Table of Contents

TIM GUISHARD ENTERPRISES
Safety Manual

Revision History

Rev. Level	Date Changed	Updated By:	Reason For Change
Original			
1.0	12/22/11	Bob	Add new sections

This manual outlines the safety program in operation at TIM GUISHARD ENTERPRISES and is the primary reference document for safety related activities. Adherence to these policies is necessary for the success of the safety program.

A reference copy is maintained on the file server and is accessible from any TIM GUISHARD ENTERPRISES workstation.

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TIM GUISHARD
Safety Manager

SECTION 1

Policy Statement

TIM GUISHARD ENTERPRISES has established a Safety Program.

TIM GUISHARD ENTERPRISES puts great emphasis on the management of Loss Control. Accidents resulting in personal injury and/or damage to property and equipment represent needless waste and loss as well as personal grief. All operations should be conducted in a safe and efficient manner.

All practical steps shall be taken to maintain safe, healthful places and conditions of work. To minimize existing accident and health hazards, adequate protection equipment shall be provided and used by all persons, including subcontractors, in accordance with TIM GUISHARD ENTERPRISES Safety Program.

The policy pledges TIM GUISHARD ENTERPRISES support of all safety and health regulations as they pertain to our industry as set forth in federal, state, and local standards, and the observation of all good safety practices as dictated by location and circumstances.

Your support of the policy is important to its success.

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TIM GUISHARD
Safety Manager

Injury and Illness Prevention Plan

Introduction

The Occupational Safety and Health Act states that every employer must provide a safe work place for its employees. The goal of this manual is to provide management with a program to meet the goal of a safe work place for its employees. Guidelines and procedures are set forth under the premise that all levels of management will give their full support. This program will succeed only if everyone makes safety a priority during everyday activities.

It is beyond the scope of any manual to cover every operation that may be encountered. For operations not covered here, it is the responsibility of management and supervisors to have all work performed in accordance with applicable local, state, and federal safety regulations. The Safety Coordinator is available for any help that might be needed.

TIM GUISHARD has been designated as the company safety coordinator and person responsible for this program.

Duties and Responsibilities

TIM GUISHARD ENTERPRISES believes that every employee is entitled to a safe and healthful work place. Every reasonable effort will be made to assure proper accident prevention, fire protection, and health protection.

The Safety Coordinator has responsibility for the direction and assisting in the implementation of the Safety Program.

Duties of the Safety Coordinator

1. Coordinate loss prevention activities as a representative of management.
2. Develop and implement loss prevention policies and procedures designed to insure compliance with the applicable rules and regulations of local, state, and federal agencies.
3. Act as a consultant to local operating management in the implementation and administration of the Safety Program.
4. Develop and coordinate employee Loss Prevention Training Programs.
5. Review accident reports to determine cause and preventability.
6. Consult with representatives of insurance companies so their loss control services will support the Safety Program.
7. Review Workers' Compensation Claims with claim managers of TIM GUISHARD ENTERPRISES insurance carrier. Supply insurance carrier with information about injured employees in order to keep reserves as low as possible.
8. Know applicable local, state, and federal safety regulations and how they affect company projects.
9. Assist in the selection and purchasing of personal protective equipment.
10. Provide copies of written communications to job site personnel relating to job safety conditions.

Safe Duties of Project Managers/General Foremen

Project Managers carry full responsibility for the safety of their crews on each project. Their duties will include the following:

1. Coordinate loss prevention activities as an extension of the Safety Program.
2. Evaluate reports on injury and property damage to determine their validity and preventability. A copy of these reports should be forwarded to the Safety Coordinator.
3. The Project Manager/General Foreman should be on the job or available by pager or phone at all times when labor is working on the project.

Specific Job Site Responsibilities

1. Conduct job site inspections and report findings to the appropriate personnel to correct all unsafe actions and conditions.
2. Become familiar with local, state, and federal safety regulations.
3. Conduct safety meetings on-site. A copy of the sign in log should be sent to the office.
4. Require all subcontractors to comply with applicable local, state, and federal safety regulations.
5. Clarify safety responsibilities from the contract documents.
6. Locate the nearest hospital or medical facilities. Have emergency numbers posted.

Safety Duties of Foremen

Field and Shop Foremen are the most important people in a successful safety program. They have the most influence on the safe work practices of the employees they supervise. Their duties include the following:

1. Correct all unsafe conditions in their work areas immediately.
2. Ascertain that all machinery, equipment, and tools are maintained in safe working condition and operate properly.
3. Ascertain that all necessary personal protective equipment is maintained and used when conditions warrant its use.
4. Ascertain that proper first aid and fire fighting equipment is maintained and used when conditions warrant its use.
5. Instruct all employees, under their supervision, in safe work practices and job safety requirements. Particular emphasis shall be placed on the safety instructions given to new employees, to include MSDS information such as “Read the label and/or refer to the MSDS before using any chemical products.”
6. Make a physical inspection of their work area on a daily basis to insure that all physical and mechanical hazards are under control.
7. Conduct safety meetings with all employees under their supervision.
8. Investigate all property damage losses. Make a report describing what happened.
9. Correct the cause of any accident as soon as possible.
10. Ascertain that all injuries involving our employees who require treatment are properly treated and promptly reported if professional medical treatment was required. The Employer’s Report of Injury or Illness Form should be used to verify that the injury was work related.

Duties of Employees

1. Know the basic safety rules in this program. If you don't understand them ask your foreman or supervisor for help. You are responsible for following these rules without exception.
2. Report any unsafe act or condition immediately to your foreman or supervisor. If the foreman is not responsive, notify the Safety Coordinator.
3. Attend safety meetings.
4. Promptly report all injuries and accidents to your foreman. An injury or accident report must be made on the day of the accident.
5. Never sacrifice safety for production. Proper construction technique and good common sense will prevent most accidents.

Disciplinary Policy

Purpose
To administer a fair and consistent method of enforcing TIM GUISHARD ENTERPRISES Safety Program. The following outlines TIM GUISHARD ENTERPRISES enforcement policies.

Disciplinary Procedures
All supervisors shall take immediate corrective actions whenever they observe or become aware of any employee, subcontractor, or other trade member (in the workplace or on the job site), violating any safety rule imposed by OSHA or TIM GUISHARD ENTERPRISES. Disciplinary action shall be taken on all safety violations committed by company employees. These may range from a verbal warning in minor offenses to termination in major violations.

Every effort should be made to re-orient the employee violating safety policies or rules through counseling, retraining, etc. to observe and comply with safety work practices.

Cause for Immediate Termination
1. Any unauthorized use of drugs or alcoholic beverages on company property
2. Being under the influence of unauthorized drugs or alcohol while at work
3. Unauthorized removal of company or customer products, property, or supplies from premises
4. Fighting on company or customer property
5. Intentional destruction of company or customer property
6. Insubordination
7. Criminal activity on company or customer property

SECTION 2

New Employee Indoctrination

Introduction

A new employee's first impression is likely to be a lasting one. Safety training should begin as soon as possible and continue throughout employment.

Instruction

A) Each employee will be issued a copy of "Code of Safe Work Practices – Employee Indoctrination/Safety and Work Rules" to read and sign.

This is to be done when the employee is asked to fill out a W-4 Form.

This is an OSHA regulation that shall be followed.

B) It is the responsibility of the new employee's Foreman to discuss the following items with the new employee as soon as possible, and preferably before the employee begins work.

1. Safety Program – Our Safety Program – how it works – and the employee's responsibility.
2. Safety Equipment – Describe the safety guards and protective equipment required in the performance of the work. Demonstrate its use, care, and maintenance.
3. Injuries – Injuries requiring first aid or off-site medical treatment must be reported.
4. Basic Safety
   A. Proper material lifting and handling techniques
   B. Ladder safety
   C. Floor and wall openings
   D. Trips and falls
   E. Vehicle awareness

TIM GUISHARD ENTERPRISES
Safety Program

New Employee Indoctrination

Welcome to TIM GUISHARD ENTERPRISES. As a TIM GUISHARD ENTERPRISES employee, you are an important part of our team. Our goal is to combine profitable Production with common sense Safety. We call it Safe Production. Remember, Think Safety – Work Safely.

Safety is an integral part of the operation of TIM GUISHARD ENTERPRISES. We expect every employee to observe all safety rules and regulations for the preservation of not only themselves, but also their fellow workers. Failure to comply with the Safety Program or the rules below will result in disciplinary action.

Employee Responsibilities

1. Know the basic safety rules in this program. If you don't understand them ask your foreman or supervisor for help. You are responsible for following these rules without exception.
2. Report any unsafe act or condition immediately to your foreman or supervisor. If the foreman is not responsive, notify the Safety Coordinator.
3. Attend safety meetings.
4. Promptly report all injuries and accidents to your foreman. An injury or accident report must be made on the day of the accident.
5. Never sacrifice safety for production. Proper construction technique and good common sense will prevent most accidents.

Basic Safety Rules

1. Prescription glasses must have side shields. Work gloves must be worn or on your person at all times while working.
2. Use eye and face protection at all times. Use face shield protection when grinding or chipping where there is danger from flying objects or particles.
3. Dress properly. Wear appropriate work clothes. Gloves, shoes or boots, shirts, and long pants must be worn at all times on the job site.
4. The use of illegal drugs or alcohol is forbidden during the workday.
5. All posted safety rules must be obeyed.
6. Comply with local, state, and federal safety regulations.
7. A written Hazard Communication Program is available for your review along with Material Safety Data Sheets at the job site or main office.
8. Per OSHA and TIM GUISHARD ENTERPRISES Policy, people exposed to a fall hazard 10' or greater must be tied off.
9. Do not operate machinery if you are not an authorized operator.
10. Operate machinery and vehicles within rated capacity and at safe speeds.
11. When lifting manually, have sure footing, keep your back straight, and lift with your legs. Do not twist body while lifting.
12. When lifting a heavy object, use available equipment or get help to complete the task.
13. Have just one person give commands when team-lifting large loads. Before the lift, check for clear path, then have clear view while carrying the load.

14. Practice good housekeeping at all times. Keep materials orderly. Do not leave materials in aisles, walkways, stairways, or roads.
15. Don't leave floor openings unprotected. Use a strong cover or 42" high guardrail (with mid-rail and toe-board).
16. Oil, grease, and water spills must be cleaned up right away. Delay can cause an accident.
17. Have safe access to work areas – the safe way is the right way. Avoid shortcuts, use ramps, stairs, walkways, ladders, etc.
18. Have enough light on stairs, aisles, and work areas to prevent falls. Alert your foreman or supervisor if lighting is insufficient.
19. Be sure of your footing. Watch for overhanging or broken planks, slippery spots, loose objects, etc.
20. Be aware of work going on around you. Keep clear of suspended loads, traffic areas, etc.
21. Place ladders on a substantial base and do not use ladders with broken, split, or missing rungs or rails.
22. All ladders need to extend at least three feet above the landing platform and be tied off.
23. Face ladder when climbing. Use both hands. Use hand line or material hoist to lift loads. Don't lift electric tools by cords.
24. Keep all tools away from the edge of platforms, scaffolds, shaft openings, etc.
25. When entering a new work area, find out what safety precautions are required.
26. Riding material hoists or other moving equipment is prohibited except on seats provided.
27. Gasoline must be stored and transported in approved safety cans only. Engines must be shut off when refueling. No smoking anywhere near flammable liquids.
28. Compressed gas cylinders must be stored in a secure upright position.
29. Fuel gas cylinders must be stored at least 20 feet from oxygen cylinders.
30. Place barricades and signs to warn of overhead danger, traffic, excavation, etc. Have warning lights, flagman, or watchman if necessary.
31. Cylinders must have value protection caps in place during storage or in transportation.
32. Check hoses, fittings, and valves for leaks (use soapy water).
33. When burning, welding, or soldering is being done, a fire extinguisher must be available for immediate use and visible at all times.
34. Welding, cutting, soldering work should be closely supervised. Remove or shield nearby combustibles.
35. Store oily rags in covered metal containers or dispose of them properly.
36. Always light torch with a striker or "torch lighter". Never a match or cigarette.
37. Inspect all rigging equipment before each use. Notify foreman or supervisor of any defective or questionable rigging.
38. Consider all electrical wire "live" until checked and locked out. Keep a safe distance from "live" electricity.

