- Providing for action where performance or conduct does not improve.

### **Responsibilities**

Kuharchik Construction, Inc. places responsibility on each employee to work in such a manner as to uphold company safety and environmental health policies and procedures.

Management shall follow the proper sequence of corrective actions required for those employees subject to performance or conduct concerns; unless Executive Team has determined another more suitable course of corrective action.

It is the responsibility of all parties involved in counseling or corrective action to respect and maintain confidentiality at all times within the constraints of the need to fully investigate the matter, subject to any legal requirements for disclosure.

### **Employee rights**

Employees have the right to undergo behavioral review by a manager who shall remain honest, fair and unbiased during the review process.

Employees shall be notified by Management that they are the subject of concern and will be provided the details of all the allegations in relation to their behavior.

Employees will be provided the opportunity to reply to aforementioned allegations.

Discretion of details involved in necessary counseling or corrective action shall be maintained, unless such behaviors legally obligate management to divulge information to law officials (i.e., substance abuse, violent behaviors, etc.).

### **Disciplinary Action Procedures**

#### **Identification of Misconduct**

Identify the safety and/or environmental health violation or issue and promptly notify the individual of the problem.

#### Verbal Warning

Discuss the violation or issue and perform root cause investigation.

The initial meeting with the individual should be a private meeting to discuss the necessary course of action following discovery of the violation or issue. This will be done in good faith that the employee who has committed the violation or presented a safety or environmental health issue is unaware of these actions.

During this initial meeting the employee being counseled will be allowed and encouraged to provide a response which could provide an explanation for said behaviors under review for corrective actions. Those conducting the counseling meeting must remain unbiased and be prepared to fully listen to the employee's response to allegations.

Negotiate corrective action outcomes, after both the Supervisor or Manager and the employee have had a chance to discuss both sides of the issue at hand.

Establish a period for review of the employee undergoing corrective actions, following negotiations. Should the Executive Team determine the employee's behavior was intentional, and the consequences of such behavior endangered themselves or other employees, Robert Bresnahan Jr. shall determine the severity of corrective actions up to and including termination.

The employee shall be made aware of the consequences of noncompliance with those required corrective actions negotiated in the initial meeting (i.e., first warning, suspension, final warning, etc.).

#### Documentation

Document the outcome of the initial meeting. Documentation shall be made during the established period of time for reviewing the employee's subsequent behavior and/or action.

The Supervisor or Manager responsible for maintaining the employee's file must concentrate on only the most clear and quantifiable measurements of supporting facts for the employee's behavior and/or corrective action(s).

At the end of the period established to review said employee, the Supervisor or Manager will provide the employee shall the opportunity to review, sign and make comments on all file notes. They shall receive their own copy to maintain for personal files.

#### Monitoring

Monitor any change in the employee's behavior or actions. Allow the employee the opportunity to demonstrate improvement during the period for review established in the initial counseling meeting.

If behavior of employee under review does not improve to those established goals, act as per the notified consequences.

#### Written Warning

A clearly written statement detailing the safety and/or environmental health policy that was violated and the steps the employee must take if it is to be corrected.

A probationary period will be part of the written warning.

Time off without pay may also be a portion of the written warning.

When the employee reaches the end of their probation period, their Supervisor or Manager shall meet with them to determine if they have achieved the required level of performance.

#### Termination

The employee may be terminated if performance is not improved while on probation, or has violated another company safety and/or environmental health policy within a pre-determined time frame.

#### Training

All Kuharchik Construction, Inc. employees will have the opportunity to review this policy during new hire orientation.

Kuharchik Construction, Inc. Supervisors and Managers shall be trained on the appropriate execution of the aforementioned procedures for corrective action.

Training shall be provided upon being hired or when he/she has received a promotion into a managerial position.

It shall be the responsibility of Executive Team to develop and implement appropriate training for Supervisors and Managers.

Human Resources will maintain records of those Supervisors and Managers who have received training in the appropriate execution of corrective actions.

### **ACCIDENT INVESTIGATION POLICY**

The purpose of this program is to outline the proper steps that need to be taken in the event of an accident, incident, or a near miss. Additionally this program will ensure systematic identification and control of hazards in order to prevent recurrence of accidents.

#### Responsibilities

Management: shall ensure uniform implementation and compliance with this program by all employees.

Supervisors: shall see that all investigations are conducted utilizing the guidelines outlined in the program.

Employees: shall immediately report all accidents, injuries, and near misses to their Supervisor and assist as requested in all accident investigations.

#### Accident or incident investigations

The accident/incident investigation is a fact-finding tool that is used to develop ways to prevent future events. Thorough and effective investigations, revealing the real causes of accidents/incidents, provide management with information needed to take appropriate corrective actions. These actions will prevent recurrence and identify ways to avoid similar accidents/incidents.

It should be understood that Management sets the tone for all accident/incident investigations. Faultfinding and blame for events and injuries have no place in effective accident prevention programs. Intimidation, fear and finger pointing will prevent real accident causes from being discovered and accidents will continue.

All accidents/incidents will be investigated, within 48 hours, to the appropriate degree whether an injury occurred or not. The company Accident Investigation Form will be used. (Appendix B)The

types of accidents/incidents that should be investigated fall into the following categories: medical treatment, minor injury/first-aid, near miss, fatality, motor vehicle, and equipment/property damage. The type of investigation will depend upon the circumstances surrounding the event.

### **SUBSTANCE ABUSE POLICY**

**OSHA REQUIREMENT:** The general duty clause of **OSHA** requires industry to provide its employees with a safe working-place. This cannot be done if co-workers are using illicit drugs. Employees using illicit drugs and driving a company vehicle or running a power tool could critically injure their fellow employees or patrons of Kuharchik Construction **This practice will not be allowed.**

#### **I. PURPOSE OF THE POLICY**

As part of its commitment to safeguard the health of its employees, to provide a safe place for the employees to work, and to promote a drug-free community, Kuharchik Construction, Inc. (hereinafter “the Company”) establishes this policy on the use or abuse of alcohol and illegal drugs by its employees. Substance abuse, while at work or otherwise, seriously endangers the safety of employees, as well as the general public, and creates a variety of work place problems, including increased injury on the job, increased absenteeism, increased health care and benefit costs, increased theft, decreased morale, decreased productivity, and a decline in the quality of products and services provided by the company. The company has established this policy to detect users and remove abusers of alcohol and illegal drugs from the workplace. It is also the policy of the Company to prevent the use and/or presence of those substances in the workplace, in accordance with the following guidelines.

The purpose of this policy is to communicate the Company’s position on alcohol and drugs in the workplace and to provide guidance for the implementation of related programs with the Company.

Company policies, procedures, and substances abuse or employee assistance programs are not intended to create or alter any existing, implied or expressed contracts, written or verbal, between the Company and its employees, independent contractors or job applicants. The Company creates no promises with any of its policies, procedures and programs, and remains free to change wages and all other working conditions without having to consult employees or anyone else, and without anyone’s agreement. The Company reserves the right to terminate any employee at any time with or without good cause or to refuse to hire any job applicant.

#### **II. SCOPE**

All company employees, including management, administration and temporary employees, are covered by this policy. As a condition of employment, employees are required to abide by the terms of this policy. This substance abuse policy primarily governs action in the areas of alcohol and drugs.

Certain employees may be subject to additional requirements under state or federal regulations.

#### **III. SUBSTANCE ABUSE POLICY DISSEMINATION**

All employees are to be informed of the company’s substance abuse policy. Employees shall be given a summary of the company’s substance abuse policy, all employees and new employees shall be required to sign an **ACKNOWLEDGEMENT OF RECEIPTS AND UNDERSTANDING**.

#### **IV. DEFINITIONS**

##### **A. Illegal Drug**

“Illegal drugs” are drugs or controlled substances, which are (1) not legally obtainable or (2) legally obtainable but not obtained or used in a lawful manner. Examples include, but are not limited to cocaine and marijuana, as

well as prescription drugs, which are not lawfully obtained or properly utilized.

The term “illegal drugs” also includes mind altering and/or addictive substances, which are sold as drugs or medicines but are used for mind or behavior altering effects.

**B. Legal Drug**

“Legal drugs” are those prescribed or over the counter drugs, which are legally, obtained by the employee and used for the purpose of which they were prescribed and sold.

**C. Sensitive Position**

A “sensitive position” is any position, which requires the performance of physical or supervisory tasks directly affecting operations, which, if performed improperly, could result in significant property damage. A position may also be classified as sensitive if it requires responsibilities with a high degree of trust and confidence.

**D. Company Property**

The term “Company Property” includes work sites, parking lots, vehicles; or offices owned, rented, utilized, or service by the company, or by any member/vendor of the company; or employee-owned, or employee-rented vehicles on the property of the company or of any member/vendor of the company while on company business; and locations where the employee represents the company in any capacity.

**E. On-Duty**

The term “On Duty” includes all working hours, as well as meal periods and break periods, regardless of whether on premises, and all hours when the employee represents the company in any capacity.

**V. DRUG USE PROHIBITIONS**

- A.** The use, sale, purchase, possession, manufacture, or distribution, or dispensing of illegal drugs on company property or while on duty is against company policy, which is prohibited and cause for **immediate termination**.
- B.** It is also against company policy for any employee to report to work, or work with the presence of illegal drugs or the metabolite of illegal drugs in the employee’s body. Employees who violate this policy are subject to disciplinary action, up to and including **termination**.
- C.** Legal drugs may also affect the safety of employees or fellow employees or members of the public. Therefore, any employee who is taking any legal drug, which could impair safety, performance, or any motor functions must notify management.
- D.** Refusal to submit to, efforts to tamper with, failure to cooperate with, or failure to pass a drug test will result in disciplinary action, up to and including **termination**.
- E.** If anyone believes that reasonable suspicion exists, the employee should report his/her findings to Management.

## **VI. ALCOHOL PROHIBITIONS**

- A.** The consumption of alcohol on company property or while on duty is prohibited and will result in disciplinary action, up to and including **termination**.
- B.** It is against company policy to report to work under the influence of alcohol or with a blood alcohol level of (.02) or above.
- C.** Employees must be asked to submit to an alcohol test based on reasonable suspicion that their ability to perform work safely and effectively may be impaired.
- D.** Refusal to submit to, efforts to tamper with, failure to cooperate with, or failure to pass an alcohol test will result in a disciplinary action, up to and including **termination**.
- E.** If an employee believes that reasonable suspicion exists, the employee should report his/her findings to Management.

## **VII. TESTING**

### **A. Testing of Applicants**

- 1.** All applicants considered final candidates and who have received an “offer to hire” for a position will be tested for the presence of illegal drugs as part of the new hire process.
- 2.** All applicants will have seven days from hire date to be tested for the presence of illegal drugs.
- 3.** Any applicant who refuses to submit to, tampers with, fails to cooperate with, or fails to pass new hire drug test shall be ineligible for hire, as well as responsible for the cost of the test.

### **B. Reasonable Suspicion Testing**

Employees may be required to submit to a drug and/or alcohol test based upon reasonable suspicion that their ability to perform work safely and effectively may be impaired. Factors that individually or in combination could result in reasonable suspicion include, but are not limited to, the following;

- 1.** Direct observation of an individual engaged in a drug-related activity.
- 2.** A pattern of abnormal conduct.
- 3.** Unusual, irrational, or erratic behavior.
- 4.** Unexplained, increased or excessive, absenteeism, or tardiness.
- 5.** Sudden changes in work performance.
- 6.** Repeated failure to follow instructions or operating procedures.
- 7.** Violation of company safety policies or failure to follow safe work practices.
- 8.** Unexplained or excessive negligence or carelessness.
- 9.** Discovery or presence of drugs in an employee’s possession, or near an employee’s workplace.
- 10.** Odor or residual odor peculiar to some drugs.
- 11.** Arrest or conviction for drug-related crime.
- 12.** Information provided either by reliable and credible source or independently corroborated; or
- 13.** Evidence that an employee has tampered with a prior test.

### **C. Post-Accident Testing**

Employees will be required to submit to a drug and/or alcohol test following an accident or other occurrence that involves one or more of the following covered

events; a fatality, an injury to an employee or other individual, substantial damage to vehicles, an/or substantial damage to other properties.

**D. Follow-up Testing**

Any employees who have participated in a substance counseling or rehabilitation program will be subject to unannounced follow-up drug and/or alcohol tests for a two-year period after returning to work or completion of any rehabilitation program, which ever is later.

**E. Random Testing**

1. Employees will be required to submit to drug and/or alcohol testing on a random basis.
2. Selection of employees for random testing shall be conducted through the use of a random number generated or other neutral selection process.

**F. Testing Procedure**

1. The Company will determine for which drugs testing will be performed.
2. If the employee refuses to consent to testing, fails to appear for testing, tampers with the test, or fails to cooperate with the testing procedures, he/she may be **disciplined up to and including termination.**
3. A qualified laboratory selected by the Company will analyze test samples. All samples will be tested according to the following sequence:
  - a. All samples will be subjected to an initial screening process.
  - b. Those samples having a negative screen (No illegal or illicitly used substances present) will be considered to have tested negative, and no further testing will be done on that sample; and
  - c. Those sample that test positive on the first screen will be tested more extensively by means of Gas Chromatography/Mass-Spectrometry (GC/MS) to eliminate any false-positive tests and confirm the positive test result.
4. Management will inform employees who consent to testing of the results. As set forth within, a positive test will result in **disciplinary action up to and including termination.**
5. Any employee who adulterates a specimen or who otherwise attempts to invalidate a test shall be subject to **discipline up to and including termination.**
6. Employees who test positive may appeal the test result in accordance with the procedure listed herein.

**G. Appeal of Confirmed Positive Test**

1. After receipt of a report confirming a positive test result from the testing laboratory, the Management will inform an employee in writing of the positive test result.
2. An employee may request and receive from the Company a copy of the test result report.
3. Within one business day after receiving notice of a confirmed positive test result, the employee may submit written information to the Company designee explaining the positive test result and the reason(s) why the result does not constitute a violation of the Company's substance abuse policy.



4. The employee may request that a retest be performed by a SAMHSA-certified laboratory. The employee will be responsible for all costs associated with conducting the retest.

#### **VIII. DISCIPLINARY ACTION**

In the case of a first time violation of the Company's substance abuse policy, including a positive drug or alcohol test result, (Without evidence of use, sale possession, distribution, dispensation, or purchase of drugs or alcohol on Company property or while on duty), the employee will be **disciplined up to and including termination**. The company may suspend employees with or without pay under this policy pending the results of a drug/alcohol test or investigation.