39. Have electrical equipment properly grounded. Use only 3-wire grounded receptacles and extension cords.
40. Do not use electrical power tools or equipment while standing in water. Keep cords out of puddles.
41. Have cords, leads, hoses, etc. placed to avoid tripping hazards or getting damaged. Keep them away from oil, heat, and chemicals.
42. In or near old construction, locate utility lines before starting work.
43. Never operate machines unless all guards and safety devices are in place and in proper operating condition.
44. Keep all tools in safe working condition. Never use defective tools or equipment.
45. Report defective power tools or machinery to supervisor immediately. Do not use tools with split, broken, or loose handles.
46. Before starting machinery, opening valves, switches, etc., check safety instructions. Have safety guards in place.
47. Know correct use of hand power tools before using. Use the right tool for the job.
48. Horseplay and fighting cause accidents and will not be tolerated.
49. Excavation and trenching operations should be properly sloped and/or shored – check with your foreman or competent person before entering to make sure it is safe to work.
50. Trenches 4’ in depth or more must have ladders placed so that no employee has to travel over 25’ to exit the trench.
51. Carelessness and destruction to the property of others will not be tolerated.

Sexual Harassment Policy

TIM GUISHARD ENTERPRISES is committed to providing a workplace free of sexual harassment as well as harassment based on factors such as race, color, religion, national origin, ancestry, age, medical condition, marital status, handicap, or veteran status.

TIM GUISHARD ENTERPRISES strongly disapproves of any form of sexual harassment.

No employee, male or female, should be subjected to unsolicited or unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, which is personally offensive, which debilitates morale, and which, therefore, interferes with work effectiveness.

Any incident of harassment, work-related or otherwise, should be reported to the company immediately. Incidents should be reported to your immediate supervisor or a company officer.

Any employee who feels that he or she is or has been a victim of sexual harassment should report the incident without fear of reprisal.

What is sexual harassment?

Unwelcome sexual advances, either verbal or physical, requests for favors, and other verbal or physical conduct of a sexual nature, constitute sexual harassment when:

1. Submission to such conduct is either an explicit term or condition of employment, e.g., promotion, training timekeeping, or overtime assignments.
2. Submission to or rejection of the conduct is used as a basis for making employment decisions.
3. The conduct has a purpose or effect of substantially interfering with an individual's work, performance, or creating an intimidating, hostile, or offensive work environment.
4. Verbal harassment includes unwanted pressure for dates, sexually oriented comments, and jokes based on gender. Other forms are questions about a person's sexual practices, use of patronizing terms or remarks, verbal abuse, and graphic verbal commentaries about the body.
5. Visual harassment is based on materials displayed in the workplace. Displaying sexual pictures, writing, objects, obscene letters or invitations, staring at an employee's anatomy, leering, sexually oriented gestures, mooning, unwanted letters or notes are various forms of visual harassment.
6. Physical harassment involves invasions of one's personal space. It includes cornering, leaning over, brushing against, touching or pinching a co-worker. Sexual assault and rape are also forms of physical harassment.

Complaint Procedure

Any employee who feels that he or she has been harassed should initially ask the harasser to stop. If unable to confront the harasser, report your complaint immediately to your supervisor.

It is advisable to confirm the complaint in writing after verbally reporting the incident. Describe relevant details, names of the people involved, and names of witnesses, if any.

All reports will be treated as confidentially as possible without retaliation or reprisal against the reporting employees.

The company will:

1. Act upon your complaint promptly.
2. Take all complaints seriously.
3. Involve an officer of the company.
4. Conduct interviews in private.
5. As much as possible, maintain confidentially.
6. Notify reporting employee all results of the investigation.

Discipline

Upon completion of the investigation, if the facts verify that harassment has occurred, appropriate disciplinary action will be taken against the offender, **INCLUDING INVOLUNTARY TERMINATION OF EMPLOYMENT** if the seriousness of the incident warrants such.

If the investigation is a justifiable complaint, Federal and State agencies have the power to order, among other actions, that the wronged party be hired, given back pay, promoted, reinstated, or granted damages for emotional distress.

The agencies also may issue a "CEASE AND DESIST" order to prevent more unlawful activity and may order the violator to pay large fines.

Protection Against Retaliation

Our company policy and both Federal and State law forbid retaliation against any employee who opposes sexual harassment, files a complaint, testifies, assists, or participates in any manner in an investigation, proceeding or hearing conducted by:

The company

The Department of Fair Employment and Housing

Fair Employment and Housing Commission

Prohibited Retaliation includes but is not limited to:

Demotion

Suspension

Fair to hire or consider for hire

Fair to give equal consideration in making employment decisions

Failure to make impartial employment recommendations

Adversely affecting working conditions or otherwise denying any employment benefit to an individual

If you, as an employee, are found to have engaged in sexual harassment, or if you as a manager know about the conduct and condone or ratify it, you may be personally liable for monetary damages.

TIM GUISHARD ENTERPRISES will not pay damages assessed against you personally.

In addition, TIM GUISHARD ENTERPRISES will take appropriate disciplinary measures – TERMINATION IS ONE POSSIBLE ACTION – against any employee who engages in sexual harassment.

Early Return To Work Program

TIM GUISHARD ENTERPRISES utilizes an Early Return To Work Program. We are willing to provide temporary modified work if you are unable to return to your regular duties as a result of a job-related illness or injury. This temporary work assignment will be available until you are released for regular work with or without restrictions.

Immediately contact your supervisor if you are injured or in need of treatment. You will be provided any needed first aid, and, if necessary, transported to one of our Preferred Provider Medical Centers. Advise your supervisor if you need to see a physician.

If a physician treats you for a work-related illness or injury, you must retain a written release from the physician each time you receive medical treatment. The release should state that you are:

1. Fully released to work with no restrictions
2. Released to work with specific restrictions
3. Not released until the physician sees you again and has scheduled the next appointment date

Tell the physician that TIM GUISHARD ENTERPRISES offers temporary modified work until you are fully released to work. You must report the physician's findings immediately to management.

Failure to report either to work when notified or on the progress of your condition to management is a violation of employee work rules and may result in termination of employment.

SECTION 3

Safety Programs

Hazardous Material Communication Program

According to OSHA, all employees have a right to know about chemical hazards they are exposed to and their controls. The purpose of this communication program is to ensure that hazardous substances that are used in the work place are properly evaluated and that information about such substances are communicated to employees.

No employee will be discharged or otherwise discriminated against for exercising his/her rights afforded by this program.

Employers must provide information to their employees about the hazardous substances known to be present in the work place. TIM GUISHARD ENTERPRISES will follow these steps to communicate those concerns.

1. Obtaining Material Safety Data Sheets (MSDS) for the hazardous substances used in the work place and making readily accessible to employees.
2. All hazardous substance containers in the work place must be labeled with the manufacturer's original label and Hazardous Materials Identification System (HMIS) label.
3. Providing hazardous substance training to all individuals to include how to read an MSDS.
4. Provide a list and maintain a list of all hazardous substances known to be present at the work place.

Employee training will consist of the following:

1. MSDS describe in detail important information on each chemical used at the Company.
   A typical MSDS contains the manufacturer's name, address, and emergency information. Some other areas covered in the MSDS are:
   - A. Product Identification
   - B. Hazardous Ingredients
   - C. Physical Data
   - D. Fie and Explosion Data
   - E. Health Hazard Data
   - F. Reactivity Data
   - G. Spill or Leak Procedures
   - H Special Handling/Protection/Use
   - I. Special Precautions
2. HMIS Code – this system rates the severity of the chemical in terms of health, flammability, and reactivity and personal protective equipment required. Note that 0 is the least hazardous and a rating of 4 is the most hazardous.

Hazardous Material Communication

The hazardous chemical communication training is required annually by OSHA. The core requirements of this law is to ensure that information regarding any hazardous materials being used or generated within the facility is communicated to all affected employees.

The two tools are:

1. Material Safety Data Sheets (MSDS)
2. Hazardous Materials Identification System (HMIS Labeling)

Material Safety Data Sheets (MSDS)

MSDSs describe in detail important information on each chemical we have at our facility. typical MSDSs contain the manufacturer's name, address, and emergency information and phone numbers. They must, by law, also list:

A. Product identification – Listing the product trade name and chemical name

B. Hazardous Ingredients – Chemical names of hazardous ingredients and exposure limits.

C. Physical Data – Describes chemical and physical properties, such as boiling points, appearance, and odor.

D. Fire and Explosion Data – Describes flash points, how to extinguish, and unusual fire fighting requirements and explosion potential.

E. Health Hazard Data – Describes effects of overexposure, both single and long term, routes of entry into the body (skin, lungs, mouth), and also emergency first aid procedures.

F. Reactivity Data – Describes chemical stability, reactivity with water in fire fighting and hazardous decomposition products.

G. Spill or Leak Procedures – Describes special steps that should be taken during a spill, evacuation, proper protective clothing, and elimination of ignition sources.

H. Special Handling/Protection/Use – Tells when respirators, gloves, and any other protective equipment is needed.

I. Special Precautions – Any other critical information on handling/storage.

Hazardous Materials Identification System (HMIS Labeling)

Key Points to remember about the HMIS Labeling System:

A. This system uses a four color strip box or diamond shape with colored sections to represent:
   1. Health (BLUE)
   2. Flammability (RED)
   3. Reactivity (YELLOW)
   4. Personal Protection (WHITE)

B. In each selection there is a number or letter. Health, flammability, and reactivity are rated on a scale of 0 to 4. Zero (0) represents a minimal hazard. Four (4) represents a severe hazard.

C. The personal protective equipment rating each of the letters in the white personal section of the label represents a specific combination of personal protective equipment.

Labels marked with an "X" means these materials require special attention. You should see your supervisor before handling it.

Hazardous Non-Routine Tasks

Prior to starting work on a hazardous, non-routine task, each employee will be given information about hazards involved. This information will include:

1. Specific chemical hazards
2. Protective/safety measures that employee can take.

TIM GUISHARD ENTERPRISES
Safety Program

Hazard Communication Training Roster

Due to OSHA Regulations, this sheet must be signed by all persons attending and kept as documentation.

Date: _____ Project: _____

Time: _____ Job #: _____

Discussion Leader: _____ Location: _____

Topic: _____

Attendees:

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

Comments/Suggestions: _____
_____
_____
_____
_____

Date of Next Meeting: _____ Signed: _____

Hazardous Communication Checklist

1. Job superintendent obtains and maintains a copy of the Company's Hazard Communication Program.
2. Appoint Job Hazard Communication Coordinator.
3. Communicate in writing as part of the formal contracts to contractors and subcontractors the applicability of the Company's Hazard Communication Program.
4. Develop and maintain a list of all hazardous chemicals on the jobsite.
5. Inform all employees of the Company's Hazard Communication Program's requirements.
6. Project Managers and Foremen verify that all employees:
   A. Have been trained and informed of job hazards before they work with hazardous chemicals.
   B. Wear, use, maintain, and service personal protective equipment that is assigned.
   C. Have received information and training for hazardous materials at the time of initial assignment to the work area.
   D. Have been trained to use hazardous chemicals for non-routine tasks.
7. Obtain MSDSs from subcontractors.
8. Maintain MSDSs on the jobsite.

Information Required on Material Safety Data Sheets

Each Material Safety Data Sheet must contain, as a minimum, the following information:

1. The specific chemical identity of the hazardous substance and other names or, if I is a mixture, its components (over 1% or 0.1% if a carcinogen) that contribute to the hazard of the mixture.
2. The Chemical Abstract Service (CAS) number of the hazardous substance, and/or the CAS numbers of all ingredients that have been determined to be health hazards. Note: CAS numbers are not required by the federal standard.
3. The potential for fire and/or explosion, including flash point, explosive limits, auto-ignition temperature, etc.
4. The physical properties of the hazardous substance, including vapor pressure, boiling point, percentage of volatility, etc.
5. Reactivity. Any conditions that may cause a dangerous reaction must be included.
6. The health risks of over-exposure, including both acute and chronic effects.
7. Any medical conditions that are generally recognized as being aggravated by exposure to the substance.
8. The primary route(s) of entry, including inhalation, skin contact, eye contact, and ingestion.
9. The OSHA Permissible Exposure Limit (PEL), ACGIH Threshold Limit Value (TLV), and any other exposure limit used or recommended by the person preparing the MSDS.
10. Whether the substance is a carcinogen according to the regulation. If an ingredient is a carcinogen, it must be identified as a carcinogen. If its concentration is 0.1% or greater of a mixture, the entire mixture must be labeled as a carcinogen.

11. Personal protective equipment. The information should be specific, for example: type of respirator to be used, glove materials, etc.
12. Emergency and first aid procedures. What to do in case of inhalation, skin contact, eye contact, and ingestion.
13. Spills/disposals. Practical guidance that can be used in an emergency to control a spill and protect employees.
14. Fire conditions. How firefighters should protect themselves and others, extinguishing media and hazardous combustion by-products.
15. The date of preparation of the MSDS, and/or the date of the latest revision. If an MSDS is revised, this should be so noted.
16. The name, address, and telephone number of the person preparing the MSDS.>
17. An explanation in lay terms of the specific potential health risks posed by the hazardous substance that can be understood by persons without medical training.
18. Any generally known precautions for safe handling and use of the hazardous substance.

Material Safety Data Sheet

I. Product Identification
Trade Name (as labeled)
Manufacturer's Name, Address, and Phone Number
Date prepared or revised
Name of preparer

II. Hazardous Ingredients
Chemical Names
CAS Numbers
Percent
Exposure
Limits in Air (indicate units)
ACGIH TLV
OSHA PEL
Other (specify)

III. Physical Properties
Vapor density (air = 1)
Melting Point or range, °F
Specific gravity
Boiling point or range, °F
Solubility in water
Evaporation rate (butyl acetate = 1)
Vapor pressure, mm Hg at 20°C
Appearance and odor
How to detect the substance (warning properties of substances as a gas, vapor, dust, or mist)

Note: If any item is not applicable, or no information is available, the space must be marked to indicate that.

This form is provided by Cal/OSHA to assists MSDS preparers and users. Any format may be used as long as it contains all the required information.

Note: All required categories must be addressed. If any item is not applicable, or no information is available, the space must be marked to indicate that.

IV. Fire and Explosion

Flash Point, °F (give method)
Auto Ignition temperature, °F
Flammable limits in air, % by volume: lower (LEL) / upper (UEL)
Fire extinguishing materials: (water spray, carbon dioxide, foam, dry chemical, other)
Special firefighting procedures
Unusual fire and explosion hazards

V. Health Hazard Information

Symptoms of Overexposure)for each potential route of exposure)
Inhaled
Contact with skin or eyes
Absorbed through skin
Swallowed

Health Effects or Risks from Exposure: Acute / Chronic / Reproductive

Medical Conditions Aggravated by Exposure

Potential or Suspended Cancer Agent

VI. Reactivity Data

Stability: Stable Unstable
Incompatibility (materials to avoid)
Hazardous Polymerization: May Occur Will Not Occur
Conditions to Avoid
Hazardous Decomposition Products (including combustion products)

VII. Spill, Leak, and Disposal Procedures

Spill Response Procedures (including employee protection measures)
Preparing Wastes for Disposal (container types, neutralization, etc.)
Note: Dispose of all wastes in accordance with federal, state, and local regulations

VIII. Special Handling Information

Ventilation and engineering controls
Respiratory protection (type)
Eye protection (type)
Gloves (specify material)
Other clothing and equipment
Work practices, hygienic practices
Other handling and storage requirements
Protective measures during maintenance of contaminated equipment

HMIS Labeling Program

The HMIS Labeling Program uses numbers and letters as codes on white, blue, red, and yellow labels. The white sections of the label identify the chemical name and the type of personal protective equipment required to handle the chemical safely. The blue, red, and yellow sections identify the hazard index number as follows:

Blue – Health Hazard Rating

0. Minimal Hazard – No significant risk to health
1. Slight Hazard – Irritation or minor reversible injury possible
2. Moderate Hazard – Temporary or minor injury may occur
3. Serious Hazard – Major injury likely unless prompt action is taken and medical treatment is given
4. Severe Hazard – Lie threatening major or permanent damage may result from single or repeated exposure.

The asterisk (*) identifies that chemical as being a carcinogen, suspected carcinogen, or reproductive hazard.

Red – Flammability Hazard Rating

0. Minimal Hazard – Materials which are normally stable and will not burn unless heated
1. Slight Hazard – Materials that must be preheated before ignition will occur
2. Moderate Hazard – Materials which must be moderately heated before ignition will occur
3. Serious Hazard – Materials capable of ignition under almost all normal temperature conditions
4. Severe Hazard – Very flammable gases or very volatile flammable liquids with flash points below 73°F and boiling points below 100°F

Yellow – Reactivity Hazard Rating

0. Minimal Hazard – Materials which are normally stable even under fire conditions and which will not react with water
1. Slight Hazard – Materials which are normally stable but can become unstable at high temperatures and pressures; may react with water
2. Moderate Hazard – Materials which are normally unstable and will readily undergo violent chemical change; may also react violently with water
3. Serious Hazard – Materials capable of detonating or explosive reaction but require a strong initiating source
4. Severe Hazard – Materials that are readily capable of detonation or explosive decomposition at normal temperatures and pressures

Hearing Conservation Program

Purpose
To comply with General Industry Safety Orders, Section 5097: Hearing Conservation Program.

Procedure
A. Audiometric Testing

1. Baseline Audiograms will be conducted for all employees whose exposures equal or exceed an EIGHT (8) HOUR TWA of 85 decibels.

   This testing must be preceded by at least 14 HOURS without exposure to workplace noise. Hearing protectors MAY BE USED as a substitute for the requirements that base audiograms be preceded by 14 HOURS without exposure to workplace noise.

2. Audiometric testing will be conducted annually for all employees exposed to a TWA at or above 85dB.
3. If a comparison of the annual audiogram to the baseline audiogram indicates a standard THRESHOLD shift as defined by OSHA, the employee shall be informed of this fact IN WRITING with 21 DAYS f the determination.
4. Unless a physician determines that the standard threshold shift is not work related or aggravated by occupational noise exposure, the employer shall ensure that the following steps are taken when a standard threshold shift occurs:
   a. Employees not using hearing protectors shall be fitted with hearing protectors, trained in their use and care, and required to use them.
   b. Employees already using hearing protectors shall be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation, if necessary.
   c. The employee shall be referred for a clinical audiological evaluation or an audiological examination, as appropriate. If additional testing is necessary or if the employer suspects a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors.
   d. The employee is informed of the need for an audiological examination, if a medical pathology of the ear that is unrelated to the use of hearing protectors is suspected.
5. All new employees will be given a pre-placement audiogram to establish a baseline.

B. Monitoring – Sound Level Measurements

1. Monitoring will be conducted whenever any employee's noise exposure equals or exceeds an eight (8) hour TWA or 85 decibels.
2. A noise survey will be repeated whenever a change in production, process, equipment, or controls increases noise exposure to the extent:
    a. That employees previously exposed below 85 dB are exposed at or above 85dB.
    b. Attenuation provided by hearing protectors being used by employees may be rendered inadequate.
3. Each employee exposed at or above an 8-hour time weighted average or 85dB will be notified of the results of the monitoring.
4. Union representation will be given an opportunity to observe any noise measurements conducted.

C. High Noise Level Areas

1. Certain areas produce noise levels greater than 85 dB. These areas are posted with signs informing employees that hearing protectors are required. All personnel who work in these designated high noise level areas must wear ear protection.
2. Those required to wear protection may wear either of the following types:
    a. Ear Plugs
    b. Approved Earmuffs
3. Employees who work in areas of less than 85 dB noise exposure may feel the need to wear ear protection due to noise sensitivity. If warranted, the use of hearing protectors will be recommended.

D. Training

1. All employees exposed to a TWA of 85 dB or more will be given initial training and annual retraining.
2. The training program should be updated annually.
3. The training program will include:
    a. The effects of noise on hearing acuity.
    b. The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types and instructions on selection, fitting, use and care (usually available from the safety equipment supplier).
    c. The purpose of audiometric testing and an explanation of the test procedures
    d. The company's regulations and enforcement procedures

E. Record Keeping

Audiometric test records will be retained for the projected life of the employee. This record must include:

1. Name and job classification of employee
2. Date of audiogram
3. Examiner's name/company
4. Make, model, and date of last acoustic or exhaustive calibration of the audiometer
5. Employee's most recent noise exposure assessment

The employer shall maintain accurate records of the measurements of the background sound pressure levels in audiometric test rooms.

General

A. Warning Signs

Signs must be posted at entrance or defined work areas in which employees are exposed at or above a TWA of 85 dBA.

B. Cleaning

A. Ear plugs

a. Should be cleaned after each use by washing them with mild soap and water and thoroughly rinsed. They should also be carefully inspected for wear or deterioration and for distortion of the flanges.

b. Disposable earplugs should be discarded after use.

B. 2. Earmuffs

C. Earmuffs must be disassembled for cleaning by removing the ear seams and the soft inner lining. Muffs can be cleaned with cleaner-sanitizer solution or mild soap and water; detergent cleaners should not be used.

D. Earmuff ear seals should b cleaned after each use, using cleaner-sanitizer solution or mild soap and water. At the same time, the seals should be examined for cuts, tears, or other damage and for hardening of the seal material.

E. Earmuff components must be rinsed thoroughly in plain water after cleaning. Wipe dry with a clean cloth. All components should be air dried before reassembling the earmuff. Don't attempt to force-dry the pieces.

F. Cuts, cracks, or tears in an earmuff or ear seal can severely degrade attenuation. A common area of crack formation is along the other seam. Torn or damaged ear seals should be replaced before further earmuff use.

G. The soft foam lining within an earmuff cup is easily replaced if damaged or soiled. An earmuff should never be used without the inner lining in place, since it is responsible for much of the high frequency noise attenuation.

Responsibility

A. Safety Coordinator
1. Arrange for pre-placement audiograms.
2. Maintain audiometric test records.
3. Notify workers of their exposure in writing within twenty-one (21) days of the monitoring.
4. Arrange for annual retraining for all employees exposed to a TWA of 85 dB or greater.
5. Audit the Hearing Conservation Program on a regular basis for compliance.
6. Arrange for noise level surveys ad required.
7. Maintain results of the monitoring on file for at least two (2) years.

B. Manager / Supervisor
1. Responsible for ensuring employees are wearing and maintaining ear protectors as required.
2. Provide training for employees as outlined in Section D, Item 3.

Employees
1. Must wear and maintain their ear protection.

Continuous exposure (85 dBA or greater) can cause permanent loss of hearing. Short term exposure to extremely loud noise (greater than 140dBA) known as acoustic trauma can also cause permanent hearing loss.

<u>Low Intensity / High Intensity Sound Comparisons</u>

40 – 50 dBA	-	Quiet, pleasant sound
60 – 65 dBA	-	Normal city noise
85 – 90 dBA	-	Caution, prolonged exposure can cause hearing loss
100 – 120 dBA		Noise at this level is annoying
120 – 130 dBA		For most people, this is the main threshold
140 – dBA	-	A single exposure may cause permanent hearing loss

Fall Protection Program

This written Fall Protection Plan will supplement our existing written Injury & Illness Prevention Program. The Fall Protection Plan outlines specific engineering and management controls along with task specific fall protection guidelines which will be adhered too when the exposure warrants such actions.

All workers are required to utilize 100% Fall Protection practices, meaning at no time should an employee be exposed to a free fall greater than 7 ½ feet. Several different fall protection height baselines exist for different tasks, as dictated by the current Federal & Cal/OSHA Regulations.