Except as set forth in **Arrest or Conviction for drug-related-crime** section A., or as part of regular employment responsibilities, any employee engaging in the use, sale, purchase, possession, or distribution of drugs or alcohol while on the Company property is subject to **disciplinary action up to and including termination**.

#### **IX. INVESTIGATION**

To ensure that illegal drugs and alcohol do not enter or effect the workplace, the Company reserves the right to search all vehicles, containers, desks, file cabinets or other items on Company property in furtherance of this policy. Individuals may be requested to display personal property for visual inspection upon Company request. Failure to consent to a search or to display personal property for visual inspection will be grounds for termination based upon denial of access to Company premises. The Company will turn over all confiscated drugs to the proper law enforcement authorities. Furthermore, the Company will cooperate with and may enlist the services of the proper law enforcement authorities in the course of any investigation.

#### **X. ARREST OR CONVICTION FOR DRUG-RELATED CRIME**

If an employee is arrested for or convicted of a drug-related crime, the Company will investigate the circumstances, and Company officials may utilize drug-testing procedure if reasonable suspicion exists as a result of the investigation. In most cases, an arrest for a drug-related crime constitutes suspicion under the policy. As a condition of employment, an employment shall notify the Company's management of any criminal drug statute conviction or for any plea of guilty, nolo contendere or suspended imposition of sentence that has been entered on a criminal drug statute charge. The employee must give notice in writing to the Company within three days of such a violation.

#### **XI. CONFIDENTIALITY**

Results of an applicant or employees' test for the use of illegal drugs or alcohol shall be transmitted to the Company Management. In order to effectively address the employees with drug or alcohol problems, it will be necessary for the management to consult with persons in the process. However, such results may be disseminated only on a need-to-know basis.

#### **BLOODBORNE PATHOGEN EXPOSURE PLAN**

The purpose of this policy is to ensure that Kuharchik Construction, Inc. employees receive effective protection from occupational exposure to bloodborne pathogens.

Under the OSHA ruling contained in 29 CFR 1910.1030, all workers that are potentially exposed to blood borne pathogens in their work must be protected from exposure. This protection must be documented in a written Exposure Control Plan.

#### Occupational Exposure:

Reasonably anticipated skin, eye, mucous membrane, or parenteral (skin puncture) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties (Note: these exposure determinations are made without regard of personal protective equipment).

The following groups/classifications of employees have potential occupational exposure to blood borne pathogens and are therefore covered by this policy:

- Employees who may provide first aid/CPR assistance or clean up blood/bodily fluids at an accident site (Standby Emergency Rescue Services).
- Employees who may find hypodermic syringes, contaminated objects/sharps, or other potentially infectious materials at the jobsite or office locations.

Included in this section are the specific safe work practices and Universal Precautions, which must be followed by every employee who may be exposed to blood borne pathogens while performing first aid or CPR. Simply stated, the concept behind Universal Precautions is that: **All human blood and body fluids are treated as if they are known to contain Hepatitis B virus, Human Immunodeficiency Virus (HIV), or other blood borne pathogens.**

#### Basic Hygiene

All procedures involving blood or other potentially infectious materials shall be performed in such a manner to prevent or minimize splashing, spraying, spattering, and generation of droplets of these substances.

If skin contamination occurs, the area should be washed with antiseptic cleanser or copious amounts of soap and water for 15 minutes. If the eyes or mucous membranes are accidentally contaminated, they should be flushed with water for at least 15 minutes.

Employees must wash their hands with gloves on and then again immediately after removal of gloves (or as soon as feasibly possible).

Employees who have open cuts or sores shall not perform first aid/CPR until the areas are healed except in life-threatening instances where no other first aid responder is available and only after the area has been covered to minimize the possibility of exposure.

#### Housekeeping and Cleanliness:

All equipment and working surfaces will be decontaminated after contact with blood or other potentially infectious materials. Work surfaces will be washed with disinfectant (or a mixture of nine parts water to one part household bleach- 10% solution) after being contaminated.

Employees, who clean or have contact with contaminated first aid equipment, laundry, or uniforms, must wear gloves and other appropriate personal protective equipment.

#### Personal Protective Equipment:

We will provide, at no cost to the employee, appropriate personal protective equipment for personnel who may be exposed to blood borne pathogens.

Personal protective equipment includes any item that may prevent the passage of pathogens from one person to another. This includes items such as disposable gloves, disposable resuscitators equipped with one-way valves, and safety glasses or goggles.

A blood borne pathogen kit is located at each first aid station or can be obtained from Management/Supervision.

All first aid/emergency responders will use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or body fluids is anticipated.

Gloves must be worn when touching blood, bodily fluids, or items or surfaces contaminated with blood or body fluids.

Breathing barriers must be worn in the event that care is given.

Gloves must be changed after contact with any first aid patient.

Protective eye wear or face shields shall be worn during procedures that are likely to generate droplets of blood or other bodily fluids.

If personal protective equipment is contaminated by blood or potentially infectious materials, these items must be removed immediately (or as soon as feasible) and placed in an appropriate container. Laundering, disposal, repair, and replacement of this equipment will be done at no cost to the employee. Replacement of disposable and contaminated personal protective equipment will be done as soon as feasible.

#### Handling and Disposal of Contaminated Materials

Methods should be employed to avoid the direct contact with contaminated materials, especially contaminated sharps (broken glass, etc.). This includes using personal protective equipment and using items such as tongs or a broom and dustpan to dispose of contaminated items.

Blood soaked bandages, towels, and sponges in which blood can be released when compressed must be disposed of in leak proof bags or containers. Containers for potentially infectious wastes must be closeable, able to prevent leakage during handling or transport, puncture resistant, and labeled/color-coded according to the paragraph stated below.

Warning labels will be affixed to containers of contaminated waste. Labels must include the universal biohazard symbol (as shown in OSHA standard section 29 CFR 1910.1030(g)) and be fluorescent orange or orange-red, with lettering or symbols in a contrasting color.

Blood or other potentially infectious materials that are spilled on equipment or workplace surfaces (floors, vehicles, etc.) shall be cleaned up using a 10% or stronger solution of chlorine bleach and water. Employees conducting the cleanup will wear impervious gloves and protective eyewear. Cleaning materials and contaminated gloves will be disposed of in accordance local, state, and/or federal guidelines.

Materials/Equipment that cannot be cleaned shall be disposed of as contaminated waste in accordance with all applicable Federal, State and Local regulations. All contaminated items shall be placed in the containers provided and sealed. The Project Supervisor shall contact a local biohazard waste disposal firm or a medical facility to arrange for disposal of any contaminated materials.

All contaminated waste shall be disposed of in the proper manner. The management team will arrange for the disposal to be completed by the proper authority.

#### In the Event of An Exposure

All first aid incidents involving the presence of blood or other potentially infectious material must be reported to the appropriate Supervisor as soon as possible after the incident occurs. Employees who may have been exposed to blood or other potentially infectious material must complete a Blood borne Pathogen Exposure Report as soon as possible.

Post-exposure medical evaluations are available to all employees who have had an exposure incident. The Supervisor shall ensure that the medical evaluations are made available to an exposed employee. These evaluations are provided at no cost to the employee and are provided at a reasonable time and place.

The Hepatitis B vaccine and vaccination series are available to all employees who have occupational exposures to potentially infectious materials. First aid responders who render assistance in any situation involving the presence of blood or other potentially infectious materials will be offered the full immunization series at no cost to the employee.

The vaccinations will be offered as soon as possible after exposure but in no event later than 24 hours. The vaccinations will be provided by or under the supervision of a licensed physician or other licensed healthcare professional. Employees may decline the Hepatitis B vaccination. When an employee elects not to participate in the Hepatitis B vaccination program, OSHA requires that the employee declining treatment sign the Mandatory Hepatitis B Vaccination Declination Statement (See Appendix C).

As indicated in the Vaccination Declination Statement, employees who decline Hepatitis B virus vaccination may receive the vaccination series at a later date. These vaccinations will be provided at no cost to the employee at that time

## **DIGGER DERRICK SAFETY**

The purpose of this program is to protect the safety of employees involved in the use of Diggers and rigging operations. Additionally, this program outlines the training and inspection requirements to maintain equipment in a safe condition.

### Scope

This program applies to all Kuharchik Construction, Inc. employees who may operate or work around a digger derrick and/or preform rigging activities. Additional information is also found under the Rigging Equipment Section of this manual.

### Responsibilities

- Managers and Foreman shall ensure that all employees who operate a digger derrick are properly trained and maintain compliance with this program.
- Employees shall not operate a digger derrick unless properly trained and are authorized by Kuharchik Construction, Inc.

## **GENERAL INFORMATION:**

Digger Derrick operators shall comply with the following rules:

- A hazard assessment of the work zone must be completed before setting up or using the digger. The work zone shall be identified by demarcating boundaries such as flags and range limiting devices, or defining the work zone as 360 degrees around the equipment up to a maximum working radius. The hazard assessment must determine if any part of the equipment could get closer than 20 feet to a power line.
- All equipment must be operated in a safe manner at all times.
- Reference weight of object being lifted and derrick load chart before lifting
- Prior to any movement of a pole from its resting place, employees shall remove themselves from all lines of fire between the pole and the loading or transporting equipment.

- Employees shall not stand or pass beneath suspended loads.
- Care shall be taken to position employees and equipment in such a way as to avoid injury or damages, should a load get out of control.
- Hook poles as close to the balance point as possible and use a sling for control when moving.
- All lifts must have a pre lift meeting.
- The truck must be set up in a position where the side-to-side angle is 5 degrees or less.
- When reading load charts on the derrick, the permissible boom angle shall always be moved up to the value noted on the chart that exceeds the weight of the load.
- Prior to unloading any materials the load shall be thoroughly examined to ascertain if the load shifted, binders or stakes have broken or the load is otherwise hazardous to employees.
- Precautions shall be used to prevent blocking of roadways if possible.
- Precaution shall be used or prevent endangering traffic
- Where hazards to employees exist, tag lines or other suitable devices shall be used to control loads being handled by hoisting equipment.
- Do not engage in any practice that will divert your attention while operating the digger.
- To prevent shock loading, avoid sudden stops or starts. Shock loading can occur when a suspended load is accelerated or decelerated, and can overload the crane or hoist. When completing an upward or downward motion, ease the load slowly to a stop.

#### **ADDITIONAL REQUIREMENTS:**

- All manufacturer procedures applicable to the operational functions of equipment, including its use with attachments, must be complied with. The manufacturer's procedures and prohibitions must be complied with when assembling and disassembling equipment. The assembly/disassembly of equipment must be directed by a competent and qualified person.
- Employees shall comply with the manufacturer's specifications and limitations applicable to the operation of any crane/hoist. Modifications to the digger derrick shall not be made without the manufacturer's approval. The manufacturer must approve all modifications/additions in writing. A registered professional engineer must be qualified with respect to the equipment involved, and must ensure the original safety factor of the equipment is not reduced.
- The operator shall have access to procedures applicable to the operation of the equipment. Rated load capacities (load charts), recommended operating speeds, and special hazard warnings or instructions shall be conspicuously posted on all equipment. Instructions or warnings including the operator's manual shall be visible to the operator while he is at his control station. If required, equipment shall be labeled on both sides with the maximum capacity. Warning signals must be functioning.
- Outriggers must be used at all times and/or when required due to ground conditions or crane stability is needed. Equipment must not be assembled or used unless ground conditions are firm, drained, and graded to a sufficient extent so that, in conjunction (if necessary) with the use of supporting materials, the equipment manufacturer's specifications for adequate support and degree of level of the equipment are met.

#### Power Lines

If it is determined that any part of the equipment, load line or load could get closer than 20 feet to a power line then at least one of the following measures must be taken:

- Ensure the power lines have been deenergized and visibly grounded.
- Ensure no part of the equipment, load line or load gets closer than 20 feet to the power line.
- Determine the line's voltage and minimum approach distance permitted in Table A of 1926.1408.

#### Signals

Signals to the operator shall be in accordance with standard hand signals unless voice communication equipment (telephone, radio or equivalent) is used. Signals shall be visible or audible at all times.

A Signal person must be provided for the following situations:

- The point of operation is not in full view of the operator
- The view is obstructed when the equipment is traveling
- The operator or the person handling the load determines it is necessary due to site specific concerns.

Respond to signals only from the person who is directing the lift or any appointed signal person. However, obey a stop signal at all times, no matter who gives it.

Some special operations may require additional signals or modification of the basic signals. For all such cases, these special signals shall be agreed upon and thoroughly understood by both the person giving the signals and the operator and shall not be in conflict with the standard signals.

#### Moving a Load

- Center the hook over the load to keep the cables from slipping out of the drum grooves and overlapping and to prevent the load from swinging when it is lifted. Inspect the drum to verify that the cable is in the grooves.
- Use a tag line (unless their use creates an unsafe condition) when loads must traverse long distances or must otherwise be controlled. Manila rope may be used for tag lines.
- Plan and check the travel path to avoid personnel and obstructions.
- Lift the load only high enough to clear the tallest obstruction in the travel path.
- Start and stop slowly.
- Land the load when the move is finished. Choose a safe landing.
- Never leave suspended loads unattended. In an emergency where the crane or hoist has become inoperative and a load must be left suspended, barricade and post signs in the surrounding area, under the load and on all four sides. Lock open and tag the crane or hoist's main electrical disconnect switch.
- All employees shall be kept clear of loads about to be lifted and of suspended loads. Additional safety measures will be used when the equipment has the potential to strike and injure an employee or pinch/crush an employee against any other object. Barricades, railings, warning lines, spotters, or similar strategies will be used to keep personnel clear of the load, crane, swing radius, etc.
- Whenever there is a safety concern, the operator will have the authority to stop and refuse to handle loads until a qualified person has determined that safety has been assured

#### Inspections

The crane standard requires a variety of inspections to ensure safe conditions. These inspections consist of shift inspection, monthly inspections and annual inspections. In addition there are special inspections that need to be completed. These are, post assembly inspection, pre and post erection

inspection, and equipment inspections. Inspections must be conducted by a competent person or qualified person.

- Shift Inspection are to be completed by a competent person
- 90 and 180 day inspections are to be completed by a qualified person

Should any portion of the inspection not be correct, the digger derrick must be taken out of service until equipment meets all inspection items.

Inspection checklist are attached at the end of this policy

#### General Rigging Safety

Only select rigging equipment that is in good condition. A competent person shall inspect all rigging equipment for material handling prior to use on each shift and as necessary to ensure it is safe. Additionally, a thorough documented inspection shall be conducted at least annually.