Fall Arrest Requirements

A personal fall arrest system will be utilized to stop an employee during a fall from an elevated work level and to keep him/her from hitting a lower level or structure. The fall arrest systems that all TIM GUISHARD ENTERPRISES employees will be required to use includes either appropriate perimeter railing or approved full body harnesses, shock absorbing lanyards or retractable reels, lifelines and approved anchorage points. The horizontal lifelines will consist of wire cable strung from anchorage point to anchorage point and secured by three Crosby clips.

The site Superintendent or Foreman will serve as the competent person who determines the fall protection measures in relation to the exposure. The following OSHA baselines apply to our operations:

30 foot baseline. You are allowed to perform the following tasks at heights of up to 30 feet (as measured from the employees foot support to ground or the nearest floor level) without implementing fall protection arrest measures:

- ✓ Ironwork connecting/bolting work

20 foot baseline. You are allowed to perform the following tasks at heights of up to 20 feet (as measured from the employees foot support to ground or the nearest floor level) without implementing fall protection arrest measures:

- ✓ Roofing operations

15 foot baseline. You are allowed to perform the following tasks at heights of up to 15 feet (as measured from the employees foot support to ground or the nearest floor level) without implementing fall protection arrest measures:

- ✓ Ironworker structural steel work
- ✓ Carpentry work on top of beams, purlins, joists, and top plates of floors, walls, decks, thrustouts, and similar locations.
- ✓ Carpentry work on or between trusses for roofs and similar locations.
- ✓ Installing/working on wood panel/steel panel floor decking and on sloped surfaces no steeper than 40 degrees and roof sheathing on sloped roof surfaces no steeper than 7:12.

7½ foot baseline. You are allowed to perform the following tasks at heights of up to 7½ feet (as measured from the employees foot support to ground or the nearest floor level) without implementing fall protection arrest measures:

- ✓ Ladders (when work is being performed while on)
- ✓ Walking and working surfaces
- ✓ Unprotected sides and edges
- ✓ Holes (floor, roof and skylight openings)
- ✓ Formwork
- ✓ Ramps, runways, and other walkways
- ✓ Excavations (exception: greater than 6 feet deep and wider than 30 inches)
- ✓ Wall openings (exception: greater than 4 feet of drop to lower level)
- ✓ All other leading edge work

6 foot baseline. You are allowed to perform the following tasks at heights of up to 6 feet (as measured from the employees foot support to ground or the nearest floor level) without implementing fall protection arrest measures:

- ✓ Rodbuster re-bar work while working above rebar.

0 foot baseline. You are required to tie-off (fall arrest) as soon as enter the work platform of a manbasket.

Fall Restraint Requirements

A fall restraint system is used to prevent an employee from reaching a fall exposure.

The approved TIM GUISHARD ENTERPRISES method for fall restraint operations includes either working from behind an approved railing/barrier (set back 6 feet from leading edge) or utilizing full body harnesses, shock absorbing lanyards or retractable reel, anchorage point attachments and approved anchorage points set-up so the worker cannot reach the fall exposure point. The horizontal lifelines will consist of wire cable strung from anchorage point to anchorage point and secured by three Crosby clips.

Fall Protection "Code of Safe Practices"

1. All fall protection equipment/systems shall be used in a manner as prescribed by the manufacturer.
2. Retractable reel lanyards are preferred, however, shock-absorbing lanyards may be used. The combination of a retractable reel and a shock-absorbing lanyard shall not be used together.
3. All foremen must provide safety harnesses and lanyards to their workers when fall protection is required.
4. All shock-absorbing and retractable reel lanyards must be equipped with locking snap hooks.
5. A lanyard will be removed from service when evidence of wear is detected or if the lanyard has had a load applied.
6. A lanyard and/or full body harness must be destroyed if the system is tested or put to the test in an actual fall situation.
7. The anchorage (tie off point) must be capable of withstanding a minimum 5,000-lbs. tensile strength ***per*** worker tied off.
8. Anchorage (tie off) must generally be above the worker's head.
9. Anchorage must be high enough and lanyard short enough that the worker will not strike any lower level should a fall occur.
10. All horizontal lifelines will consist of wire cable strung from anchorage point to anchorage point and secured by three Crosby clips.

Training

11. Foremen and/or designated company approved individuals will be provided with worker fall protection training. Training must include, at a minimum:
    A) The nature of the fall hazards in the work area;
    B) The correct procedure for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used;

C) The use and operations of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used;

D) The role of each worker in the safety monitoring system when this system is used;

E) The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs;

F) The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection; and

G) The role of workers in fall protection plans.

Floor, Roof, and Wall Openings

12. To control conditions where there is a danger of workers or materials falling through floor, roof, or skylight openings, such openings will be protected with standard railing and toeboard or cover. If a cover is used, the cover will safely support the greater of the weight of a 200 pound person, or twice the weight of employees, equipment, and materials imposed on the cover at any one time. The cover must be secured from removal or displacement and marked with a warning sign (i.e., OPENING, DO NOT REMOVE).

13. Wall openings, from which there is a drop of more than 4 feet, and the bottom of the opening is less than 3 feet above the working surface, will be protected by standard guardrailing (top rail and midrail as required) and toeboard.

14. All floor, roof, and wall opening protection will be maintained at all times.

15. Standard Railing: A standard railing will consist of a top rail, intermediate (mid) rail, toeboard and posts:

    A) The top rail will be between 42 and 45 inches from the upper surface of the rail to the floor, platform, or ramp level. The top rail will have a smooth surface throughout its length and be made of at least 2-inch by 4-inch stock, 3/8-inch double-clamped wire rope or its equivalent. It will be secured to withstand a 200-pound, horizontal or vertical force with minimum deflection.

    B) The midrail will be halfway between the top rail and the floor, runway, platform, or ramp. The ends of the rail will not overhang the terminal posts except when it does not constitute a projection hazard. The midrail will be made of at least 1-inch by 6-inch stock or its equivalent.

    C) The toeboard will have a 4-inch (nominal) minimum height from top edge to floor level, and will be securely fastened in place, with no more than 1/4 inch clearance above the floor level.

    D) Wooden railing posts (verticals) will be made of at least 2-inch by 4-inch stock or its equivalent, and be spaced so as not to exceed 8 feet on center.

16. Other Railings: Other types, sizes and arrangements of railing construction are acceptable, provided they meet the following requirements:

    A) A smooth surfaced top rail approximately 42 inches above the floor.

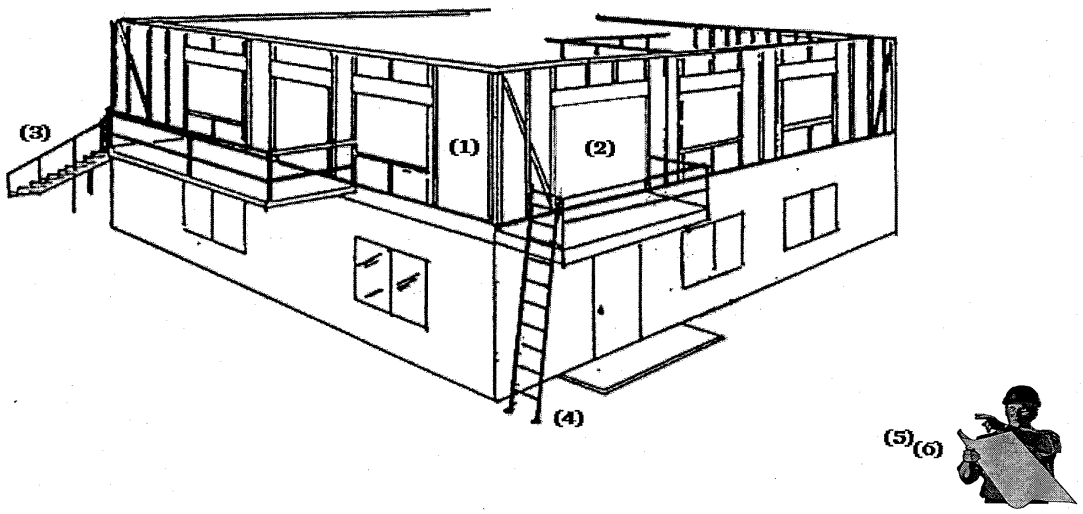
    B) Strength to withstand the minimum of 200 pound top rail pressure with a minimum of deflection.

17. For specific material requirements, refer to OSHA requirements.

18. Stair Railings: The construction of stair railings will be similar to that of standard railing. The vertical height, however, will not be more than 34 inches or less than 30 inches from the top rail to the surface of the tread in line with the face of the riser at the forward edge of the riser (i.e., the tread nosing). All handrails will be provided with a minimum clearance of 3 inches between the handrail and any other surfaces or objects.

19. Covered Floor Opening: Floor opening covers will be capable of supporting the maximum intended floor load and installed so as to prevent accidental displacement. Covers will be distinctively marked and anchored. For purposes of covering, a floor opening is defined as any opening up to 16 square feet. All others must be protected with top and intermediate rail and toeboard.

Task Specific Standard Operating Practices



RESIDENTIAL CONSTRUCTION - MULTI ACTIVITIES

ID	Title 8	SUBJECT	DESCRIPTION
(1)	1632 j 1632 b	Wall opening- wall stud spacing does not allow opening of 18 inches. Floor openings	Doorways & windows (opening is less than 3 ft. above work surface-ie. low window sill may require top rail) must be guarded. Floor openings 12 inches or more and any depth shall be covered (secured and marked) or guarded by railing.
(2)	1621	Railings and Toeboards (toeboards when workers are exposed underneath).	All open sides of elevated platforms, balconies, and landings 7 ½ ft. or more high must have guardrails and toeboards.
(3)	1629	Permanent or temporary stairways - 2 or more story construction	Provide stairway at least 24 inches wide, with handrails, treads and landings (landings to be railed on open sides).
(4)	1675 1676	Ladders-safe access Job-made ladders	Ladders must extend 36 inches above landing and be secured from displacement-face ladder using both hands. Use only properly constructed ladder.
(5)	1670 a	Approved personal fall arrest/restraint	Shall be worn for work other than 1669 and 1637, for fall distance more than 71/2 ft. from open perimeter, unprotected sides and edges of structure.
(6)	1509-1511, 1513, 1514	Code of safe work practices, training & instructions, & housekeeping	Adopt, post and follow work practices to include slippery surfaces, tripping hazards, instructing upon hiring and removing construction debris.

This plan shall be reviewed on an annual basis by a Competent Person to determine if additional practices, procedures or training needs to be implemented. The Competent Person is required to notify the Qualified Person whenever changes to this Fall Protection Plan are necessary to have been made. Worker (s) shall be notified and trained in any new procedure. A copy of this plan and all approved changes shall be maintained at the job site.

Electricity Safety Program

Purpose

Electricity travels over "conductors" – anything that allows electricity to flow. Electricity always tries to reach the ground. Excellent conductors include people, water, damp floors, or metal. An "insulator" is the opposite of a conductor. Electricity cannot flow easily through insulators like plastic, rubber boots, dry wood, or glass. The purpose of this program is to provide important electric safety rules.

Electric Safety

Protect yourself by following these important rules for electric safety:

Don't use any appliance or machinery while you are touching metal or anything wet.

Unplug machinery and appliances before cleaning, inspecting, repairing, or removing anything from them.

Keep electrical equipment, machinery, and work areas clean. Oil, dust, waste, and water can be fire hazards around electricity.

Keep access to panels and junction boxes clear.

Move flammable materials away from electric heat sources and lights.

Know the locations of fuses and circuit breakers.

If you are not trained to work in high voltage areas, do not enter them – even in an emergency.

Make sure all electrical equipment is properly grounded.

Plug power tools into grounded outlets installed with Ground Fault Circuit Interrupters (GFCIs).

Check with local utility before you dig or work near suspended power lines. A "live" line is very dangerous.

If someone has been shocked, separate the victim from the current before doing first aid. If you can't turn off electricity easily, use rope, wood, or other insulator to pull the victim away.

Use "C" rated extinguisher for electrical fires. Never use water.

Report unsafe conditions such as the following to your supervisor:

Shocking, sparking, overheating, or smoking machinery

Corroded outlets, switches, and junction boxes

Extension cords in permanent use

Exposed wiring, broken plugs, outlets, or walls missing box covers or faceplates

Outlets in damp areas without GFCIs.

Ground Fault Circuit Interrupters

All 120-volt, AC, single-phase, 15- and 20-ampere receptacle outlets on construction sites not part of the permanent wiring of the building or structure and which are in sue by employees shall have approved Ground Fault Circuit Interrupters for personal protection. Receptacles on a two-wire, single phase portable or vehicle-mounted generator rated not more than 5 K W, where the circuit conductors of the generator are insulated from the generator frame and all their grounded surfaces need not be protected with ground fault circuit interrupters.

Feeders supplying 15- and 20-ampere receptacle branch circuits shall be permitted to be protected by a ground fault circuit interrupter approved for the purpose in lieu of the above provisions.

Exception An individual cord set, supplied from a receptacle on a 15- or 20-ampere branch circuit which is part of the permanent wiring of that building or structure, shall not be required to comply with the ground fault circuit interrupters or assured equipment ground conductors programs.

Electrical Grounding Program

The "Assured Equipment Grounding Conductor Program" is intended to assure a thorough inspection of all small, portable, electric hand tools, electrically powered shop equipment, extension cords, and all temporary electrical circuits. One or more competent individuals should be designated by your employer to check this equipment. They will identify existing and predictable hazards in tools, cords, and other pieces of electrical equipment. They should have the authority to take prompt corrective measures. Any defective equipment must be removed from service and tagged **"Defective – Do Nut Use"** until repairs are made.

The inspector shall check all cord and/or plug-connected equipment required to be grounded, all cord sets, and receptacles which are not a part of the permanent wiring of the building or structure. All equipment grounding conductors must be tested for continuity (all conductors are required to be electrically continuous). Each receptacle and attachment cap or plug should be inspected for correct attachment of the grounding conductor. All double-insulated tools and equipment should be checked for physical damage. These tests re required **every three months** and should be performed **before first use**, before equipment is returned to service **following repairs**, and before equipment is used after any incident which can be reasonably suspected to have caused damage (for example, after a cord set is run over – yes, this is sufficient reason to test the cord).

Finally, a record of the testing is needed. The test record should identify each receptacle, cord set, and cord and/or plug-connected tool or piece of equipment that passed the test. Each item shall be coded by use of a piece of colored tape, placed on the end of each plug, receptacle, cord, or tool checked. You may use any type color you choose as long as it is clearly documented in the test record. The colors we recommend are used by the National Electrical Association. The tape color must be changed quarterly.

Exception: An individual cord set, supplied from a receptacle on a 15- or 20-ampere branch circuit which is part of the permanent wiring of that building or structure, shall not be required to comply with the ground fault circuit interrupters or assured equipment grounding conductors programs.

Cranes and Rigging

Equipment used to hoist materials or personnel shall be erected, inspected, and operated according to applicable state, federal, and local regulations.

The TIM GUISHARD ENTERPRISES Foreman on site supervising the activity must verify that the crane operator's license and certification is current and valid. A current annual inspection report for hoisting equipment should be available and reviewed prior to operation. this report is a requirement of federal and state regulations.

Cranes, hoists, motor vehicles, elevators, and heavy equipment shall be operated and maintained in conformance with established standards and inspected prior to use on each shift. All deficiencies must be repaired before the equipment can be used.

Operators of such equipment shall keep all inspection records required by law. The set-up location shall be determined by the crane operator.

Rated load capacity charges, recommended operating speeds, special hazards warnings, and other essential information shall be posted conspicuously on all cranes, hoists, and other equipment.

Standard hand signals shall be used and agreed upon by the operator and the person giving signals.

Routine maintenance, fueling, and repairs shall not be performed while equipment is in use or when the power is on.

Employees shall wear a face shield when handling or recharging batteries or using jumper cables.

Cranes

1. Areas accessible to employees within the swing radius of all cranes shall be barricaded to prevent injury by the counterweight.
2. employees shall not ride the hook or load.
3. A fire extinguisher rated at least ABD shall be located in the cab of each crane.
4. Safety latches are required on all crane hooks.
5. No crane or other equipment shall be operated within 10 feet of energized electrical transmission or distribution lines.
6. The minimum clearance between lines rated over 50 KV and any other part of the crane or load shall be 10 feet and 16 feet for voltages up to 750 KV.
7. A designated employee shall observe clearance of the equipment and give timely warning for all operations where the operator's vision is obstructed.
8. Any overhead line shall be considered energized unless a utility company representative verifies otherwise.

Respiratory Protection Program

General

When it is not feasible to render the environment completely safe, it may be necessary to protect the worker from contact with airborne contaminants. Personal protective equipment will be provided and used where it is not possible to enclose or isolate the process or equipment, to provide adequate ventilation, to use other control measures,. or where there are short exposures to hazardous airborne concentrations of contaminants.

Designs of respiratory protective devices vary in application and protective capability. The management must, therefore, assess the inhalation hazard and understand the specific use and limitations of available equipment to assure proper selection. Not all types of respiratory protective devices are covered by current approval schedules. It is desirable, however, to select approved equipment whenever possible (ANSI X58.2).

This program acknowledges that worker acceptance is the key factor in any successful Respiratory Protection Program (RPP).

Responsibility

The **Safety Coordinator** shall assist with the following:

1. Formulation and updating of the RPP.
2. Act in an advisory capacity on all matters pertaining to the RPP.
3. Validate that the RPP complies with all federal, state, and OSHA regulations and updates.
4. Make periodic jobsite inspections where the RPP is being used to monitor and/or review applications.
5. Provide training, or access to specific training, for all managers, supervisors, and employees relative to the RPP.
6. Review and validate procedures and methods provided by other entities/vendors with respect to the RPP as applicable.
7. Advise Project Manager/Superintendent of locations and applications for the RPP.
8. Provide appropriate selection of Respiratory Protection Equipment (RPE) for utilization.
9. Communicate with certified industrial hygienist where applicable.
10. Notify Owner/General Contractor when and where the RPP is being utilized, as appropriate.

The **Project Manager** shall:

1. Advise the Safety Coordinator when and/or where an RPP situation is, or could be, encountered.
2. Orient employees on procedures, and emergency procedures, when the RPP is applicable.
3. Monitor and enforce proper use of the RPP.
4. Maintain equipment.

The **Employee** shall:

1. Follow all instructions and directions given regarding the RPP.
2. Immediately inform Project Manager/Superintendent when an RPP condition is believed to exist.
3. Inform supervision of any medical or health related problems or concerns which, when using the RPP, could adversely affect their own or their co-workers' progress.
4. Be aware of all emergency procedures where the RPP may be utilized.

Selection

Selection of appropriate respirators will be determined after evaluating the task and application to be performed. This process will include, at a minimum:

1. Evaluation of the work environment, i.e., trenches, confined space, buildings, ventilation, etc.
2. Evaluation of the task to be performed, i.e., welding, caulking, painting, etc.
3. Evaluation of potential exposures, i.e., dust, mist, metal fumes, aerosols, toxic fumes, chemicals, etc.
4. Evaluation of emergency procedures.

Following evaluation of the work environment and potential hazardous exposures, final selection of proper RPE shall be determined. This decision will include consideration for potential exposure levels and required protection levels necessary to ensure maximum personal protection.

Training

Minimum training for both respiratory user and supervisors shall include the following:

1. Instruction in the nature of the hazard, whether acute, chronic, or both, with an honest appraisal of what may happen if the respirator is not used properly.
2. Explanation of why more positive control is not immediately feasible. This shall include recognition that every reasonable effort is being made to reduce or eliminate the need for a respirator for the particular purpose.
3. A discussion of why this is the proper type of respirator for the particular purpose.
4. A discussion of the respirator's capabilities and limitations. (This information should be available from the manufacturer.)
5. Instruction and training in actual use of the respirator (especially a respirator for emergency use). This is to include having the respirator fit properly, testing the face piece-to-face seal, and cleaning.
6. Special training such as field training to recognize and cope with emergency situations.

Maintenance and Care of Respirators

A. Inspection

1. All respirators shall be inspected routinely before and after each use.
2. A respirator that is not routinely used but is kept ready for emergency use shall be inspected at least monthly
3. Self-contained breathing apparatus shall be inspected monthly. Air and oxygen cylinders shall be fully charged according to the manufacturer's instructions. It shall be determined that the regulator and warning devices function properly.

4. A record shall be kept of inspection dates and findings for respirators maintained for emergency use.
5. Respirator inspection shall include a check of the tightness of connections and the condition of the face piece, headbands, valves, connecting tube, and canisters. Rubber or elastomer parts shall be inspected for pliability and signs of deterioration. Stretching and manipulating rubber or elastomer parts with a massaging action will keep them pliable and flexible and prevent them from taking a set during storage.
6. Frequent random inspections shall be conducted by a qualified individual to assure that respirators are properly selected, used, cleaned, and maintained.

B. Cleaning and Disinfection

1. Remove any filters, cartridges, or canisters.
2. Wash face piece and breathing tube in an acceptable cleanser-disinfectant or detergent solution. Use a hand brush to facilitate removal of dirt.
3. Rinse completely in clean, warm water.
4. Air dry in a clean area.
5. Clean other respirator parts as recommended by the manufacturer.
6. Inspect valves, head-straps, and other parts; replace with new parts if defective.
7. Insert new filters, cartridges, or canister; make sure seal is tight.
8. Place in plastic bag or appropriate container for storage.

C. Repair

Replacement or repairs are to be performed by an experienced and qualified person, with parts recommended by the manufacturer. No attempt shall be made to replace components or to make adjustments or repairs beyond the manufacturer's recommendations.

D. Storage

1. After inspection, cleaning, and the necessary repairs, respirators shall be stored to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals.
2. Respirators should be packed or stored so that the face piece and exhalation valve will rest in a normal position and function will not be impaired by the elastomer resting in an abnormal position.
3. Respirators placed at stations and work areas for emergency use should be stored in compartments built for the purpose, be quickly accessible at all times, and be clearly marked.

Dust Hazards Present at Worksites

Various types of dusts and other airborne particulates may be encountered at TIM GUISHARD ENTERPRISES job sites. In most cases, taking basic steps will significantly reduce the potential hazards associated with these materials. Dust is formed when solids are broken down by drilling, grinding, demolition, or sanding. Direct examples include concrete cutting, jackhammers, and sandblasting. Materials involved may include concrete, bricks, tiles, wood, and metal. If dust hazards are created at a work site, whether by TIM GUISHARD ENTERPRISES personnel or other contractors, the following steps shall be taken:

1. Assess the location of the job site. Factors such as being outside, wind, and little if any dust being created will negate most health concerns. These factors also eliminate the need for engineering controls or respiratory protection.
2. Identify the material that is creating the dust. If asbestos is suspected, notify your supervisor immediately and take steps to halt the operation if asbestos dust is being created. If adequate procedures are in place, do not change or interfere with the operation.
3. Determine the time of exposure. A simple operation of cutting concrete should not create enough dust in a few minutes to create a short-term or long-term health consideration. If potential exposure is going to be longer, then consider the next two steps.
   A. Use water as an engineering control to dampen any surface such as concrete, brick, or tile that is going to create dust when cut, drilled, or sanded. Be careful of water use when the threat of electrical shock is present. Wetting down exposed surfaces may also create a slip hazard as well as lead to potential flooding of spaces such as trenches.
   B. The preferred method of protection against dust hazards is the proper use of comfort masks. These are the disposable “paper” filter masks that cover the mouth and nasal passages. Ensure the mask fits as best as possible by pinching down on the nose claim and being clean-shave.

      Warning: These masks provide a high level of protection for dusts created on a worksite, but do not provide protection against other respiratory hazards such as gases or oxygen deficiency.

Finally, a certain amount of dust hazards may be present on a job site that no specific job action can reduce. This can be caused by vehicle traffic, agricultural use such as soil tilling, and general air pollutants. If at the end of the day your throat feels sore or scratchy, you will normally feel better within a day or two with no adverse or long-term effects.