Defective equipment is to be removed from service and destroyed to prevent inadvertent reuse. Slings shall have appropriate test data when purchased. It is the responsibility of the purchaser to ensure that the appropriate test data are obtained and maintained. The load capacity limits shall be stamped or affixed to all rigging components. The following types of slings shall be rejected or destroyed:

- Nylon slings with abnormal wear, torn stitching, broken or cut fibers, discoloration or deterioration.
- Wire-rope slings with kinking, crushing, bird caging or other distortions; evidence of heat damage; cracks, deformation, or worn end attachments; six randomly broken wires in a single rope lay; three broken wires in one strand of rope; hooks opened more than 15% at the throat; or hooks twisted sideways more than 10 deg. from the plane of the unbent hook.
- Alloy steel chain slings with cracked, bent, or elongated links or components; cracked hooks; shackles, eyebolts, turnbuckles, or other components that are damaged or deformed.

Rigging equipment shall be properly stored and not in areas where they can be damaged or abused. Store nylon slings in cabinets or inside buildings as direct sunlight can weaken nylon. When NOT in use rigging equipment not in use shall be removed from the immediate work area so as not to present a hazard to employees. Rigging equipment shall not be loaded beyond its recommended safe working load and load identification shall be attached to the rigging.

#### Training

Digger Derrick operators shall be specifically trained by Kuharchik Construction, Inc. in digger derrick, hoist operations and equipment safety. Only those employees qualified and granted permission by Kuharchik Construction, Inc. shall be allowed to operate equipment and machinery. Additionally, all operators shall be trained on this safety program.

Training will consist of classroom, quiz and hands-on observation. All training documentation will be maintained.

Employees found to be operating equipment unsafely or who no longer have the knowledge to operate equipment will be retrained.

## **PANDEMIC PREPAREDNESS PLAN**

### **1.0 PURPOSE:**

The purpose of this plan is to outline the actions to be taken to effectively protect Kuharchik Construction employees from exposure to COVID-19 and any other future pandemic events. This plan will outline and set the requirements for pandemic preparedness as it relates to individual employees as well as any and all sites under the direct control of Kuharchik. This plan is designed to protect Kuharchik employees and personnel in the event of a pandemic.

### **2.0 SCOPE:**

This plan applies to all Kuharchik employees for Kuharchik Job \_\_\_\_ ECMS \_\_\_\_.

### **3.0 RESPONSIBILITIES:**

**3.1** Kuharchik will designate an appropriate person to be the company's Designated Representative.

**3.2** The Designated Representative will be responsible for items including, but limited to the following:

3.2.1 The Designated Representative is the Foreman \_\_\_\_\_.

3.2.2 The Designated Representative will be responsible for implementing all aspects of this Preparedness Plan as well as all other applicable Kuharchik procedures during a pandemic event.

3.2.3 The Designated Representative will be responsible for ensuring all necessary communications are distributed to applicable employees/job sites as required by this plan.

3.2.4 The Designated Representative is responsible for determining when and if infected employees are able to return to work.

3.2.5 The Designated Representative will be responsible for ensuring company-wide compliance with the requirements set forth in this plan and take immediate action should an incident of non-compliance is reported.

3.2.6 Stay abreast of current Center for Disease Control & Prevention (CDC), Occupational Safety and Health Administration (OSHA) and PA Department of Health updates and make any necessary changes in the current plan.

3.2.7 Comply with the Governor's Guidance for Businesses in the Construction Industry Permitted to Operate During the Covid-19 Disaster Emergency.

**3.3** All personnel and employees working with or at job sites controlled by Kuharchik are required to comply with the following guidelines:

3.3.1 Daily Screening: Each day employees should be checked by the Designated Representative for temperature prior to commencing work.



- 3.3.2 Social distancing: The Centers for Disease Control & Prevention (CDC) have established recommendations of avoiding close contact with other people. If feasible, it is recommended to maintain a six (6) foot distance between yourself and other people on site. All personnel shall follow the recommended practices of Social Distancing when possible. All personnel are required to notify their direct supervisor in situations where Social Distancing is not feasible. In these situations direct contact between personnel should be limited.
- 3.3.3 Mask/Face Shield: All site employees are required to wear masks or face shields as provided when in public areas. Masks/face shields are also required when Social Distancing can't be maintained, except to the extent an employee is using break time to eat or drink, in accordance with the guidance from the Department of Health and the CDC. Employers may approve masks obtained or made by employees in accordance with Department of Health guidance.
- 3.3.4 Equipment Sharing: All site employees shall minimize or discontinue the sharing of any tools and/or equipment used to perform their jobs. If this is not feasible, tools and equipment shall be properly disinfected before sharing between employees. This guideline extends to sharing tools and/or equipment between subcontractors. Subcontractors are responsible for cleaning their own tools, equipment, and work areas. Use proper PPE, such as disposable gloves, while disinfecting.
- 3.3.5 Vehicle Sharing: Whenever possible employees should not share a vehicle.
- 3.3.6 Job-site Meetings: When possible, meetings shall be conducted via telephone to avoid gatherings. If telephone is not feasible, meetings shall be held in an open area that allows six (6) feet of space between individuals.
- 3.3.7 Hygiene Practices: All personnel are required to maintain adequate personal hygiene. This includes, but is not limited to, washing hands regularly, avoid touching unclean surfaces, properly cleaning work areas and tools, avoiding physical contact with other personnel and wearing adequate PPE when required. Adequate sanitation supplies will be supplied on all applicable job sites under the control of Kuharchik and will be replenished as needed.
- 3.3.8 Reporting of Symptoms/Illness: All personnel are required to notify their direct supervisor immediately upon noticing symptoms similar to that of COVID-19, whether a diagnosis has been obtained or not. All sick or ill employees are required to remain at home and self-quarantine for the recommended period of time of fourteen (14) days. Employees under self-quarantine shall not report to work until symptom free and cleared to do so by an appropriate medical provider.
- 3.3.9 Notify their Supervisor or the Designated Representative of incidents of non-compliance with this program.

#### **4.0 COMMUNICATIONS:**

- 4.1 Communication during a pandemic involves both internal communications and external communications. Internal communication will be provided to employees to educate them about pandemic diseases and measures they can take to be prepared.

- 4.2 Key contacts, a chain of communications and contact numbers for employees, and processes for tracking business and employees' statuses have been developed as described in this section.
- 4.3 Risk communication is critical to inform employees regarding changes in the pandemic status. The following is one method for providing such information:
  - 4.3.1 **Alert** – conveys the highest level of importance; warrants immediate action or attention.
  - 4.3.2 **Advisory** – provides key information for a specific incident or situation; might not require immediate action.
  - 4.3.3 **Update** – provides updated information regarding an incident or situation; unlikely to require immediate action.
- 4.4 Kuharchik's Designated Representative will provide the following continuous updates through internal and external communications when a pandemic is imminent:
  - 4.4.1 Notification to employees of operational changes.
  - 4.4.2 Provide frequent updates about the pandemic status.
  - 4.4.3 Provide advisories and alerts as conditions change.
  - 4.4.4 Ensure vendors and suppliers have available a dedicated communications contact.
  - 4.4.5 Monitor local, state, and federal pandemic updates.
- 4.5 The Designated Representative will ensure that all key contacts including both customers and suppliers in the event an outbreak has impacted our company's ability to perform services. This procedure also includes notification to customers and suppliers when operations resume.
- 4.6 Kuharchik will use the current email and/or telephone systems to send notifications and messages about alerts. The use of the company website also will serve as a portal for sharing information with employees and vendors.
- 4.7 Face to face meetings should be avoided. Meetings should be held outdoors, via telephone or by video conferencing.
  - 4.7.1 The number of participants in a face to face meeting should be limited to comply with CDC recommended guidelines for maximum group size and social distancing.

## 5.0 INFECTION CONTROL MEASURES:

- 5.1 Guidelines for infection control are important to clarify the routes of transmission and the ways to interrupt transmission through measures of hygiene and social distancing.

Infection control is an essential component of pandemic management and a component of public health measures. Essential measures include:

- 5.1.1 A copy of this policy will be maintained on site for employee review.
- 5.1.2 A “Covid-19 Safety Plan is in effect” sign will be posted at the entrance to all projects being completed during the course of a pandemic event.
  - 5.1.2.1 A self-fabricated sign will be used at the start-up of the event until a fabricated sign can be obtained.
- 5.1.3 Hand washing and use of hand sanitizers shall be encouraged by Kuharchik supervision. Hand washing facilities, hand sanitizers, tissues, no touch/lined trash cans, hand soap and disposable towels shall be provided in all applicable locations.
- 5.1.4 Workers are encouraged to obtain appropriate immunizations to help avoid disease. Granting time off work to obtain the vaccine is considered when vaccines become available in the community.
- 5.1.5 Social distancing, including increasing the space between employee work areas and decreasing the possibility of contact by limiting large or close contact gatherings, will be considered.

## **5.2 Jobsite Cleaning**

- 5.2.1 Daily cleaning shall be performed that meets the CDC guidelines listed as follows:
  - 5.2.1.1 Hard (non-porous) surfaces
    - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
    - Use an EPA-registered household disinfectant or diluted household bleach solution (5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water, 4 teaspoons bleach per quart of water or 1 cup bleach per 3 gallons of water) can be used if appropriate for the surface. Follow the manufacturer’s instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
    - Additionally, follow all manufacturers’ instructions for application, ensuring a contact time of at least one (1) minute, and allowing proper ventilation during and after application. Ensure the product is not past its expiration date.
  - 5.2.1.2 Soft (Porous) Surfaces
    - Soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- Otherwise, use products that are EPA-approved for use against the virus and that are suitable for porous surfaces.

#### 5.2.1.3 Electronics

- For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least seventy percent (70%) alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

#### 5.2.1.4 Linens, Clothing, and Other Items That Go in the Laundry.

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

#### 5.2.1.5 Personal Protective Equipment (PPE) and Hand Hygiene: The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash. The following recommendations should be followed in regards to PPE:

- Gloves and gowns should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.

- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for twenty (20) seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least sixty percent (60%) alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
- Additional key times to clean hands include:
  - After blowing one's nose, coughing, or sneezing
  - After using the restroom
  - Before eating or preparing food
  - After contact with animals or pets
  - Before and after providing routine care for another person who needs assistance such as a child

- 5.2.2 All work materials shall be stored away from work surfaces at the end of each shift to allow for proper cleaning to be performed.
- 5.2.3 Disinfectant hand wipes/sanitizer along with a lined trash receptacle should be located outside a field office and any break area. This material is to be used by each person entering and exiting the area. Materials shall be replenished daily.
- 5.2.4 Break areas will be limited to CDC recommended guidelines for maximum group size and social distancing will be followed. Break areas will be cleaned and sanitized after each break.
- 5.2.5 Washrooms and portable restrooms will be cleaned and disinfected according to current CDC and Occupational Safety and Health Administration (OSHA) guidelines.

- 5.2.6 The Designated Representative will ensure frequent (at least daily) cleaning of all work surfaces and other common surfaces such as, but not limited to, doorknobs, faucets, handrails and tables.
- 5.2.7 Office staff shall sanitize their equipment (computers, desk, PPE, etc.) at the conclusion of each shift.

### **5.3 Vehicle Cleaning**

- 5.3.1 Daily cleaning of vehicle will be completed during a pandemic event. This should be performed at the beginning and end of each shift.
- 5.3.2 Diluted household bleach, alcohol solutions (at least 70%) and most common EPA registered household disinfectants should be used.
- 5.3.3 Routine cleaning should be employed with special attention to areas as listed below:
- 5.3.3.1 Wear appropriate PPE when handling concentrated materials and during cleaning activities.
- 5.3.3.2 Ensure secondary containers are properly labeled according to the Hazard Communication standard requirements.
- 5.3.3.3 Many areas of the interior cab can be cleaned with soap and water using disposable towels. Avoid excess amounts of water to avoid damage.
- 5.3.3.4 Areas of frequent touch should be thoroughly cleaned and disinfected. Such areas include, but are not limited to, those listed below:
- Door switches
  - Door handles/grabs
  - Steering wheel
  - Ignition key
  - Gauges and switches
  - HVAC louvers
  - Dash controls
  - Seat adjustments controls
  - Cup holders
  - Steering column mounted controls (turn signal, windshield wipers, etc.)

- Review mirror and sun visors
- Overhead console doors and locks
- Manual/Automatic transmission controls
- Seat covers
- Seat belts and buckles
- Fire extinguisher/First Aid Kit/Other emergency items

5.3.3.5 Upon completion of cleaning remove and properly dispose of gloves and other PPE. Immediately clean hands with soap and water, or an alcohol based hand gel.

**5.4** Employee Screening – all employees will be asked the following questions each day upon arriving at work:

- 5.4.1 Have you traveled outside the United States or Pennsylvania within the last fourteen (14) days? Yes or No
- 5.4.2 Have you been in direct contact with anyone with COVID-19 or other pandemic illness in the last fourteen (14) days? Yes or No
- 5.4.3 Do you feel unwell? Yes or No
- 5.4.4 Have you had a fever (high body temperature over 38° C or 100.1° F within the last fourteen (14) days? Yes or No
- 5.4.5 Have you had any of the following symptoms in the last fourteen (14) days (cough, shortness of breath, difficulty breathing, or lack of taste or smell)?
- 5.4.6 Any answers of “yes” to the above questions, the employee will be denied access to the site and the Designated Representative will be notified.

**5.5** Additional examples of infection control measures include:

- 5.5.1 Instructing employees to stay at home when ill. If possible, stay away from work, school and from running errands.
- 5.5.2 Enhance existing housekeeping service by wiping down and disinfecting work areas (i.e. keyboards, telephones, desks, etc.) frequently.
- 5.5.3 Enhance housekeeping services for general public use areas several times throughout the work period.
- 5.5.4 Use personal protective equipment where appropriate to minimize exposure (i.e. gloves- for handling common tools, masks for all employees).

**5.6** Governmental and Regulatory Guidelines:

- 5.6.1 Kuharchik will ensure all guidelines set forth by governmental and regulatory bodies are properly executed as they pertain to applicable work practices.

## **6.0 MANAGING SICK EMPLOYEES AND PERSONNEL:**

- 6.1 All Kuharchik employees and subcontractors are required to self-monitor for symptoms similar to that of COVID-19 (fever, cough, tiredness and shortness of breath) or other pandemic virus.
- 6.2 All employees and subcontractors are required to notify their direct supervisor immediately upon noticing symptoms similar to that of a pandemic virus such as, COVID-19, whether a diagnosis has been obtained or not. Supervisors will immediately notify the Designated Representative of any employees who have reported symptoms.
  - 6.2.1 The employee will be directed to go home and self-quarantine and notify medical personnel should their condition become life threatening.
  - 6.2.2 All areas of the facility will be cleaned and disinfected prior to work resuming.
- 6.3 Employees and subcontractors who have, or are assumed to have, tested positive are required to follow all applicable guidelines set forth in this plan.
- 6.4 Symptomatic employees and subcontractors will be required to self-quarantine for a minimum of fourteen (14) days or until symptom free, whichever is longer. They should contact the Designated Representative upon this time to determine if capable of returning to work.
- 6.5 Symptomatic employees and subcontractors will be assumed to have tested positive until a diagnosis proves otherwise. If a symptomatic employee has tested negative for the pandemic (COVID-19) virus, the Designated Representative will determine if that individual is capable of returning to work.
- 6.6 No infected or symptomatic employee or subcontractors may return to work until cleared to do so by the Designated Representative. The Designated Representative shall not allow any infected or symptomatic person to return to work who has not been cleared to do so, in writing, by an appropriate healthcare provider.

## **7.0 WORKPLACE AND SITE SECURITY:**

- 7.1 Admittance On Site:
  - 7.1.1 All outside contractors, vendors, material deliveries and any other personnel entering Kuharchik controlled sites shall be required to review and comply with this plan prior to conducting work or entering the site. The screening in Section 5.3 will apply prior to admittance.
- 7.2 Subcontractor Requirements:



- 7.2.1 All Subcontractors are required to comply with Kuharchik's Pandemic Preparedness Plan in order to conduct any work with, or on, job sites controlled by Kuharchik.
- 7.2.2 Subcontractors must provide their own written plan on how they intend to prevent the spread of a pandemic virus on the jobsite. Such written plan shall be provided to Kuharchik's Designated Representative prior to any onsite activities taking place.
- 7.2.3 The Designated Representative shall ensure all the subcontractor written plan adequately complies with Kuharchik's Pandemic Preparedness Plan.

**7.3 Outside Vendor Requirements:**

- 7.3.1 All outside vendors are required to comply with Kuharchik's Pandemic Preparedness Plan in order to conduct any work with, or on, job sites controlled by Kuharchik.
- 7.3.2 All outside vendors shall comply with all applicable CDC guidelines pertaining to the COVID-19 virus and this Plan.

**8.0 MATERIAL DELIVERIES:**

- 8.1** Kuharchik will designate one (1) employee to collect all delivery tickets.
  - 8.1.1 The designated employee will need to communicate information from the delivery tickets to the responsible party.
  - 8.1.2 If delivery ticket is not able to be shared via a Project Collaboration System (PCS), the delivery driver must drop the delivery ticket into a sealable container. The ticket will be quarantined for twenty-four (24) hours prior to be provided to the responsible party.
  - 8.1.3 Signatures will not be required on the delivery tickets.

**9.0 TRAINING:**

- 9.1** Employees will be periodically trained on health issues of the pertinent pandemic to include prevention of illness, initial symptoms, preventing the spread of the illness and when it is appropriate to return to work after illness.
- 9.2** Disease containment plans and expectations shall be shared with employees.
- 9.3** Training will be delivered in accordance to the established guidelines and this plan and will cover, at a minimum, the following information:
  - 9.3.1 Personal hygiene practices
  - 9.3.2 Methods of transmission
  - 9.3.3 Guidelines for safe distancing (6-feet)

9.3.4 Symptoms, effects, etc.

9.3.5 Reporting Procedures

9.4 Documentation of all training is required and maintained on file.

## **10.0 REVIEW OF THE PLAN:**

10.1 The plan and emergency communication strategies will be periodically reviewed to ensure it is effective and workable (at least annually).

10.2 The plan will be updated and/or revised as needed.

## **11.0 REFERENCES:**

11.1 Center for Disease Control and Prevention. <https://www.cdc.gov/>

11.2 Occupational Safety and Health Administration. <https://www.osha.gov/>

11.3 PA Department of Health. <https://www.health.pa.gov/Pages/default.aspx>

11.4 Construction Project for COVID-19 Safety Guidelines.

11.5 Governor's Guidance for Businesses in the Construction Industry Permitted to Operate During the Covid-19 Disaster Emergency

**Robert Bresnahan, Jr.**

Robert Bresnahan, Jr. CFO

**APPENDIX A**  
**Blood borne Pathogens Exposure Report**

Kuharchik Construction, Inc. Bloodborne Pathogens Exposure Report

Employee Providing Assistance (Having Exposure): \_\_\_\_\_

Description of Exposure: \_\_\_\_\_

Job Site: \_\_\_\_\_

Incident Date: \_\_\_\_\_ Time: \_\_\_\_\_

Incident Location: \_\_\_\_\_

Injured Employee/Person: \_\_\_\_\_

Brief Description of Injury: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Project Manager/Job Site Supervisor: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX B**  
**BOMB THREAT REPORT**

Instructions: ***Be Calm, Be Courteous, Listen, and Do Not Interrupt the Caller***

1. Time of Call: \_\_\_\_\_ am/pm
2. Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
3. 3. Phone number of caller: \_\_\_\_\_
4. 4. Exact wording of the threat: \_\_\_\_\_  
\_\_\_\_\_
5. Questions to ask: When is the bomb going to explode? \_\_\_\_\_  
Where is the bomb? \_\_\_\_\_  
What does the bomb look like? \_\_\_\_\_  
What will cause it to explode? \_\_\_\_\_  
Did you place the bomb? \_\_\_\_\_  
What is your name and address? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Sex of the caller: M/F 7. Approx. age: \_\_\_\_\_ 8. Race: \_\_\_\_\_
9. Caller's Voice:      ☐ Calm      ☐ Angry      ☐ Excited      ☐ Slow  
                         ☐ Rapid      ☐ Soft      ☐ Loud      ☐ Laughter  
                         ☐ Crying      ☐ Normal      ☐ Distinct      ☐ Slurred  
                         ☐ Nasal      ☐ Stutter      ☐ Lisp      ☐ Raspy  
                         ☐ Deep      ☐ Ragged      ☐ Disguised      ☐ Accent  
                         ☐ Familiar      ☐ Coughing      ☐ Deep Breathing  
                         ☐ Cracking Voice
10. Background Sounds:      ☐ Voices      ☐ P.A. System      ☐ Music      ☐ Motor  
                         ☐ Crockery      ☐ House noise      ☐ Office noise      ☐ Clear  
                         ☐ Static      ☐ Local      ☐ Booth      ☐ Long  
                         ☐ Animal Noise      ☐ Factory Noises      ☐ Distance  
                         ☐ Other \_\_\_\_\_
11. Threat Language:      ☐ Well Spoken      ☐ Foul      ☐ Irrational      ☐ Incoherent  
                         ☐ Taped      ☐ Message Read  
                         Remarks: \_\_\_\_\_
12. Report Call Immediately to: \_\_\_\_\_
13. Report Completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**APPENDIX C  
ACCIDENT INVESTIGATION FORM**

**Employee Name:** \_\_\_\_\_ **Incident Date:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Incident Time:** \_\_\_\_\_

**Incident Location:** \_\_\_\_\_ **Date/Time Reported:** \_\_\_\_\_

**Employee's Supervisor:** \_\_\_\_\_ **Reported To:** \_\_\_\_\_

**Employee's Job Title:** \_\_\_\_\_ **Date Investigation Began:** \_\_\_\_\_

**Witness(es)/Personnel Involved:** \_\_\_\_\_

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***INCIDENT DESCRIPTION: (TO BE COMPLETED BY THE EMPLOYEE) Be Very Detailed!***

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**Employee Signature:** \_\_\_\_\_

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***IMMEDIATE ACTION TAKEN: (USED TO DESCRIBE IMMEDIATE ACTION TAKEN TO ELIMINATE ANY UNSAFE ACTS OR CONDITIONS)***

Was there an injury? Yes ☐ No ☐ If yes, what Body Part(s) Injured or Affected: \_\_\_\_\_

Hours worked in previous week: \_\_\_\_\_ Hours worked this week: \_\_\_\_\_

PPE worn at time of incident: Type: \_\_\_\_\_ Manufacturer: \_\_\_\_\_

Did employee report to a medical provider or First Responder? Yes ☐ No ☐  
If no, explain why \_\_\_\_\_

If the employee makes a willful choice not to see nurse or First Responder have them sign statement below *I choose not to be examined or treated by the First Responder*

Employee signs name \_\_\_\_\_

---

**INCIDENT CLASSIFICATION**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Report Only                                 | <input type="checkbox"/> Fire/Explosion                                   | <input type="checkbox"/> Incident Involving Contractor                          |
| <input type="checkbox"/> Spill/Release                               | <input type="checkbox"/> Incident Involving Third Party                   | <input type="checkbox"/> Vehicle Incident                                       |
| <input type="checkbox"/> Injury/Illness Report <b>(Notification)</b> | <input type="checkbox"/> Property Damage                                  | <input type="checkbox"/> Fatality/Critical Injury <b>(Require Notification)</b> |
| <input type="checkbox"/> Near Miss                                   | <input type="checkbox"/> Catastrophic Event <b>(Require Notification)</b> |   |

**INJURY / EXPOSURE MECHANISM (for injuries/illnesses)**

<input type="checkbox"/>	STRUCK BY OBJECT	<input type="checkbox"/>	STRUCK AGAINST OBJECT	<input type="checkbox"/>	CAUGHT IN OR BETWEEN
<input type="checkbox"/>	FALL – SAME LEVEL	<input type="checkbox"/>	FALL FROM ELEVATION	<input type="checkbox"/>	SLIP OR TRIP WITHOUT FALL
<input type="checkbox"/>	BODY POSITIONING	<input type="checkbox"/>	LINE OF FIRE	<input type="checkbox"/>	OVEREXERTION
<input type="checkbox"/>	CHEMICAL CONTACT	<input type="checkbox"/>	THERMAL CONTACT	<input type="checkbox"/>	ELECTRICAL CONTACT
<input type="checkbox"/>	NOISE	<input type="checkbox"/>	REPETITIVE MOTION	<input type="checkbox"/>	INSECT BITE
<input type="checkbox"/>	UNKNOWN	<input type="checkbox"/>	OTHER (Foreign Body)	<input type="checkbox"/>	NON-OCCUPATIONAL

**INCIDENT CAUSE(S) (check all that apply)**

<input type="checkbox"/>	Operating Without Authority	<input type="checkbox"/>	Operating At An Unsafe Speed	<input type="checkbox"/>	Lack Of Preventative Maintenance	<input type="checkbox"/>	Rules not enforced
<input type="checkbox"/>	Using Unserviceable Equipment	<input type="checkbox"/>	Removing Safety Devices (Guards)	<input type="checkbox"/>	Poor Housekeeping	<input type="checkbox"/>	Not Setting Measurable Standards
<input type="checkbox"/>	Using equipment Improperly	<input type="checkbox"/>	Missing Or Inadequate Safeguards/Devices	<input type="checkbox"/>	Lack of knowledge or skill	<input type="checkbox"/>	Pushing / Pulling
<input type="checkbox"/>	Not Using PPE or Incorrect use of PPE	<input type="checkbox"/>	Bypassing or reaching around Safeguards	<input type="checkbox"/>	Physical or Mental Condition	<input type="checkbox"/>	Not properly inspected
<input type="checkbox"/>	Incorrect Lifting	<input type="checkbox"/>	Using Defective Tools	<input type="checkbox"/>	Literacy/Ability	<input type="checkbox"/>	Lack of Risk Assessment
<input type="checkbox"/>	Inattentiveness	<input type="checkbox"/>	Wear Of Tools and/or Equipment	<input type="checkbox"/>	Sub-Standard Equipment	<input type="checkbox"/>	Not Following Proper Procedures or JSAs
<input type="checkbox"/>	Horseplay	<input type="checkbox"/>	Carelessness By Injured Employee/Other Employee	<input type="checkbox"/>	Unsafe/Inadequate Procedures/Practices	<input type="checkbox"/>	OTHER (list)
<input type="checkbox"/>	Failure To Secure Equipment and/or Materials	<input type="checkbox"/>	Lack Of Training	<input type="checkbox"/>	Inappropriate Engineering or Design	<input type="checkbox"/>	

---

**EXPLANATION OF CAUSAL FACTORS****CORRECTIVE ACTION** (all corrective action will be entered into the action tracking database)

CORRECTIVE ACTION	RESPONSIBLE PERSON	ESTIMATED COMPLETION DATE

**INCIDENT INVESTIGATION TEAM**

NAME	LOCATION	NAME	LOCATION

**INVESTIGATION REPORT REVIEW**

\_\_\_\_\_  
\_\_\_\_\_  
INVESTIGATION TEAM LEADER      DEPARTMENT MANAGER/ DEPARTMENT SUPERVISOR

\_\_\_\_\_  
\_\_\_\_\_  
DATE

\_\_\_\_\_  
\_\_\_\_\_  
DATE

**APPENDIX D**  
**HEPATITIS B VACCINE DECLINATION STATEMENT**

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

Employee \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_



## Appendix E PPE Hazard Assessment

Job Task:

Date: \_\_\_\_\_ Project Location:

Assessed By: \_\_\_\_\_ Job

Title: \_\_\_\_\_

**Potential Hazards:** (Check all that apply to either existing conditions or are a result of site operations)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Rotating Machinery          | <input type="checkbox"/> Projectiles                             | <input type="checkbox"/> Confined Space         |
| <input type="checkbox"/> Heat Stress                 | <input type="checkbox"/> Physical Exertion                       | <input type="checkbox"/> Biological             |
| <input type="checkbox"/> Cold Stress                 | <input type="checkbox"/> Noise (>90 dBA)                         | <input type="checkbox"/> Electrical (utilities) |
| <input type="checkbox"/> Heavy Equipment             | <input type="checkbox"/> Vehicle Traffic                         | <input type="checkbox"/> Chemical Exposure      |
| <input type="checkbox"/> Intrusive Activity<br>falls | <input type="checkbox"/> Fire/Explosion                          | <input type="checkbox"/> Other: Slips, trips, & |
| <input type="checkbox"/> Trench/excavation collapse  | <input type="checkbox"/> Uneven Terrain                          | <input type="checkbox"/> Flammable materials    |
| <input type="checkbox"/> Other:                      | <input type="checkbox"/> Contact with contaminated soil or water |   |

**Control or Protective Measures:** (Check all that apply)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Tailgate Meetings             | <input type="checkbox"/> PPE   | <input type="checkbox"/> Safe Work Practices |
| <input type="checkbox"/> Employee or Operator Training | <input type="checkbox"/> Site Control  | <input type="checkbox"/> Decontamination     |
| <input type="checkbox"/> Engineering Controls:         | <input type="checkbox"/> Other: Install caution-tape/barriers around operation, establish sufficient work space and minimize access. |  |

### **INITIAL LEVEL OF PERSONAL PROTECTIVE EQUIPMENT FOR ASSIGNED TASK:**

PPE has been assigned for this work task per the potential for exposure. PPE requirements are outlined below. PPE may be upgraded or downgraded depending on monitoring data, site conditions, or as determined by qualified personnel.