Trenching and Excavation

Excavations, Trenches, Earthwork

1. No work will be permitted in, or adjacent to, any excavation until a reasonable examination of same has been made to determine any unsafe conditions which may exist.
2. All excavations greater than 5 feet in depth must be either shored or sloped in accordance with Cal/OSHA requirements.
3. All excavations greater than 5 feet must have a permit issued by Cal/OSHA.
4. Shoring systems shall consist of wood timbers, or equivalent, with sheeting or sheet piling as needed to sustain all existing loads. Shoring systems, other than those described in the Cal/OSHA safety orders, must be designed by a Civil Engineer registered in California.
5. When trench jacks are used to hold uprights in place, the top jack must be installed first from the top prior to entering the trench.
6. All soil material shall be prevented from falling back into the area where workers are. In no case shall excavated material be placed closer than 2 feet from the edge of excavations.
7. Work shall, at all times, be under the supervision of someone with the knowledge and authority to modify the shoring system or work methods in order to provide greater safety.
8. Removal of shoring shall not take place until provisions have been made to protect workers from the hazards of moving ground.
9. In all trenches 4 feet or deeper, an access ladder is to extend 3 feet above the edge of the trench and at intervals which provide an access and egress within 25 feet of a worker.

Lead Exposure Program

Objective
The objective of this Compliance Program is to inform all employees and subcontractor employees of the appropriate controls necessary if exposure to airborne concentrations of lead may exceed the action level of 30 micrograms per cubic meter or the PEL of 50 micrograms per cubic meter for lead established by the OSHA lead standard in 29 CFR 1926.62.

Purpose
The compliance program establishes criteria and/or methods that we will employ to reduce employee exposure to lead, dust, or fumes that may be generated. It also details our medical surveillance and removal programs.

Control Measures to Prevent Lead Exposure
Specific measures designed to control or eliminate employee exposure to lead will be developed as jot or task requirements dictate. Site specific plans will be developed with input from appropriate specialists and experts.

Lead Removal Activities
It is our policy to decline participation in these activities. If removal is included in the project's scope of work, we will negotiate for its removal or explore the use of appropriate subcontractors.

Air Monitoring Schedule
If any worker is or will be potentially exposed to airborne concentrations of lead, initial monitoring of the work place will be conducted. The purpose of exposure monitoring will be to: identify sources of exposure; select the appropriate respirator and monitor effectiveness of work practices in controlling exposures; recognize the need for modifying exposure/control practices including the need for additional engineering controls; and determine the need for medical monitoring.

Initial Monitoring
Initial monitoring will be conducted to determine if exposures are below the action level. Initial monitoring will be conducted on high-risk employees. All exposure monitoring will consist of personal breathing zone samples which are representative of the high risk employee's regular, daily exposure to lead over a full shift (8 hours) and will consist of at least one sample for each job classification in each work area, either for each shift or for the shift with the highest exposure level. If exposure-monitoring results indicate exposures are all below the action level, no further monitoring will be required except when there are changes in activities.

Task Triggers
When initial exposure assessment is impractical to determine actual employee exposure, the following trigger tasks will determine the use of appropriate respiratory protection and will determine if personal protective clothing and equipment change areas, hand washing facilities, biological monitoring, and training will be required.

Task I: Manual demolition, scraping, sanding, and power tool cleaning with dust collection system. Exposure at 10 times the PEL is assumed.

Task II: Lead burning, rivet busting, power tool cleaning without dust collection systems, clean-up activities where dry expendable abrasives are used, and abrasive blasting containment movement and removal. Exposure in excess of 500 micrograms per cubic meter is assumed.

Task III: Abrasive blasting, welding, cutting, and torch burning. Exposure in excess of 2,500 micrograms per cubic meter is assumed.

Initial Monitoring Results
When initial monitoring is conducted, the results will be reviewed by the Safety Coordinator. Appropriate control steps will be implemented. Several of those control steps are summarized in the sections that follow.

Above Action Level
If the initial monitoring indicates employee exposure to be at or above the action level but at or below the PEL, monitoring will be performed every six (6) months. Monitoring will continue at the required frequency until at least two consecutive measurements, taken at least seven (7) days apart, are below the action level. At all times, the monitoring may be discounted for that employee.

Above the PEL
If the initial monitoring determination reveals that employee exposure is above the PEL, monitoring will be performed quarterly. Quarterly monitoring will continue until at least two consecutive measurements, taken at least seven (7) days apart, are at or below the PEL but at or above the action level. At that time, the monitoring will be repeated at least every six (6) months.

Periodic Exposure Monitoring
Exposure monitoring will be initiated upon:

1. Request by an employee
2. Any employee's complaints of symptoms which may be attributable to exposure to lead
3. More frequently as determined by the competent person assigned to the project.

Employees have the right to observe the exposure monitoring procedures.

Employee Notification
Within five (5) working days after the completion of the exposure assessment, each employee will be notified in writing of the results that represent the employee's exposure. Whenever the results indicate that the representative employee's exposure, without regard to respirators, is at or above the PEL, the written notice will state that the employee's exposure is at or above the level and describe the corrective action taken or to be taken to reduce exposure to below that level. Results of all monitoring will be posted on the job site in such a manner that the employee's identification will be protected. The results of the exposure assessment will be communicated to all workers during the weekly safety meeting. All exposure assessment monitoring will become part of the employee's employment record.

Air Monitoring Methods

1. Exposure Assessment – Air monitoring for exposure assessment will be conducted in the employee's breathing zone. The airborne concentration of lead will be determined according to NOSH method 7300. The NOSH method uses a 0.8 micron mixed cellulose ester filter (MCEF) as the collection media. The sample is analyzed using the ICP method. The collection media will be attached to a calibrated personnel sampling pump. The competent person or technician collecting the samples will be familiar with air sampling requirements for lead (1926.d.5) including the documentation of workplace conditions and controls and chain of custody requirements. The sample will be analyzed by a laboratory accredited by the American Industrial Hygiene Association (AIHA).
2. Real Time Monitoring – As a spot check to determine if exposure assessment is required, the competent person will use a real time aerosol monitor such as MINIRAM (PDM-3) to determine the airborne concentration of dust. If the dust concentration exceeds two times background levels during activities where there is a previously assessed potential for lead exposure, additional exposure assessment will be initiated.

Medical Surveillance Program

We will retain a Medical Consultant who will coordinate all elements of the medical surveillance program with the local physician and employee when necessary. The medical consultant will be responsible for maintaining all medical records in accordance with 29 CFR 1910.20. The consulting physician will provide the employee with a written opinion regarding their medical status and laboratory tests.

1. Initial Medical Surveillance

   The initial medical surveillance program will be made available to employees occupationally exposed on any day to lead at or above the action level. The initial medical surveillance will consist of biological monitoring in the form of blood sampling and analysis for lead and zinc protoporphyrin levels.

   Where the initial biological monitoring indicates that an employee's blood level is at or above 40 ug/dl, biological monitoring will continue to be provided every two (2) weeks for the first six (6) months of exposure and every six (6) months thereafter. The frequency will increase to every two (2) months for employees whose last blood level was 40 ug/dl or above until two (2) consecutive blood samples and analyses indicate that the employee's blood lead level is below 40 ug/dl.

   On each occasion that a periodic and follow-up blood sampling test indicates that the employee's blood lead level is at or above 50 ug/dl, and is confirmed by a second follow-up blood level performed within two weeks after receiving the results of the first blood sampling test, temporary medical removal measures will be implemented.

   It is mandatory for each employee who is removed from exposure to lead due to an elevated blood level to have blood drawn on a monthly schedule during the removal period.

2. Medical Examination and Consultation

   Medical examination and consultation by a licensed physician will be available to employees who are, or may be, exposed to airborne concentration of lead at or above the action level for 30 days in any consecutive 12-month period; at least annually for each employee for whom a blood sampling test conducted at any time during the preceding 12 months indicated a blood level at or above 40 ug/dl; and as soon as possible; upon notification by an employee either that the employee has developed signs or symptoms associated with lead intoxication.

Medical examination and consultation will also be made available as medically appropriate for each employee either removed from exposure to lead due to a risk of sustaining material impairment to health, or otherwise limited pursuant to a final medical determination.

Contents of Medical Examination

The content of the medical examination will be determined by the consultant physician. The elements of the medical examination will consist of the following as minimum requirements:

1. A detailed work history and medical history.
2. Thorough physical examination with particular attention to teeth, gums, hematological, gastrointestinal, renal, cardiovascular, and neurological systems.
3. Pulmonary function test.
4. Blood pressure measurement.
5. Blood sample and analysis which determines:
   A. Blood lead level
   B. Zinc protoporphyrin
   C. Blood urea nitrogen
   D. Serum Creatinine
   E. Hemoglobin and hematocrit determination, red cell indices, and examination of peripheral smear morphology.
6. Routine urinalysis with microscopic examination.
7. Any laboratory test or other test relevant to lead exposure which the examining and medical consultant deems necessary by sound medical practices.

3. Employee's Right to a Second Medical Opinion

All employees who participate in the medical surveillance program have the right to seek a second medical opinion after each occasion that the Company provides the employee with an initial physical examination, laboratory test, diagnostic test, or medical consultation. The second medical opinion will be paid for by the Company under the following terms and conditions.

Within 15 days after receipt of the initial physician's written opinion, the employee informs the employer that he or she intends to seek a second medical opinion and the employee initiates steps to make an appointment with a second physician.

If the findings, determinations, or recommendations of the second physician differ from those of the initial physician, then the employer and the employee shall assure that efforts are made for the two physicians to resolve any disagreement. If the two physicians are unable to quickly resolve their disagreement, then the employer and the employee, through their respective physicians, will designate a third physician to review any findings, determinations, or recommendations of prior physicians, and to conduct such examinations, consultations, laboratory tests, and discussions with the prior physician as the third physician deems necessary to resolve the disagreement of the prior physicians.

4. Medical Removal Protection

We will remove any employee from exposure to lead, provide special protective measured for the employee or place limitations upon the employee consistent with the medical findings, determinations, or recommendations of any of the physicians who have reviewed the employee's health status. We will maintain the total normal earnings, minority and other employment rights and benefits of the employee, including the employee's right to his or her former job status as though the employee had not been medically removed or otherwise medically limited.

Medical removal protection will be implemented under the following conditions:

A. Exposure to lead, at or above the action level, on each occasion that a periodic and follow-up blood sampling test conducted indicates that the employee's blood lead level is at or above 50 ug/dl.

B. On each occasion that a final medical finding, determination, or opinion that the employee has a detected medical condition which places the individual at increased risk of material impairment to health from exposure to lead.

C. A final medical determination results in any recommended special protective measures for an individual or limitations on an individual exposed to lead.

The medical consultant will determine when a removed employee is eligible to return to their former job.

Protective Equipment Requirements

1. Work Clothing and Equipment

Protective work clothing and equipment shall be used when employees are exposed to lead above the PEL or as an interim measure while awaiting results of the initial exposure assessment. The protective clothing will be disposable Tyvek coveralls. The coveralls will contain attached booties and hood. In addition to the protective garment, disposable cotton or leather gloves will be used. Disposable rubber boots will also be used. When welding or cutting is being conducted, the disposable garment will be made of a flame resistant fabric. Job issued cotton coveralls may be used for a welding or cutting task. The coveralls will be worn over the Tyvek garment and be disposed of at the end of the job. When hard hats and goggles are required, they will remain in the work zone until the end of the project.

The following conditions apply:

A. Street clothing will not be worn in the work zone.

B. Removal of lead from protective clothing or equipment by blowing, shaking, or other means that disperse lead into the air is prohibited in order to minimize secondary exposure to lead in the work area.

C. Protective clothing shall not be worn outside of the designated change area.

D. Street clothing will not be worn under the protective garments. As a minimum, disposable under clothing will be provided, along with the disposable coveralls.

Respiratory Protection

Respirators shall be used whenever the concentration of airborne lead is at or above the PEL; in work situations in which engineering and work practice controls are not sufficient to reduce exposures to or below the PEL; whenever an employee requests a respirator; and as interim protection for employees performing tasks in which an initial exposure assessment has not been conducted.

The selection of respiratory protection for lead will be based on the results of the initial exposure assessment. After the initial exposure assessment, respirators will be selected according to Table 1 – Respiratory Protection for Lead Aerosols, as found in 29 CFR 1926.62. As a minimum, half-face air purifying respirators with high efficiency filters will be available for all workers. Upgrading of respiratory protection will be anticipated whenever work practices change.

Until the exposure assessment is conducted to determine actual employee exposure, the following tasks will require the use of respirators as selected from Table I of the Lead Standard.

Task I: Manual demolition, scraping, sanding, and power tool cleaning with dust collection system. Exposure at 10 times the PEL is assumed.

Task II: Lead burning, rivet busting, power tool cleaning without dust collection systems, clean-up activities where dry expendable abrasives are used, and abrasive blasting containment movement and removal. Exposure in excess of 500 micrograms per cubic meter is assumed.

Task III: Abrasive blasting, welding, cutting, and torch burning. Exposure in excess of 2,500 micrograms per cubic meter is assumed.

When requested, employees will be provided with a powered, air purifying respirator in lieu of the respirator specified in Table I of the Lead Standard under the condition that this respirator will provide adequate protection.

A quantitative fit test will be provided at the time of initial fitting and at least every six months thereafter when a negative pressure respirator is used.

When the employee exhibits difficulty in breathing during the fitting and testing, or during use, the employee will not be permitted to use the respirator until the medical consultant examines and tests the individual and certifies that the individual is fit to wear a respirator while performing the required duties.

Respirator filter elements will be changed daily or whenever an increase in breathing resistance is detected.

Employees wearing respirators will be permitted to leave the work areas to wash their face and respirator face piece whenever necessary to prevent skin irritation associated with respirator usage. Respirator face pieces will be assigned to each individual required to wear a respirator. Respirator face pieces will not be shared. When practical, a disposable low maintenance, NIOSH approved half face respirator will be used. Goggles will be provided to users for half face respirators.

Training in the care, use, and limitations of respirators will be provided to all individuals who are required to wear a respirator.

Hygiene Facilities and Practices

1. Restrictions

Where employees are exposed to lead above the PEL, food or beverages and tobacco products will not be stored or consumed and/or used in the active work area or designated change area. Cosmetics are not to be applied in the active work area or designated change area.

2. Change Area

A clean change area will be provided for employees who are not exposed to lead at or above the PEL and as interim protection until the initial exposure assessment is completed. the change area will be located as close as possible to the active work area. The change area will consist of separate storage facilities for protective work clothing and equipment and for street clothes. The area (clean and dirty) will be physically separated by the use of doors of poly-barriers with a double flap door which will prevent cross-contamination.

3. Showers

Shower facilities, where feasible, will be provided for employees whose airborne exposure to lead is above the PEL. The shower facilities will be located in the change area. When provided, the shower facilities will e stocked with cleansing agents (e.g., body shampoo) and towels (disposable). Where shower facilities are provided, all employees will be required to shower after the work shift has ended, or when the employee is not going to return to the lead hazard area. The foreman and competent person shall enforce the use of the shower facilities.

4. Hand Washing

As a minimum, where showers are not provided, hand washing facilities will be provided. The hand washing facilities will be located in the change area and will be stocked with cleansing agents and towels. Upon exiting the change area, employees shall wash their hands and face. The foreman and competent person shall enforce the use of the hand washing facilities.

5. Eating/Drinking

As lunchroom and/or breakroom facility or designated eating area will be maintained on the site when airborne exposure to lead is above the PEL. The lunchroom or eating area will be located away from the active work area or lead waste or equipment storage areas. Employees shall not enter the lunchroom facilities or eating area while wearing protective clothing or equipment

Employees shall wash their hands and face prior to eating, drinking, tobacco usage, and the application of cosmetics.

6. Cleanliness Testing

To assure the lunchroom facilities or eating areas are free from lead contamination, air monitoring or surface wipe samples will be collected initially after the first three days of use. When initial sampling indicates that lunchroom facilities or eating areas are free from lead contamination, sampling will be at the frequency specified in Air Monitoring section of this program. When the lunchroom facilities or eating areas are discovered not to be free of lead contamination, the area will be thoroughly cleaned and re-sampled as soon as possible.

7. Signage

The following warning signs will be posted and maintained in each work area or at entrances to the active work area where employees' exposure to lead is above the PEL or when exposure levels are expected to exceed the PEL.

WARNING
LEAD WORK AREA
POISON
NO SMOKING

Administrative Controls
Administrative controls limited to job rotation as a means of reducing employees' time weighted average exposure to lead will not be implemented. Job rotation will only be implemented when there has been an obvious over-exposure to lead or anticipated over-exposure, such as when engineering and work practice controls have failed and work must be carried out to correct the deficiencies. In the event that job rotation is implemented, the competent person will document the event, in accordance to 29 CFR 1926.62(e)(4).

Training
All employees who are subject to exposure to lead at or above the action level on any one day or exposed to lead compounds or contamination, will receive initial training on the following subject:

1. The conduct of the Lead Standard and appendices.
2. The content of the Compliance Program and the availability of the program.
3. The specific nature of the operations which could result in exposure to lead above the action level.
4. The proper selection, fitting, use, and limitations of respirators and protective equipment.
5. The engineering controls and work practices associated with the employee's job assignment including training of employees to follow relevant good work practices to reduce exposure to lead.
6. The purpose and description of the medical surveillance program and medical removal protection program including information concerning the adverse health effects associated with excess exposure to lead. Particular emphasis will be given to the adverse reproductive effects on both males and females; hazards to the fetus; and additional precautions for employees who are pregnant.
7. Instruction that chelating agents should not routinely be used to remove lead from their bodies and should not be used at all except under the direction of a licensed physician.
8. The employee's right of access to medical and exposure records.
9. The responsibilities and identification of the competent person assigned to the project.

Training will be repeated annually for each employee who is subject to lead exposure at or above the action level on any day.

Competent Person
The competent person will be responsible for the implementation and enforcement of the Compliance Program. The competent person shall conduct daily jobsite, materials, and equipment inspections. The competent person has the authorization to take corrective measures to eliminate unsafe conditions and to stop work if conditions of the compliance Programs are not met. The competent person will be responsible for updating and revising the Compliance Program at least every six months to reflect the current status of the project.

Availability of the Compliance Program

The Compliance Program will be made available, upon request, to any affected employee or authorized employee representative, to the Assistant Secretary of Labor and the area OSHA Director.

The Compliance Program will be available at the work site for examination and copying.

Notification of Subcontractors

On sites where many subcontractors are used, the contractor's superintendent will be notified in writing that lead has been identified on the job and that the Company has established a lead Compliance Program that must be observed by all of the contractor's employees.

SECTION 4

Code of Safe Work Practices

General Safety Rules

1. Immediately report any unsafe conditions, accidents, injuries, and illnesses to your supervisor.
2. If you are unsure of the safe method to do your job, STOP and ask your supervisor. Ignorance is no excuse for a safety violation.
3. Keep your work area clean, free of debris, electrical cords, and other hazards.
4. Immediately clean up spilled liquids. Dispose of all waste and refuse properly. Ask your supervisor about the proper disposal method and check the Material Safety Data Sheets (MSDS). Never throw hazardous waste liquids in the dumpster or in any drain system.
5. Do not run in the shop or office area.
6. Always notify all other individuals in your area who might be endangered by the work you are doing.
7. Do not operate unfamiliar equipment. Do not attempt to use such equipment until you are fully trained and authorized.
8. Wear ANSI approved safety glasses in the production shop areas and on all job sites.
9. You are responsible for ensuring all safety guards are operable and in place. If they are not, STOP working and tell your supervisor.
10. Never bring firearms, illegal weapons, illegal drugs, or unauthorized non-prescription drugs or alcoholic beverages on Company or Customer property.
11. Employees who are suspected of being under the influence of illegal or intoxicating substances, impaired by fatigue or an illness, will be prohibited from working. Never work while under the influence of an illegal or intoxicating substance, fatigued, or ill.
12. Place used shop rags in proper containers.
13. All liquids are to be in labeled containers. At the end of each shift store all flammable materials in designated flammable storage areas.
14. A red tag system identifies equipment that is NOT to be operated, energized, or used. All tag-out or lock-out notices and procedures must be observed and obeyed.
15. When handling hazardous materials, ensure that you follow prescribed safety procedures, refer to MSDS, and use required safety precautions.
16. Do not block exits, fire doors, aisles, fire extinguishers, first-aid kits, gas meters, electrical panels, or traffic lanes.
17. Do not leave tools, materials, or other objects on the floor that may cause others to trip and fall.
18. Do not distract others while working. If conversation is necessary, make sure eye contact is made prior to communicating.
19. All visitors must abide by all safety rules and be escorted by a responsible employee.
20. Other than seeing eye dogs, animals are prohibited in the facility.
21. Production employees should not wear contact lenses.
22. Never work under forklift loads, work platforms, or overhead crane loads.

Facilities Safety Rules

Walkways and Exits

1. All exits are to be kept marked, clear, and well lit. They are to be unlocked and unblocked at all times during work hours.
2. Always use handrails when walking up or down stairways. Do not take more than one step at a time.
3. Always use ladders, ramps, gangways, stairways, and paths intended for safe travel.

Electric Panels and Lines

1. Keep access to electrical panels clear at all times.
2. Use only properly rated electrical extension cords so as not to overload circuits.
3. Do NOT perform electrical repairs without supervisor's authorization.
4. Electrical cords must always be checked for bare wires and broken ground pins prior to use. If the cord has bare wires or broken ground pins, unplug and then cut the end off and return to the tool crib.
5. Cords that must be placed across an aisleway must be clearly marked and protected by a barrier.
6. Follow lock-out/tag-out procedures to secure electrical equipment at the power panel while maintenance is being performed and remove upon completion.
7. Extension cords are intended for temporary use only with a supervisor's authorization and are to be rolled back at the end of the work operation or at the end of a shift.

Air, Gas, Oxygen, and Water Lines

1. Do not later or modify air or water lines without a supervisor's authorization.
2. Check all air hoses for cracks before use.
3. If an air hose is in poor shape, disconnect and then cut the end off and return it to the tool crib.
4. Be sure to check that no oil or lubricant is on an oxygen line or coupler. If oil is present, wipe immediately. Failure to do so could cause an explosion.

Housekeeping

1. Keep your area clean and safe.
2. Put things that might cause slips, trips, or falls in proper receptacles.
3. Do not bring glass bottles into the work area.
4. Throw rubbish and waste materials in the cans provided for this purpose. Put oily rags in marked metal cans.

Field Site Safety Rules

1. The location of the nearest medical clinic is posted in the site office.
2. Keep your work areas free of debris. Remove useless material from the work area as fast as required to help reduce tripping hazards.
3. Maintain awareness of potential hazards when walking about the job site.
4. Keep tools, materials, and equipment out of walkways and stairways at all times.
5. Do not lend or borrow tools from other trades.
6. When working on ladders and scaffolds, let people know you are working above them and follow ladder and scaffold safety rules.

7. Always erect barricades before removing floor or roof opening covers. Replace the covers before removing the barricades.
8. Do not remove or work on any electrical equipment unless it is tagged and locked out.
9. Hard hats are required at all times on construction sites.
10. Wear clothing that will protect you from adverse weather conditions without hampering your freedom of movement.
11. Do not disturb any asbestos. STOP work and tell your supervisor. If you are not sure, STOP and ask.
12. Use sunscreen when working in full sun.
13. Wear shirts with sleeves and long pants at all times. Do not remove your shirt.
14. Never jump over ditches; plank them.
15. Wear safety glasses at all time; if outdoors use safety glasses with UV protection.
16. Don't overload boom lifts or scissor lifts. Do not operate lifts unless authorized to do so.
17. Wear slip-proof shoe tread when working on sloped surfaces.
18. Do not step on cords or rope on sloped roofs.
19. Wear safety belts when on roofs.
20. Place tools and equipment so they will not slide off the roof.
21. Tie material down at days end so the wind will not blow it off the roof.
22. Do not enter any confined space, manholes, underground vaults, chambers, tanks, or other similar places until written authorization has been posted and updated.
23. When working in hot areas or confined spaces, be sure to drink water frequently to stay hydrated.