#### **Respirator:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> SCBA, Airline | <input type="checkbox"/> Full face APR Resp. | <input type="checkbox"/> 1/2 Face APR Resp. |
| <input type="checkbox"/> N95 Dust Mask | <input type="checkbox"/> OV/AG/HEPA Cart.    | <input type="checkbox"/> Other Cart. _____  |

#### **Protective clothing:**

- |   |                                      |  |
|---|--------------------------------------|--|
| <input type="checkbox"/> Encapsulating Suit | <input type="checkbox"/> Tyvek       | <input type="checkbox"/> Poly Coated Tyvek |
| <input type="checkbox"/> Saranex            | <input type="checkbox"/> Splash Suit | <input type="checkbox"/> Other: _____      |

#### **Head/eye/ear:**

- |  |  |                                     |   |
|--|--|-------------------------------------|---|
| <input type="checkbox"/> Hard Hat      | <input type="checkbox"/> Safety Glasses  | <input type="checkbox"/> Goggles    | <input type="checkbox"/> Welding Shield |
| <input type="checkbox"/> Splash Shield | <input type="checkbox"/> Ear Plugs/Muffs | <input type="checkbox"/> FaceShield |   |
| <input type="checkbox"/> Other: _____  |  |                                     |   |

#### **Gloves:**

- |                                  |                                   |  |                                |
|----------------------------------|-----------------------------------|--|--------------------------------|
| <input type="checkbox"/> Nitrile | <input type="checkbox"/> Neoprene | <input type="checkbox"/> PVC - Use with Petroleum Products |                                |
| <input type="checkbox"/> Vinyl   | <input type="checkbox"/> Leather  | <input type="checkbox"/> Cotton                            | <input type="checkbox"/> Other |

#### **Footwear:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Leather work boots | <input type="checkbox"/> Safety-toed Leather | <input type="checkbox"/> Chemical Overboots |
| <input type="checkbox"/> Safety-toed Rubber | <input type="checkbox"/> Other: _____        |   |

#### **Other PPE:**

☐ \_\_\_\_\_

Signature of the person that performed the assessment

Date of Assessment

## APPENDIX F OPERATOR TRAINING PROGRAM

### General Principles

- A. Rear wheel steering
  - a) Allows for sharp turns
  - b) Wide clearance is needed during turns because of truck rear end swing
- B. Stability
  - 1. Counterbalance mechanism
    - a) Truck balance is similar to a teeter-totter
    - b) Heavy weight in the back of the truck is designed to balance the truck while loaded at the stated capacity
    - c) Loading the truck beyond its capacity will result in forward tipping
    - d) Adding to the counterweight (rear) of the truck may stress the machinery beyond its operational limits
  - 2. Effects of load weight
    - a) Exceeding the capacity of the truck will result in turnover — Do not exceed the truck's stated capacity
    - b) Turnover may result if the load's weight is not centered on the forks — Center the weight of the load on the forks
  - 3. Effects of load distance from mast
    - a) The effective weight of the load is increased the farther forward it is placed on the forks — Place the load against the mast to prevent forward tipping
  - 4. Effects of stacking at height
    - a) The small wheel base of lift trucks results in instability as loads are raised above the truck — Operate the mast within vertical limits of the model of truck used
  - 5. Effects of traveling with a load
    - a) A raised load can tip the truck forward, while a lowered load adds to truck stability — Raise loads only when stacking and unstacking
    - b) At all other times, lower the load to between three and six inches from the floor
  - 6. Effects of vehicle turning
    - a) The force of the load will shift to the outside of the turning direction
    - b) The force of the load increases with vehicle speed
    - c) The small wheelbase of the truck makes vehicles unstable during turns
    - d) Turn vehicle at slowest possible speed to avoid tipping the vehicle
  - 7. Effects of vehicle stopping
    - a) Sudden stops can result in the load moving forward on the forks
      - (1) Load could fall off the forks and present a hazard to other workers
      - (2) Truck could tip forward from forward shift of load weight
    - b) Stopping distance is affected by the weight of the load; the heavier the load, the longer distance is required to stop the truck
    - c) Travel slowly so that sudden stops do not result in load movement
  - 8. Effects of empty vehicle movement

- a) Because it is designed to be stable only when loaded to capacity, the truck is unstable when empty or less than fully loaded
  - b) Turning an empty truck too fast may result in turnover
  - c) Travel slowly with an empty truck, especially on turns
- C. Tip overs
  - 1. Causes
    - a) Overloading
    - b) Traveling with load elevated
    - c) Braking too quickly while turning
    - d) Accelerating too quickly while turning
    - e) Off-center loading
    - f) Uneven surface
    - g) Speeding
  - 2. Early symptoms
    - a) Tire skidding
    - b) Truck side sway
    - c) Wheel lift
  - 3. What to do
    - a) Hold on firmly to steering wheel to avoid falling from operator compartment
    - b) Lean away from the direction of the fall
- D. Visibility with load restrictions
  - 1. To avoid contacting other workers and equipment, travel only in the direction in which visibility is unobstructed
  - 2. Use all available mirrors on the vehicle and posted in the workplace to avoid collisions
  - 3. Always look in the direction of travel, even if this means turning backwards
- E. Summary of lift truck differences from an automobile
  - 1. Lift trucks are usually heavier and smaller than an automobile
  - 2. Lift trucks are not designed to absorb the shock of uneven floor surfaces
  - 3. When carrying a load, lift truck driver visibility is restricted more than in an automobile
  - 4. Lift trucks are tipped over more easily than cars because of the narrow wheelbase and higher center of gravity
  - 5. Both ends of a lift truck swing while turning
  - 6. Lift trucks steer more easily with a load whereas automobiles steer more easily unloaded
  - 7. Battery-powered lift trucks are less likely to be heard by pedestrians than automobile engines
  - 8. Lift truck steering control can be reduced by overloading because the rear wheels may not have continuous contact with the driving surface
  - 9. Lift trucks share the “road” with pedestrians, whereas automobiles are separated from pedestrians in most cases
  - 10. Lift truck loads are less secure and may be wider than the vehicle

## General Operating Rules

- A. Before operating lift truck each shift shall:
  - 1. Complete vehicle inspection (Documentation in Appendix C)
    - a) Nameplate on the truck is legible
    - b) Nameplate lists the weight of truck and any attachments
    - c) Condition

- (1) Tires (inflated, if pneumatic)
    - (2) Battery
    - (3) Chains and cables
    - (4) Fuel system(s)
  - d) Functional
    - (1) Warning and safety devices
    - (2) Lights
    - (3) Controls
    - (4) Load and tilt systems
    - (5) Attachments
    - (6) Limit switches
    - (7) Brakes
    - (8) Steering mechanism
  - e) Any other item required by the manufacturer
- 2. No truck may be operated if it is in need of repair or in any way unsafe
- 3. Place directional controls in neutral
- 4. Before starting engine / turning truck on
  - a) Manual transmission - disengage clutch
  - b) Automatic transmission - apply and hold brake
  - c) Be in operator's position, only
- B. While driving
  - 1. Keep hands, feet, and entire body in operator's compartment
  - 2. Safeguard pedestrians at all times
    - a) Do not approach a pedestrian who is against an object
    - b) Consider vehicle swing clearance when turning
    - c) Expect pedestrians at intersections, doorways, and other paths of travel
    - d) Do not allow anyone to pass under the elevated portion of the truck, whether empty or loaded
    - e) Yield to pedestrians regardless of location
  - 3. Do not allow riders unless the truck is designed for that use
  - 4. Travel on the right side
  - 5. Yield the right of way to emergency vehicles
  - 6. Allow at least three (3) truck lengths between your vehicle and one that you are following to allow for adequate stopping distance and response time
  - 7. Remove obstacles that could cause a turnover
  - 8. At intersections or anywhere side vision is obstructed
    - a) Slow down
    - b) Sound the horn
    - c) Do not pass another truck or other object
  - 9. On slopes of greater than five (5) percent grade
    - a) If loaded, travel with the load upgrade
    - b) Lower forks to lowest feasible level.
    - c) Avoid turning
  - 10. Lower forks to the lowest feasible distance from the floor to maintain stability
  - 11. Perform starts, stops, and direction changes smoothly to avoid truck turnover or load upset
  - 12. No horseplay or stunt driving
- C. Before leaving the operator's position
  - 1. Stop the truck
  - 2. Place directional controls in neutral

3. Apply the parking brake
  4. Lower the elevated portion of the truck
- D. Before leaving the truck “unattended” (more than 25 feet away or out of sight)
1. Follow steps for “leaving the operator’s position” above
  2. Stop the engine / turn truck off
  3. Block wheels if truck is on an incline
- E. Loading securely
1. Before handling chemicals, learn how to respond to a spill. Refer to the Material Safety Data Sheet and discuss with the supervisor. Do not handle chemicals without knowing what to do in the event of a spill.
  2. Center (side to side) load on forks
  3. Place load as far back as possible on the forks - at least 2/3 of the load must be supported by the forks
  4. Block unstable loads to prevent load movement while stopping
  5. Tilt mast backwards to secure the load, but only enough to secure the load
- F. Traveling over non-floor surfaces (dock plates, truck trailers, box cars, elevators, etc.)
1. All driving surfaces must have the capacity to support the weight of the truck and its load
  2. Remove obstacles that could cause a turnover
  3. Follow the rules of the road
  4. Dock plates
    - a) Check plate capacity before using to assure the weight of the truck and its load are within limits
    - b) Assure plate is secured before using
    - c) Slow down when crossing dock plates
  5. Highway truck trailers
    - a) Before entering with the lift truck
      - (1) Chock trailer wheels at one (1) or more places or use other positive mechanical means to prevent trailer movement
      - (2) Assure the tractor’s brakes are applied, if the tractor is attached to the trailer
      - (3) Verify supports are used to hold the trailer in position if the tractor is not connected to the trailer
      - (4) Secure the dock plate
- G. Stacking
1. Stack loads securely to prevent stack collapse
  2. Do not block emergency exit routes, exit doors, fire fighting equipment access, or any other emergency equipment with a load
  3. Do not place drums of hazardous material above floor level, because of the possibility of leakage if the drum is damaged during handling. Leaking drums could harm the lift truck operator and passers-by.
  4. Do not store incompatible chemicals near each other. Check the MSDS to learn if the substance that needs to be stored should be separated from other chemicals.
  5. Do not block marked aisles with a load
- H. Elevating personnel
1. No personnel will be lifted utilizing a forklift. A manlift designed for this purpose shall be used.

I. Power plant operation and maintenance

1. No smoking during refueling, recharging, or fluid level checking activities or in any area where such activities ever occur
2. Park vehicle, turn off ignition, and set parking break prior to servicing
3. Refueling (liquid fuel systems)
  - a) Driver is not allowed to be on the truck during fueling
  - b) Spilled fuel must be cleaned and the fuel cap must be replaced before restarting engine
  - c) LP-Gas
    - (1) Before refilling, inspect for the following defects, and remove from service if any are found
      - (a) Dents, scrapes, & gouges of the vessel
      - (b) Damage to the valves, gauges, & hoses
      - (c) Debris in the relief valve
      - (d) Damage to the relieve valve cap
      - (e) Leakage at the valves and threaded connections
      - (f) Damage to or loss of flexible seals
    - (2) Wear gloves and goggles when changing tanks to protect against the cold of escaping gas
4. Recharging
  - a) No tools or other metal objects are allowed near the tops of uncovered batteries because of the arc that could occur between the battery terminals
  - b) Do not stack batteries
  - c) Know how to use charging area safety equipment
    - (1) Emergency eyewash
      - (a) Hold eyes open during flushing
      - (b) Flush for at least 15 minutes
    - (2) Electrolyte flushing equipment
    - (3) Fire extinguishers
    - (4) Overhead hoist
  - d) Before installing a battery, assure that its service weight is within the weight limits mentioned on the nameplate to avoid truck instability
  - e) Turn off charger prior to connecting to a battery
  - f) Utilize overhead hoist to move battery into and out of vehicle
  - g) Assure battery compartment cover is left open during charging to allow heat to escape
  - h) Wear goggles, faceshield, rubber gloves, and a rubber apron when performing work that involves opening the battery caps

**Truck-Specific Information from the Operator's Manual and Truck Manufacturer**

- A. Operating instructions
  1. Warnings and precautions from operator's manual
  2. Controls and instrumentation
- B. Power plant operation and maintenance
- C. Weights
  1. Load capacity of truck / forks / attachments
  2. Total weight of truck with load

**Workplace-Specific Information, as applicable**

- A. Expected surface conditions
- B. Composition of probable loads and resulting stability
- C. Load movement, stacking, and unstacking procedures
- D. Anticipated pedestrian traffic
- E. Restricted places of operation
- F. Hazardous classified location
- G. Sloped surface locations
- H. Confined areas and carbon monoxide / diesel exhaust

Other workplace conditions

# **APPENDIX G** **LIFT TRUCK OPERATOR OPERATIONAL EVALUATION RECORD**

**Complete this form for each lift truck operator after training and at least every three years thereafter.**

Date:        /        /                             Type of Equipment: \_\_\_\_\_

Name and Signature of Observer: \_\_\_\_\_  
(Printed Name)                      (Signature)

Name of Lift Truck Operator: \_\_\_\_\_

Observe the operator until each of the below conditions has been observed and judged to be safe or unsafe.

Condition	Safe	Unsafe	Comment
Operator maintains truck stability			
Loads are secure during handling			
Operator yields to pedestrians at all times			
Forks lowered while driving			
Drives in direction of greatest visibility			
Speed is appropriate for conditions			
Vehicle inspected every shift by operator			
Operator maintains clearance while turning			
Acceleration is gradual			
Loads are stacked securely			
Loads handled are within truck's capacity			
Truck used for intended purposes, only			
Other			
Other			
Other			
Other			
Other			

If operator always operates the lift truck safely, check here: \_\_\_\_\_

If any unsafe behavior is observed, check here: \_\_\_\_\_

Unsafe behavior is defined as conduct that does not conform to the LIFT TRUCK OPERATOR TRAINING PROGRAM or the recommendations of the lift truck or attachment manufacturer. When unsafe behavior is identified, retraining shall be provided to that operator. This record shall be attached to the training record of that retraining session.



## APPENDIX H

### PRE-USE INSPECTION RECORD

**Complete this form before operating a lift truck each work shift**

Date:      /      /      Time:      :      am/pm

Operator Name: \_\_\_\_\_  
(Printed Name) (Signature)

Yes      No

<input type="checkbox"/>	<input type="checkbox"/>	Nameplate on the truck is legible
<input type="checkbox"/>	<input type="checkbox"/>	Nameplate lists the weight of truck (and attachments, if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Tires in good condition (inflated, if pneumatic)
<input type="checkbox"/>	<input type="checkbox"/>	Battery connections, caps, and case in good condition
<input type="checkbox"/>	<input type="checkbox"/>	Chains and cables not cracked or frayed
<input type="checkbox"/>	<input type="checkbox"/>	Fuel system(s) components in good condition
<input type="checkbox"/>	<input type="checkbox"/>	Warning and safety devices functional
<input type="checkbox"/>	<input type="checkbox"/>	Lights functional
<input type="checkbox"/>	<input type="checkbox"/>	Controls functional
<input type="checkbox"/>	<input type="checkbox"/>	Load and tilt systems functional ( <i>Test full range of motion</i> )
<input type="checkbox"/>	<input type="checkbox"/>	Attachments functional ( <i>Test full range of motion</i> )
<input type="checkbox"/>	<input type="checkbox"/>	Limit switches functional
<input type="checkbox"/>	<input type="checkbox"/>	Brakes functional
<input type="checkbox"/>	<input type="checkbox"/>	Steering mechanism functional ( <i>Test full range of motion</i> )
<input type="checkbox"/>	<input type="checkbox"/>	_____ functional (required by the manufacturer)

**No truck may be operated if it is in need of repair or in any way unsafe**

**Retain this record for at least three (3) months from the date of completion**

**APPENDIX I**  
**Powered Industrial Lift Truck General Operating Guidelines**

1. Only trained and authorized employees may operate any powered industrial lift truck
2. Any truck that is not in a safe operating condition shall be removed from service immediately.
3. Only authorized personnel shall make any repair(s) to the equipment.
4. Trucks shall not be driven up to anyone standing in front of a stationary object, such as a bench.
5. No person shall be allowed to pass under the elevated portion of the truck, either loaded or unloaded. If this is necessary for repair purposes then the elevated portion of the truck shall be properly chocked or blocked to prevent movement.
6. Unauthorized personnel shall not be permitted to ride on any powered industrial lift truck. Only the operator is permitted to be on the equipment.
7. Arms and legs shall be kept within the confines of the truck at all times.
8. When a powered industrial lift truck is unattended or the operator has dismounted, the load engaging means shall be fully lowered, the controls neutralized, power shut-off and the brakes set.
  - a. A lift is considered unattended when:
    1. The operator is dismounted and is 25 feet or more away and the equipment is in view.
    2. When the operator leaves the truck and it is not in view.
9. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated portion of a dock. Trucks will not be used to open or close any freight door.
10. There shall be sufficient overhead clearance from sprinklers, ammonia lines, lights and etc. when using high lift powered industrial lift trucks.
11. Fire aisles, access to stairways, eyewash stations and fire equipment shall be kept clear and free of obstructions at all times.
12. All lifts shall be inspected **prior to each shift** by the operator. Any lift found to be defective shall not be placed into service. The lift must be taken to the forklift repair shop immediately.
13. Lifts will NEVER be used to elevate personnel.
14. All traffic regulations shall be observed at all times.
15. A safe distance of three (3) truck lengths shall be maintained at all times from a lift truck in front.

16. The right of way shall ALWAYS be given to pedestrians and other vehicles.
17. Other lifts traveling in the same direction at intersections, blind spots or other dangerous locations shall not be passed.
18. The operator is required to SLOW DOWN and sound horn at cross aisles and other locations where vision is obstructed.
19. If the load being carried obstructs the forward view, the operator is required to travel with the load trailing.
20. The operator is required to look in the direction of travel at all times.
21. All grades and ramps shall be ascended or descended slowly.
22. When ascending or descending grades or ramps the following is to be followed:
  - a. When empty, travel reverse up and forward down
  - b. When loaded, travel forward up and reverse down
  - c. Never turn on a ramp or grade
23. Under normal conditions the lift shall always be operated at a speed that will allow the lift to be stopped in a safe manner.
24. The operator shall slow down on wet or slippery floor conditions.
25. Stunt driving and horseplay are not permitted.
26. Dockboards and bridgeplates shall be securely in place and driven over slowly and carefully. Never exceed the rated capacity. Trailer floors shall be inspected for cracks or weakness prior to be loaded.
27. Running over loose objects on the roadway surface will be avoided.
28. While negotiating turns, speed shall be reduced.
29. Only loads within the rated capacity of the truck will be handled.
30. Loads shall be stable and secure on the truck before being handled.
31. The forks of a lift shall be less than 6 inches from the floor when traveling.

**APPENDIX J**  
**Powered Industrial Lift Truck (Pallet Jack) General Operating Guidelines**

1. When walking, keep to the side of the truck while traveling with the unit trailing. Make certain the unit will not strike the back of your leg or foot.
2. If traveling forks first, keep both hands on the control handle and be careful when changing directions of travel. Keep feet clear of the truck.
3. When riding (walkie/rider), keep your hands on the controls and feet on the platform. Keep your body within the operator area.
4. Never stick your foot or any body part outside the truck, no matter how slow you are traveling.
5. Stay away from edge of docks and ramps.
6. Keep your truck under control at all times. Drive at a speed that allows you to stop safely. Be even more careful on slippery or uneven surfaces.
7. Do not drive over objects on the floor.
8. Perform all truck movements smoothly and at a speed that will allow you time to react in an emergency.
9. Look where you are driving, you could be pinned or crushed by objects that may intrude into the operator area.
10. Always be alert to the area around you and watch where you are driving at all times.
11. Keep your hands and feet away from all moving parts such as wheels and forks.
12. NEVER, allow a passenger on a truck
13. Before you leave your truck
  - Come to a complete stop
  - Lower the forks to the ground
  - Shut off truck
14. Do not exceed the capacity of your truck
15. Do not handle unstable loads
16. Be careful while traveling forks first. The truck will swing wide in the opposite direction.
17. Slow down for spills or wet floors.

**APPENDIX K**  
**LIFT TRUCK OPERATOR WRITTEN TEST**

**Name of Trainee:** \_\_\_\_\_  
**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

- |   |   |     |   |
|---|---|-----|---|
| T | F | 1.  | An operator of a lift truck should never drive up to an employee standing in front of a fixed object.   |
| T | F | 2.  | You may give a fellow employee a ride for a short distance.   |
| T | F | 3.  | A lift is similar to a automobile in that the driver is required to wear a seat belt at all times.  |
| T | F | 4.  | Trucks and trailers must have at least one (1) wheel blocked or restrained by other mechanical means when being boarded by a rider-type powered industrial truck. |
| T | F | 5.  | When following another truck, you should maintain at least three (3) truck lengths following distance.  |
| T | F | 6.  | You may turn on an incline as long as you go slowly.  |
| T | F | 7.  | When the load blocks your forward visibility, stand up and drive slowly.  |
| T | F | 8.  | The engine does not have to be turned off if you leave the truck for less than five minutes.  |
| T | F | 9.  | When loading, the load should be tilted against the backrest.   |
| T | F | 10. | It is acceptable to stack material in an exit aisle if there are other aisles an employee can use.  |
| T | F | 11. | To increase the amount of weight your truck can lift, add more weight to the back of the truck.   |
| T | F | 12. | Rear wheel steering means the rear of the lift truck swings less than a car while turning.  |
| T | F | 13. | Accelerating quickly while turning may result in a turnover.  |
| T | F | 14. | Applying the parking brake while lifting personnel is necessary only when parked on an incline.   |
| T | F | 15. | A lift truck is most stable while carrying a load.  |
| T | F | 16. | If a load blocks forward visibility, raise the load before driving forward.   |
| T | F | 17. | The forks of the truck will support a capacity load regardless of how much of the fork length is under the load.  |
| T | F | 18. | Because of the weight of the truck, loose items on the driving surface and uneven floor surfaces do not affect truck stability.                                   |

- T F 19. If an unsafe condition is detected during the pre-use inspection of the lift truck, note the condition on the inspection form and contact maintenance after your shift.
- T F 20. If the rear wheels lift off of the ground, that may indicate the truck is overloaded.

Select the answer which is most correct:

21. Regarding the right-of-way, trucks
- a) cannot stop as quickly as pedestrians, and, therefore have the right-of-way
  - b) must always yield to pedestrians
  - c) have the right-of-way whenever the horn is sounded
22. Before loading or unloading truck trailers
- a) decide how fast to drive the lift truck to jump the gap between the trailer and the dock
  - b) see if a dock plate is needed to level the trailer with the dock
  - c) assure the dock plate is securely in place
23. Which of the following should be minimized to avoid truck turnover:
- a) the height of the forks while traveling
  - b) the length of the fork under the load
  - c) the backward tilt of the mast
24. The counterbalanced design of the lift truck means
- a) if the back wheels leave the ground temporarily, but come back down, then the truck is in balance
  - b) to increase the vehicle's lifting capacity, more weight should be added to the rear end
  - c) the truck is least stable when empty
25. The stability of the lift truck while turning
- a) increases because of the weight of the truck
  - b) depends upon the load
  - c) decreases because the force on the truck pushes to the outside of the turn
26. A lift truck differs from an automobile in that a lift truck
- a) steers more easily while unloaded
  - b) is more difficult to stop
  - c) is more likely to be noticed by pedestrians
27. The lift truck operator needs to know which of the following when transporting chemicals:
- a) nothing; only those who use the chemicals need to read the MSDS's
  - b) what to do in case the chemical spills
- what the chemicals' intended uses are
28. When elevating personnel with an approved personnel platform, the anticipated weight of the platform, personnel, and load should not exceed
- a) one-half of the capacity listed on the nameplate
  - b) the capacity listed on the nameplate
  - c) it does not matter; if the platform is designed to lift personnel, then the truck can handle the weight

29. Changes in the lift truck's capacity may be made by
- a) any operator who knows how
  - b) the truck manufacturer or anyone with written permission from the truck manufacturer
  - c) the truck manufacturer, only
30. Lift truck operators should store chemicals
- a) away from incompatible substances
  - b) at height, so they are less likely to be contacted accidentally
  - c) away from battery charging areas

### **Written Test Answers**

- 1. True. Misjudging distance can result in pinning the employee against the fixed object.
- 2. False. Unless the truck is designed to carry passengers, riders can interfere with truck stability and driver visibility, and pose danger to the rider.
- 3. True. Seat belts are required at all times.
- 4. True. Chocks help avoid the unexpected movement of the trailer away from the dock.
- 5. True. Following too closely reduces visibility and may not allow adequate stopping distance if the lead truck stops suddenly.
- 6. False. Lift trucks shall never turn on an incline due to tip over potential
- 7. False. To avoid collision, travel in the direction of greatest visibility. Travel in reverse, if necessary.
- 8. False. To prevent unintended startup, unauthorized use, and the unnecessary concentration of carbon monoxide, the truck engine should be turned off whenever the driver is 25 or more feet from the vehicle, or out of sight from the vehicle.
- 9. True. The closer the load is to the backrest, the more stable the truck and load are.
- 10. False. Exit aisles, exit doorways, fire extinguishers, and all other emergency equipment must be kept clear at all times.
- 11. False. Overloading the truck can cause failure of the truck components and risks instability in case the balance of load and counterweight is not maintained.
- 12. False. Rear wheel steering results in a greater swing of rear end of the lift truck.
- 13. True. Lift trucks are much less stable than automobiles.

14. False. The parking brake should always be applied while lifting personnel to avoid unexpected truck movement. Employees should never be lifted if the truck is parked on a incline.
15. True. The counterweight of the back of the truck is balanced only when the truck is loaded.
16. False. Driving with the load raised may result in turnover. Always keep the load three to six inches above the driving surface and drive in the direction of greatest visibility.
17. False. At least 2/3 of the fork length must be under the load for the truck to lift the load without lessening truck stability.
18. False. Lift trucks have little shock absorbing capability, so trucks can be tipped over by obstructions and uneven surfaces.
19. False. If any unsafe condition is detected before, during, or after lift truck use, the truck cannot be driven and maintenance should be informed immediately.
20. True. Because of the counterweight mechanism of the truck, too much weight in the front may lift the rear of the truck.
21. B Pedestrians always have the right-of-way. It is the responsibility of the lift truck operator to be aware of pedestrian traffic.
22. C A dock plate is always needed to avoid lift truck turn over during trailer loading or unloading.
23. A The higher the load, the more likely the truck will tip forward. At least 2/3 of the forks (or more) should be placed under the load. The mast should be tilted backward to cradle the load.
24. C The truck is designed to be most stable when loaded. Rear wheels lifting from the ground indicates that the forks are overloaded. Extra weight should not be added to the counterweight because the remainder of the truck could fail under the extra stress.
25. C The momentum of the vehicle pushes away from the turn which makes the truck less stable than when it travels in a straight direction.
26. B Because lift trucks are usually heavier than automobiles, they require more distance to stop than an automobile traveling at the same speed. Lift trucks steer more easily when loaded. Pedestrians are not likely to hear battery-powered lift trucks as easily as automobiles.
27. B Because chemical containers may be damaged during transportation, the lift truck operator must know the proper means of responding, depending upon the chemical.
28. A The weight capacities of the truck assume the load is stationary and centered. Because the personnel may move within the platform, the maximum load is one-half of the stated capacity of the truck.



29. B The manufacturer is the party in the best position to determine if a capacity modification is safe. Therefore, only the truck manufacturer, or someone with written permission from the truck manufacturer, may perform the modification.
30. A In the event chemicals leak from their containers during handling, dispensing, or storing, materials which react with each other should be separated. Hazardous chemicals should be stored at floor level or below to prevent spillage onto the lift truck operator or passersby.

**APPENDIX L**  
**OSHA Respirator Medical Evaluation Questionnaire**

Can you read (check one):                    ☐ Yes                    ☐ No

Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

**Part A. Section 1.                    (PLEASE PRINT)**

1.     Today's date: \_\_\_\_\_
2.     Your legal name: \_\_\_\_\_                    SS#: \_\_\_\_\_
3.     Your age (to nearest year): \_\_\_\_\_
4.     Sex (check one):   ☐ Male    ☐ Female
5.     Your height: \_\_\_\_\_ ft.    \_\_\_\_\_ in.
6.     Your weight: \_\_\_\_\_ lbs
7.     Your job title: \_\_\_\_\_
8.     A phone number where you can be reached by the health care professional, who reviews this questionnaire (include the Area Code): \_\_\_\_\_
9.     The best time to phone you at this number: \_\_\_\_\_
10.    Has your employer told you how to contact the health care professional who will review this questionnaire?   ☐ Yes                    ☐ No
11.    Check the type of respirator you will use (you can check more than one category):
  - a.     ☐ N, R, or P disposable respirator (filter-mask, non-cartridge type only).
  - b.     ☐ Other type (for example, half-or full-facepiece type, powered-air purifying, supplied-air, self-contained breathing apparatus).
12.    Have you worn a respirator?   ☐ Yes    ☐ No  
If "yes," what type(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Part A. Section 2.

(PLEASE CHECK THE APPROPRIATE BOX)

YES	NO	
_____	_____	1. Do you <u>currently</u> smoke tobacco, or have you smoked tobacco in the last month? If yes please describe: _____
_____	_____	2. Have you ever had any of the following conditions?
_____	_____	a. Seizures (fits)
_____	_____	b. Diabetes (sugar disease)
_____	_____	c. Allergic reactions that interfere with your breathing
_____	_____	d. Claustrophobia (fear of closed-in places)
_____	_____	e. Trouble smelling odors
_____	_____	3. Have you ever had any of the following pulmonary or lung problems?
_____	_____	a. Asbestosis
_____	_____	b. Asthma
_____	_____	c. Chronic bronchitis
_____	_____	d. Emphysema
_____	_____	e. Pneumonia
_____	_____	f. Tuberculosis
_____	_____	g. Silicosis
_____	_____	h. Pneumothorax (collapsed lung)
_____	_____	i. Lung cancer
_____	_____	j. Broken ribs
_____	_____	k. Any chest injuries or surgeries
_____	_____	l. Any other lung problem that you've been told about
_____	_____	4. Do you <u>currently</u> have any of the following symptoms of pulmonary or lung illness?
_____	_____	a. Shortness of breath
_____	_____	b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline
_____	_____	c. Shortness of breath when walking with other people at an ordinary pace on level ground
_____	_____	d. Have to stop for breath when walking at your own pace on level ground
_____	_____	e. Shortness of breath when washing or dressing yourself
_____	_____	f. Shortness of breath that interferes with your job
_____	_____	g. Coughing that produces phlegm (thick sputum)
_____	_____	h. Coughing that wakes you early in the morning
_____	_____	i. Coughing that occurs mostly when you are lying down
_____	_____	j. Coughing up blood in the last month
_____	_____	k. Wheezing
_____	_____	l. Wheezing that interferes with your job
_____	_____	m. Chest pain when you breathe deeply
_____	_____	n. Any other symptoms that you think may be related to lung problems

(PLEASE CHECK THE APPROPRIATE BOX)

YES

NO

5. Have you ever had any of the following cardiovascular or heart problems?
- a. Heart attack  
b. Stroke  
c. Angina  
d. Heart failure  
e. Swelling in your legs or feet (not caused by walking)  
f. Heart arrhythmia (heart beating irregularly)  
g. High blood pressure  
h. Any other heart problem that you've been told about
6. Have you ever had any of the following cardiovascular or heart symptoms?
- a. Frequent pain or tightness in your chest  
b. Pain or tightness in your chest during physical activity  
c. Pain or tightness in your chest that interferes with your job  
d. In the past two years, have you noticed your heart skipping or missing a beat  
e. Heartburn or indigestion that is not related to eating  
f. Any other symptoms that you think may be related to heart or circulation problems
7. Do you currently take medication for any of the following problems?
- a. Breathing or lung problems Please list: \_\_\_\_\_  
b. Heart trouble \_\_\_\_\_  
c. Blood pressure \_\_\_\_\_  
d. Seizures (fits) \_\_\_\_\_
8. If you've used a respirator, have you ever had any of the following problems? (If you've never used a respirator, check the following space and go to question 9)
- a. Eye irritation  
b. Skin allergies or rashes  
c. Anxiety  
d. General weakness or fatigue  
e. Any other problem that interferes with your use of a respirator
9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire?
10. Have you ever lost vision in either eye (temporarily or permanently)?
11. Do you currently have any of the following vision problems?
- a. Wear contact lenses  
b. Wear glasses  
c. Color blind  
d. Any other eye or vision problem
12. Have you ever had an injury to your ears, including a broken ear drum?

(PLEASE CHECK THE APPROPRIATE BOX)

YES      NO

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 13. Do you <u>currently</u> have any of the following hearing problems?         |
| _____ | _____ | a. Difficulty hearing   |
| _____ | _____ | b. Wear a hearing aid   |
| _____ | _____ | c. Any other hearing or ear problem   |
| _____ | _____ | 14. Have you ever had a back injury? If yes, when? (Date): _____                |
| _____ | _____ | 15. Do you <u>currently</u> have any of the following musculoskeletal problems? |
| _____ | _____ | a. Weakness in any of your arms, hands, legs, or feet                           |
| _____ | _____ | b. Back pain  |
| _____ | _____ | c. Difficulty fully moving your arms and legs                                   |
| _____ | _____ | d. Pain or stiffness when you lean forward or backward at the waist             |
| _____ | _____ | e. Difficulty fully moving your head up or down                                 |
| _____ | _____ | f. Difficulty fully moving your head side to side                               |
| _____ | _____ | g. Difficulty bending at your knees   |
| _____ | _____ | h. Difficulty squatting to the ground   |
| _____ | _____ | i. Climbing a flight of stairs or a ladder carrying more than 25 lbs            |
| _____ | _____ | j. Any other muscle or skeletal problem that interferes with using a respirator |

**PART B.**

1. List any second jobs or side businesses you have: \_\_\_\_\_  
\_\_\_\_\_
2. List your previous occupations: \_\_\_\_\_  
\_\_\_\_\_
3. List your current and previous hobbies: \_\_\_\_\_  
\_\_\_\_\_

(PLEASE CHECK THE APPROPRIATE BOX)

YES      NO

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 4. Other than at Kuharchik Construction Inc. have you ever worked with any of the materials, or under any of the conditions, listed <u>below</u> : |
| _____ | _____ | a. Asbestos  |
| _____ | _____ | b. Silica (e.g., in sandblasting)  |
| _____ | _____ | c. Tungsten/cobalt (e.g., grinding or welding this material)   |
| _____ | _____ | d. Beryllium   |
| _____ | _____ | e. Aluminum  |
| _____ | _____ | f. Coal (for example, mining)  |
| _____ | _____ | g. Iron  |
| _____ | _____ | h. Tin   |
| _____ | _____ | i. Dusty environments  |

(PLEASE CHECK THE APPROPRIATE BOX)

**YES**

**NO**

- \_\_\_\_      \_\_\_\_      j. Any other hazardous exposures. If "yes," describe these exposures:  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_      \_\_\_\_      5. Have you been in the military services?  
If "yes," were you exposed to biological or chemical agents (either in training or combat)
- \_\_\_\_      \_\_\_\_      6. Have you ever worked on a community volunteer fire, ambulance, or other emergency  
response team? If "yes" please describe: \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_      \_\_\_\_      7. Other than medications for breathing and lung problems, heart trouble, blood pressure,  
and seizures mentioned earlier in this questionnaire, are you taking any other  
medications for any reason including over-the-counter medications. If "yes," name the  
medications if you know them: \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_      \_\_\_\_      8. How often are you expected to use the respirator(s)? (Mark "yes" or "no" for all answers  
that apply to you).  
\_\_\_\_      \_\_\_\_      a. Escape only (no rescue)  
\_\_\_\_      \_\_\_\_      b. Emergency rescue only  
\_\_\_\_      \_\_\_\_      c. Less than 5 hours per week  
\_\_\_\_      \_\_\_\_      d. Less than 2 hours per day  
\_\_\_\_      \_\_\_\_      e. 2 to 4 hours per day  
\_\_\_\_      \_\_\_\_      f. Over 4 hours per day
- \_\_\_\_      \_\_\_\_      9. Do you wear dentures?
- \_\_\_\_      \_\_\_\_      10. Do you have a history of facial injury, surgery or deformity?
- \_\_\_\_      \_\_\_\_      11. Do you have a history of hyperventilation (over breathing)?
- \_\_\_\_      \_\_\_\_      12. Presently do you feel you have any medical problems that could interfere with proper  
and safe respirator use?  
If yes please describe: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Voluntary Respirator Use Form**

### **Information for Employees Using Respirators When Not Required Under the Standard**

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U. S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

# Appendix M

## CONTRACTOR SAFETY PRE-QUALIFICATION FORM

GENERAL INFORMATION			
<b>1. Contractor Information:</b>			
Contractor Name:		Telephone Number:	
Street Address:		Fax Number:	
City:		Website Address:	
Province/State:		Postal Code/Zip:	
<b>2. Officers</b>			
President:			
Vice President:			
Treasurer:			
<b>3. How many years has your organization been in business under your present firm's name?</b>			
<b>4. Parent Firm Name:</b>			
City:	Province/State:	Postal Code/Zip:	
Subsidiaries:			
<b>5. Under current management since (Date):</b> (please enter date as mm/dd/yyyy)			
<b>6. Contact for Insurance Information:</b>			
Title:	Telephone:	Fax:	Email:
<b>7. Insurance Carrier(s):</b>			
Name	Type of Coverage	Telephone	
<b>8. Worker's Compensation Account Status (Please enclose a copy of your workers compensation insurance certificate.</b>			
Account Number:		Industry Code:	
<b>9. Contact for requesting bids:</b>			
Title:	Telephone:	Fax:	Email:
<b>10. Contractor Evaluation form completed by:</b>			
Title:	Telephone:	Fax:	Email:



HEALTH, SAFETY AND ENVIRONMENTAL PERFORMANCE			
<b>Health, Safety and Environmental Performance</b>			
Provide the following data for your firm using your record keeping forms from the past three (3) years. If the data is not available please reply with Not Available - N/A.			
<b>Safety Performance Definitions and Guidance</b>			
<p>a. <b>Hours Worked</b> Employee hours worked last three years. Please report actual scheduled total hours worked and total overtime hours worked. If actual hours worked are not available for certain individuals hours worked may be estimated. A default of 2000 hours per individual per year can be used as an estimate.</p> <p>b. <b>Recordable Incidents</b> Recordable cases are those that involve any work-related injury or illness, including death but excluding first-aid injuries.</p> <p>c. <b>Lost Workday Cases</b> A Lost Workday Case is a medical case that involves fatalities, days away from work cases or restricted work activity cases.</p> <ul style="list-style-type: none"> <li><b>Days Away from Work Case</b> Where the employee is away from scheduled work day one day or more after the day of a work related injury or illness. The day of the incident does not count as lost workday. Stop count when total days away and restricted duty days reach 180 or employee leaves the firm.</li> <li><b>Restricted Work Activity Case</b> Where the employee as result of work-related injury or illness: <ul style="list-style-type: none"> <li>Assigned to another job on a temporary or permanent basis or</li> <li>Worked at their permanent job but less than a full day</li> <li>Could not perform routine functions associated with their permanent job</li> </ul> The day of the incident is not counted as a Restricted Duty day. Stop count when total days away or restricted duty days reach 180 or if employee leaves the firm.</li> </ul> <p>d. <b>Motor Vehicle Incident</b> A motor vehicle is any mechanically or electrically powered devices (excluding one moved by human power), upon which or by which any person or property may be transported upon a land roadway.</p> <ul style="list-style-type: none"> <li><b>Motor Vehicle Incident</b> Includes any event involving a motor vehicle that is owned, leased or rented by the firm that results in death, injury or property damage unless the vehicle is properly parked.</li> </ul>			
<b>Health and Safety Incidents</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>
a. <b>Total Hours Worked</b>			
b. <b>Total Recordable Incidents</b> # Fatalities # Medical Aids # Days Away from Work Cases # Restricted Work Activity Cases			
c. <b>Total Recordable Incident Rate (TRIR)</b> $\frac{\text{Total \# Recordable Incidents} \times 200,000}{\text{Total \# Hours worked}}$			
d. <b>Lost Workday Cases (LWC)</b> # Fatalities # Days Away from Work Case # Restricted Work Activity Case			
e. <b>Lost Workday Incident Rate (LWDR)</b> $\frac{\text{Total \# Lost Workday Incidents} \times 200,000}{\text{Total \# Hours Worked}}$			
HEALTH, SAFETY AND ENVIRONMENTAL PERFORMANCE			
<b>Health and Safety Incidents - continued</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>
f. <b>Motor Vehicle Incidents (MVI)</b> # Motor Vehicles Incidents # Kilometers/Miles driven			
g. <b>Motor Vehicle Incident Frequency Rate (MVIFR)</b> $\frac{\text{Total \# of Motor Vehicle Incidents} \times 1,000,000}{\text{Total \# Kilometers/Miles driven}}$			
<b>Environmental Incidents</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>
<b>Total # Spills to Water</b>			
a. <b>Petroleum Spills</b>			

# spills Sheen (est. volume as 0.1 bbl. To < 1bbl. # spills 1 bbl. To < 100 bbls. # spills 100 bbls. or more <b>b. Chemical Spills</b> # spills 1 bbl./160 kg. to < 100 bbls./16,000 kg. # spills 100 bbls./16,000 or more			
<b>Total # Spills to Land</b> <b>a. Petroleum spills</b> # spills 1 bbl. To < 100 bbls. # spills 100 bbls. or more <b>b. Chemical Spills</b> # spills 1 bbl./160 kg. to < 50 bbls./8,000 kg # spills 50 bbls./8,000 kg. or more			
<b>Enforcement Actions</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>
<b>Citations</b> # Health and Safety # Environmental Please provide details			
<b>Fines</b> Total # Fines Total \$\$ Paid Please provide details			

<b>HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT</b>			
<b>Highest ranking HSE professional in the firm:</b>			
Name/Title:	Email:	Telephone Numbers	
<b>Do you have a written Basic Safety / HSE Program?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Does your Basic Safety/HSE Program include the following?</b>			
a. HSE Policy statement signed by management	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
b. Management Involvement and Commitment	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
c. Hazard Identification and Risk Control	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
d. Rules and Work Procedures	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
e. Training	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
f. Communications	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
g. Incident and Accident Reporting and Investigation	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
<b>Does the program include work practices and procedures such as?</b>			
a. Permit to Work including Isolation of Energy	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
b. Confined Space Entry	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
c. Injury and Illness Recording	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
d. Fall Protection	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
e. Personal Protective Equipment	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
f. Portable Electrical/Power Tools	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
g. Motor Vehicle/Driving Safety	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
h. Compressed Gas Cylinders	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
i. Electrical Equipment Grounding Assurance	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
j. Powered Industrial Vehicles (Cranes, Forklifts, Etc.)	Yes <input type="checkbox"/>	No	<input type="checkbox"/>

k. Housekeeping	Yes <input type="checkbox"/>	No <input type="checkbox"/>
l. Accident/Incident Reporting and Investigations	Yes <input type="checkbox"/>	No <input type="checkbox"/>
m. Unsafe Condition Reporting	Yes <input type="checkbox"/>	No <input type="checkbox"/>
n. Emergency Preparedness, Including Evacuation Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
o. Waste Disposal and Pollution Prevention	Yes <input type="checkbox"/>	No <input type="checkbox"/>
p. Regular Workplace Inspection / Audits	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Do you have a Drug and Alcohol program?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
a. Pre-employment Testing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Reasonable Cause Testing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Post-rehabilitation/Return to Work Testing	Yes <input type="checkbox"/>	No <input type="checkbox"/>

HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT			
<b>Do you have a Job Safety Analysis (JSA) process in place?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Is there a Root Cause Analysis process used for investigations, near misses, environmental spills?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Is there a Management of Change (MOC) Process in place?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Do you have programs for the following?</b>			
a. Respiratory Protection		Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Where applicable, have employees been:			
• Trained		Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Fit tested		Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Medically approved		Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Hazard communication/WHMIS		Yes <input type="checkbox"/>	No <input type="checkbox"/>
d. Programs for potential high hazard work such as Highly Hazardous Chemicals; Explosives and Blasting Agents		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Do you have a corrective action process for addressing individual/employee safety and health performance deficiencies?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Medical</b>			
a. Do you conduct medical examinations for:			
• Pre-placement Job Capability		Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Pulmonary		Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Respiratory		Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Describe how you intend to provide first aid and other medical services while on-site.			
<b>Do you have personnel trained to perform first aid and CPR?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Personal Protective Equipment (PPE)</b>			
a. Is applicable PPE provided for employees?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Do you have a program to assure that PPE is inspected and maintained?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>HSE Meetings</b>			<b>Frequency</b>
a. Do you hold site HSE meetings for?			
• Field Supervisors	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• Employees	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• New Hires	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• Subcontractors	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT			
<b>Inspections and Audits</b>			<b>Frequency</b>
a.	Do you conduct internal HSE Inspections?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b.	Do you conduct internal HSE program audits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c.	Are corrections or deficiencies to internal HSE program or equipment communicated and documented until closure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Equipment and Materials:</b>			
a.	Do you own or lease Equipment and Materials? If yes, please complete the following questions:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b.	Do you have a system for establishing applicable health, safety, and environmental specifications for acquisition of materials and equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c.	Do you conduct inspections on operating equipment (e.g., cranes, forklifts) in compliance with regulatory requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d.	Do you maintain operating equipment in compliance with regulatory requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e.	Do you maintain the applicable inspection and maintenance certification records for operating equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
f.	Do you document corrections or deficiencies from equipment inspections and maintenance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Subcontractor Management</b>			
a.	Do you subcontract any work? If the answer is yes, please complete the following questions:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b.	Do you have a written contractor safety management process?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c.	Do you use HSE performance criteria in selection of subcontractors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d.	Do you evaluate the ability of subcontractors to comply with applicable HSE requirements as part of the selection process?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e.	Do your subcontractors have a written HSE Program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
f.	Do you include your subcontractors in:		
	• HSE Orientation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	• HSE Meetings	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	• HSE Equipment Inspections	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	• HSE Program Audits	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	• Are corrections or deficiencies documented	Yes <input type="checkbox"/>	No <input type="checkbox"/>

HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT				
<b>Employee and Trades Training</b>				
a.	Have employees been trained in appropriate job skills?	Yes <input type="checkbox"/>		No <input type="checkbox"/>
b.	Are employees' job skills certified where required by regulatory or industry consensus standards?	Yes <input type="checkbox"/>		No <input type="checkbox"/>
c.	List trades/crafts which have been certified:			
<b>Health, Safety and Environmental Orientation</b>		<b>New Hires</b>		<b>Supervisors</b>
a.	Do you have an HSE Orientation Program for new hires and newly hired or promoted supervisors?	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
b.	Does the program provide instruction on the following:			
	•New worker orientation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	•Safe Work Practices	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	•Safety Supervision	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	•Toolbox meetings	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	•Emergency Procedures	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	•First Aid Procedures	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	•Fire Protection and Prevention	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	•Safety Intervention	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	•Hazard Communication/WHMIS	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Health, Safety and Environmental Training</b>				
a.	Do you know the regulatory HSE training requirements for your employees?	Yes <input type="checkbox"/>		No <input type="checkbox"/>
b.	Have your employees received the required HSE training and re-training	Yes <input type="checkbox"/>		No <input type="checkbox"/>
c.	Do you have a specific HSE training program for supervisors?	Yes <input type="checkbox"/>		No <input type="checkbox"/>
<b>Training Records</b>				
a.	Do you have HSE and training records for your Employee's?	Yes <input type="checkbox"/>		No <input type="checkbox"/>
b.	Do the training records include the following:			
	• Employee identification	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	• Date of training	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	• Name of trainer	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	• Method used to verify understanding	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
c.	How do you verify understanding of training? (Check all that apply)			
<input type="checkbox"/> Written test <input type="checkbox"/> Oral test <input type="checkbox"/> Performance test <input type="checkbox"/> Job Monitoring <input type="checkbox"/> Other (List)				

## Appendix N – Ergonomic Evaluation Priorities

Priority 1 (High Priority) Job Tasks	Priority 2 (Medium Priority) Job Tasks	Priority 3 (Low Priority) Job Tasks
Lifting heavy materials manually	Reaching for materials frequently or lifting at shoulder height or above regularly.	Occasional or rare tasks that involve pinching, lifting or gripping

## Appendix O - Ergonomic Assessment Checklist

### PART 1: ERGONOMIC ASSESSMENT

Date: \_\_\_\_\_  
 Job Task: \_\_\_\_\_  
 Job Type: \_\_\_\_\_  
 # of Workstations: \_\_\_\_\_ # of Employees Involved: \_\_\_\_\_  
 Job Description: \_\_\_\_\_  
 \_\_\_\_\_  
 Job Requirements: \_\_\_\_\_  
 \_\_\_\_\_  
 Equipment Used: \_\_\_\_\_  
 \_\_\_\_\_

#### Identification of Ergonomic Stressors:

<i>Risk Factor</i>	<i>Yes</i>	<i>No</i>	<i>Comments</i>
Repetition	<input type="checkbox"/>	<input type="checkbox"/>	_____
Steady keyboard / mouse use	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lifting			
> 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	_____
> 55 lbs. 10x per day	<input type="checkbox"/>	<input type="checkbox"/>	_____
> 25 lbs. 25x per day	<input type="checkbox"/>	<input type="checkbox"/>	_____
Push / pull			
>20 lbs. Force	<input type="checkbox"/>	<input type="checkbox"/>	_____
Forceful pinching	<input type="checkbox"/>	<input type="checkbox"/>	_____
Forceful gripping / grasping	<input type="checkbox"/>	<input type="checkbox"/>	_____
Posture			
Hands near/above head	<input type="checkbox"/>	<input type="checkbox"/>	_____
Elbows near/above shoulder	<input type="checkbox"/>	<input type="checkbox"/>	_____
Kneeling/ squatting	<input type="checkbox"/>	<input type="checkbox"/>	_____
Back bent or twisted	<input type="checkbox"/>	<input type="checkbox"/>	_____
Neck bent or twisted	<input type="checkbox"/>	<input type="checkbox"/>	_____
Wrists bent or twisted	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pounding w/ hands or knees	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Environmental Conditions</i>			
Vibration			
Segmental (part of the body)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Whole-Body	<input type="checkbox"/>	<input type="checkbox"/>	_____
Temperature Extremes			
Hot	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cold	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lighting			
Inadequate lighting	<input type="checkbox"/>	<input type="checkbox"/>	_____
Glare	<input type="checkbox"/>	<input type="checkbox"/>	_____

Existing Control Measures in Place: \_\_\_\_\_

### PART 1: ERGONOMIC ASSESSMENT (continued)

**Employee Interviews:**

General Comments and Complaints: \_\_\_\_\_

Complaints of Pain: \_\_\_\_\_

Difficulty with Work: \_\_\_\_\_

Suggestions for Improvement: \_\_\_\_\_

**Records Review:**

	<u>Yes</u>	<u>No</u>	<u>Findings</u>
Health and Safety Audits	<input type="checkbox"/>	<input type="checkbox"/>	_____
Injury and Illness Records	<input type="checkbox"/>	<input type="checkbox"/>	_____
Accident Investigations	<input type="checkbox"/>	<input type="checkbox"/>	_____
Job Safety Analysis	<input type="checkbox"/>	<input type="checkbox"/>	_____
Documented Complaints	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Additional Observations:** \_\_\_\_\_

\_\_\_\_\_

**PART 2: CONTROL MEASURES**

Control Measures: \_\_\_\_\_

Method of Implementation: \_\_\_\_\_

\_\_\_\_\_

Schedule: \_\_\_\_\_ Follow-Up Dates: \_\_\_\_\_ Responsible for Follow-Up: \_\_\_\_\_

Control Measure: \_\_\_\_\_

Method of Implementation: \_\_\_\_\_

\_\_\_\_\_

Schedule: \_\_\_\_\_ Follow-Up Dates: \_\_\_\_\_ Responsible for Follow-Up: \_\_\_\_\_

Review and Approval (Ergonomic Assessment Team):

_____	_____
_____	_____

Distribution List:

<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____



## Appendix P - Ergonomic Workout

### 1.0 INTRODUCTION

Before starting any new exercise activity, consult with your physician. Breathing is an important element of stretching; be sure to breathe easily. Do not bounce while stretching. If you need to bounce, you're stretching beyond your current flexibility and put yourself at risk for injury. Hold only tensions that feel good. Do not stretch to the point of pain.

### 2.0 NECK STRETCH

2.1 Sit or stand with shoulders relaxed, back straight. Note: Inhale and exhale in a slow controlled manner throughout duration of

2.2 Bring your left ear down toward your left shoulder and hold.

2.3 Roll your head down toward the ground and your chin to your chest and hold.

2.4 Finally, roll your head to the right and bring that ear to your right shoulder and hold.



and  
stretch.

bring

### 3.0 HAMSTRING STRETCH

3.1 Stand tall with back straight, abs engaged, shoulders down, and feet hip-width apart.

3.2 Bring your left leg forward, heel down, toes up straight.

3.3 Keeping back straight and abs engaged, bend right knee as if sitting back, while supporting yourself with both hands on your thighs.

3.4 Repeat on opposite side.



and leg

the

### 4.0 QUAD STRETCH

4.1 Stand tall, holding on to a chair or wall for if necessary (not pictured).

4.2 Keep your feet hip-width apart, your back and your feet parallel.

4.3 Reach back and grab your left foot in your left keeping your thighs lined up next to each other leg in line with the hip (not pulled back behind

4.4 Repeat on opposite side.



balance

straight

hand,  
and left  
you).

### 5.0 CHEST AND BICEPS STRETCH

- 5.1 Stand tall or sit upright (not pictured).
- 5.2 Interlace your fingers behind your back and straighten your arms.
- 5.3 With arms straight, lift arms up behind you keeping your back straight and your shoulders
- 5.4 Keep the shoulders relaxed away from the ears.



while  
down.

## 6.0 STANDING TRICEPS STRETCH

- 6.1 Stand tall or sit upright (not pictured).
- 6.2 Place your left elbow in your right hand.
- 6.3 Reach your left arm overhead, placing palm on center of your back and supporting the elbow in right hand.
- 6.4 Reach your fingertips down your spine.
- 6.5 Keep the shoulders relaxed away from the ears.
- 6.6 Repeat with opposite arm.



the  
your

## 7.0 BACK STRETCH

- 7.1 Come to hands and knees with your hands shoulder-width apart, knees hip-width apart, engaged, and back flat (spine neutral).
- 7.2 Engage your abdominals as if pulling your toward your spine and round your back toward ceiling.
- 7.3 Allow the head and neck to fall naturally between the arms.



abs  
  
naval  
the

## Appendix Q – Daily Inspection Checklist

### DAILY INSPECTION CHECKLIST

**DATE:** \_\_\_\_\_

**MODEL:** \_\_\_\_\_

**MAKE:** \_\_\_\_\_

**TRUCK #:** \_\_\_\_\_

**INSPECTED BY:** \_\_\_\_\_

Yes	No	
___	___	Controls at platform and lower controls for proper operation
___	___	Fall Protection Equipment and attachments
___	___	Visual and audible devices
___	___	Check condition, cleanliness and dryness of fiberglass components
___	___	Visually check for missing or loose covers and guards
___	___	Check for missing and illegible operational, warning, or instructional markings
___	___	Visually check oil level in hydraulic reservoir
___	___	Visually inspect for leaks in hydraulic system
___	___	Check all areas for evidence of physical damage
___	___	Visually check all cylinders for leaks.
___	___	Visually inspect all fasteners for tightness.
___	___	Visual inspection of all structural members; Digger Derrick, accessories, outriggers, subframe, and attachments, for cracks and permanent deformation
___	___	Check for rotational obstructions
___	___	Visual inspection of all electrical wires
___	___	Inspect winch line, hook, and slings
___	___	Visually inspect Auger Roll Up Cable
___	___	Visual inspection of leveling system or leveling brake
___	___	Operational test of all boom functions
___	___	Inspect for damaged or missing auger teeth

Comments:

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## Appendix R – 90 and 180 Day Inspection Checklist

### 90 AND 180 DAY INSPECTION

**DATE:** \_\_\_\_\_

**MODEL:** \_\_\_\_\_

**MAKE:** \_\_\_\_\_

**TRUCK #:** \_\_\_\_\_

**INSPECTED BY:** \_\_\_\_\_

#### 90 DAYS

Yes    No

___	___	Replace return filed
___	___	Visually inspect all sheaves, pins and retainers
___	___	Lubricate all points per lubrication chart recommendations
___	___	Apply lubricant to rotation gearbox pinion and turntable bearing
___	___	Perform daily inspection

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 180 DAYS

Yes    No

___	___	Check Tightness of rotation bearing bolts, turntable to bearing and bearing to pedestal
___	___	Perform Daily and 90 Day Inspection/Maintenance

**CERTIFICATION:**

**I HAVE BEEN GIVEN A PERSONAL COPY OF THIS FORM. I HAVE READ AND UNDERSTAND ITS CONTENTS:**

**EMPLOYEE NAME:**\_\_\_\_\_

**SIGNATURE:**\_\_\_\_\_ **DATE:**\_\_\_\_\_