Personal Protective Equipment

1. Use the correct personal safety protection for each job assignment.
2. Hard hats must be worn on job sites at all times.
3. All employees and visitors MUST wear ANSI approved safety glasses at all times in the production shop and on the job site.
4. Shop employees must wear industrial work shoes in the production areas or on the job site. The shoes must have complete leather uppers and skid resistant soles and be in good condition. Steel toe protection is recommended. Athletic style shoes, open toe shoes, plastic shoes, vinyl shoes, or shoes with decorative accessories are not allowed in the production area while you are working.
5. Be sure the protective clothing you wear will not hamper or restrict freedom of movement due to improper fit.
6. Shirts with sleeves must be worn at all times.
7. Clothing that exposes bare legs is not allowed while working in the production area.
8. Do not wear loose, torn, or frayed clothing, dangling ties, finger rings, dangling earrings, or other jewelry items, or long air unless contained in a hair net or other restraint, while operating any machine, which could cause entanglement.

9. If required, wear NIOSHA approved respirators when applying paint, welding, grinding, or working with chemicals. Read the MSDS to find out which types of respirators are required. When wearing respirators facial hair may not be permitted in certain circumstances.
10. Face shields with safety glasses are recommended when grinding.
11. Employees working in any shop area must wear hearing protection.

Forklift Safety Rules

1. Only properly trained and authorized drivers are permitted to operate forklifts.
2. Before starting work, check the condition of the truck. Immediately report to your supervisor any obvious defects or required repairs.
3. Don't overload the forklift truck.
4. Always use the proper size pallet with load properly secured.
5. Position loads evenly on the forks for proper balance, utilizing the maximum possible width.
6. Never elevate a load with the forklift truck tilted to one side.
7. Do not permit anyone to stand between or under elevated forks.
8. Keep hands and feet out of the mast assembly.
9. Do not elevate the load with the mast tilted forward.
10. Carry loads as close to the floor as possible.
11. Keep the load against the backrest, with the mast tilted backwards.
12. Keep your forklift truck under control at all times.
13. Unsafe driving and horseplay are prohibited while operating forklift.
14. Go slow and sound the horn at corners.
15. Keep hands and fee inside the forklift truck.
16. Watch that rear end swing does not contact persons or material.
17. For better vision with bulky loads, drive backwards.
18. Always drive on a ramp with the loads facing uphill.
19. Don't use the forklift truck as a personnel lift unless an approved personnel lift basket is used. Raise and lower personnel in baskets no faster than 2 feet per second. Operator must be at the controls at all times when personnel are in the lift basket. The basket must be secured to the carriage.
20. Don't carry passengers.
21. Shut off your forklift truck when leaving it unattended.
22. Do not smoke while refueling.
23. Check the conditions of your forklift truck after the day's work.
24. Always look before backing up.
25. Forklift truck shall not be driven up to a person in front of a bench or other fixed object.
26. When using the forklift truck for lifting, do not exceed the rating of the forklift truck.

Scaffolding / Manlift Work Platform Safety Rules

1. Always use a safety belt when working off a scaffold or a man-lift if adequate guarding is not available.
2. Report any damage to scaffolds immediately to a supervisor. Do not use damaged scaffolds.
3. Scaffolds are to be altered by scaffold contractor ONLY.
4. You are not permitted to ride on scaffolds being moved by other employees. Secure or remove all tools and materials before moving.
5. Always use guard railings on all scaffolds regardless of height.
6. Use only sound quality planning on scaffolds regardless of height.
7. Use only sound quality planning on scaffolds and be sure the planks are secure to prevent shifting.
8. At least 2 people are required to move rolling towers.
9. Do not use planks or guard rails as a temporary means of obtaining greater height.
10. Be aware of the object below you; move or cover sharp objects in case you fall.
11. Whenever work is to be performed at elevations of 7'6" above the ground or level below, a standard guardrail with a mid-rail must exist, or a safety belt with attached lifeline must be used.

*Rolling scaffolds are a big exposure. Consider adding the information to your manual from the following page.

Code of Safe Practices for Frame Scaffolds, System Scaffolds, Tube and Clamp Scaffolds, and Rolling Scaffolds

I. General Guidelines

A. FOLLOW ALL STATE, LOCAL, AND FEDERAL CODES, ORDINANCES, AND REGULATIONS pertaining to scaffolding.

B. SURVEY THE JOB SITE. A survey shall be made of the job site for hazards, such as untamped earth fills, ditches, debris, high tension wires, unguarded openings, and other hazardous conditions created by other trades. These conditions should be corrected or avoided as noted in the following sections.

C. INSPECT ALL EQUIPMENT BEFORE USING. Never use any equipment that is damaged or defective in any way. Remove it from the job site.

D. SCAFFOLDS MUST BE ERECTED IN ACCORDANCE WITH DESIGN AND/OR MANUFACTURER'S RECOMMENDATIONS.

E. DO NOT ERECT, DISMANTLE, OR ALTER A SCAFFOLD unless under the supervision of a qualified person.

F. DO NOT ABUSE OR MISUSE THE SCAFFOLD EQUIPMENT.

G. ERECTED SCAFFOLDS SHOULD BE CONTINUALLY INSPECTED by users to be sure that they are maintained in safe condition. Report any unsafe condition to your supervisor.

H. NEVER TAKE CHANCES! IF IN DOUBT REGARDING THE SAFETY OR USE OF THE SCAFFOLD, CONSULT YOUR SCAFFOLD SUPPLIER.

I. NEVER USE EQUIPMENT FOR PURPOSES OR IN WAYS FOR WHICH IT WAS NOT INTENDED.

J. DO NOT WORK ON SCAFFOLDS if your physical condition is such that you feel dizzy or unsteady in any way.

II. GUIDELINES FOR ERECTION AND USE OF SCAFFOLDS

A. SCAFFOLD BASE MUST BE SET ON AN ADEQUATE SILL OR PAD to prevent slipping or sinking and fixed thereto where required. Any part of a building or structure used to support the scaffold shall be capable of supporting the maximum intended load to be applied.

B. USE ADJUSTING SCREWS or other approved methods instead of blocking to adjust to uneven grade conditions.

C. BRACING, LEVELING, & PLUMBING OF FRAME SCAFFOLDS

1. Plumb and level all scaffolds as the erection proceeds. Do not force frames or braces to fit – level the scaffold until proper fit can easily be made.
2. Each frame or panel should shall be braced by horizontal bracing, cross bracing, diagonal bracing, or any combination thereof for securing vertical members together laterally. All brace connections shall be made secure, in accordance with the manufacturer's recommendations.

D. BRACING, LEVELING, & PLUMBING OF TUBE & CLAMP AND SYSTEM SCAFFOLDS

1. **POST SHALL BE ERECTED PLUMB** in all directions, with the first level of runners and bearers positioned as close to the base as feasible. The distance between bearers and runners shall not exceed manufacturer's recommended procedures.
2. **PLUMB, LEVEL, AND TIE** all scaffolds as erection proceeds.
3. **FASTEN ALL COUPLERS AND/OR CONNECTIONS** securely before assembly of next level.
4. **VERTICAL AND/OR HORIZONTAL DIAGONAL BRACING MUST BE INSTALLED** according to manufacturer's recommendations.

E. TIE CONTINUOUS (RUNNING) SCAFFOLDS TO THE WALL OR STRUCTURE at each end and at least every 30 feet of length when scaffold height exceeds the maximum allowable free standing dimension.

Begin ties or stabilizers when the scaffold height exceeds that dimension, and repeat at vertical intervals not greater than 26 feet. The top anchor shall be placed no lower than four (4) times the base dimension from the top of the completed scaffold. Anchors must prevent scaffold from tipping into or away from wall or structure. Stabilize circular or irregular scaffolds in such a manner that completed scaffold is secure and restrained from tipping.

When scaffolds are partially or fully enclosed or subjected to overturning loads, specific precautions shall be taken to insure the frequency and accuracy of ties to the wall and structure. Due to increased loads resulting from wind or overturning loads the scaffolding component to which ties are subjected shall be checked for additional loads.

F. WHEN FREE STANDING SCAFFOLD TOWERS exceed four (4) times their minimum base dimension vertically, they must be restrained from tipping. (Cal/OSHA and some government agencies require stricter ratio of 3 to 1.)

G. DO NOT ERECT SCAFFOLDS NEAR ELECTRICAL POWER LINES UNLESS PROPER PRECAUTIONS ARE TAKEN. Consult the power service company for advice.

H. A MEANS OF ACCESS TO ALL PLATFORMS SHALL BE PROVIDED.

I. DO NOT USE ladders or makeshift devices on top of scaffolds to increase the height.

J. PROVIDE GUARDRAILS AND MID-RAILS AT EACH WORKING PLATFORM LEVEL where open sides and ends exist, and toeboards where required by code.

K. BRACKETS AND CANTILEVERED PLATFORMS

1. Brackets for **SYSTEM SCAFFOLDS** shall be installed and used in accordance with manufacturer's recommendations.
2. Brackets for **FRAME SCAFFOLDS** shall be seated correctly with side bracket parallel to the frames and end brackets at 90 degrees to the frames. Brackets shall not be bent or twisted from normal position. Brackets *except mobile brackets designed to carry materials) are to be used as work platforms only and shall not be used for storage of material or equipment.
3. Cantilevered platforms shall be designed, installed, and used in accordance with manufacturer's recommendations.

L. ALL SCAFFOLDING COMPONENTS shall be installed and used in accordance with the manufacturers' recommended procedure. Components shall not be altered in the field.

Scaffold frames and their components manufactured by different companies shall not be intermixed, unless the component parts readily fit together and the resulting scaffold's structural integrity is maintained by the user.

M. PLANKING

1. Working platforms shall cover scaffold bearer as completely as possible. Only scaffold grade wood planking, or fabricated planking and decking meeting scaffold use requirements shall be used.
2. Check each plank prior to use to be sure plank is not warped, damaged, or otherwise unsafe.
3. Planking shall have at least 12" overlap and extend 6' beyond center of support, or be cleated or restrained at both ends to prevent sliding off supports.
4. Solid sawn lumber, LVL (laminated veneer lumber), or fabricated scaffold planks and platforms (unless cleated or restrained) shall extend over their end supports not less than 6" nor more than 18". This overhang should not be used as a work platform.

N. FOR "PUTLOGS" AND "TRUSSES" THE FOLLOWING ADDITIONAL GUIDELINES APPLY:

1. Do not cantilever or extend putlogs/trusses as side brackets without thorough consideration for loads to be applied.
2. Putlogs/trusses should be extended at least 6: beyond point of support.
3. Place recommended bracing between putlogs/trusses when the span of putlog/truss is more than 12 feet.

O. FOR ROLLING SCAFFOLDS THE FOLLOWING ADDITIONAL GUIDELINES APPLY:

1. **RIDING A ROLLING SCAFFOLD IS VERY HAZARDOUS.** The Scaffold Industry Association does not recommend nor encourage this practice. However, if you choose to do so, be sure to follow all state, federal, or other governmental guidelines.
2. Casters with plain stems shall be attached to the panel or adjustment screw by pins or other suitable means.
3. No more than 12 inches of the screw jack shall extend between the bottom of the adjusting nut and the top of the caster.
4. Wheels or casters shall be provided with a locking means to prevent caster rotation and scaffold movement and kept locked.
5. Joints shall be restrained from separation.
6. Use horizontal diagonal bracing near the bottom and at 20 foot intervals measured from the rolling surface.
7. Do not use brackets or other platform extensions without compensating for the overturning effect.
8. The platform height of a Rolling Scaffold must not exceed three (3) times the smallest base dimension. If greater than a 3 to 1 ratio, outriggers must be installed.
9. Cleat or secure all plank.
10. Secure or remove all materials and equipment from platform before moving.

11. Do not attempt to move a rolling scaffold without sufficient help – watch out for holes in floor and overhead obstruction s- stabilize against tipping.

P. SAFE USE OF SCAFFOLD

1. Prior to use, inspect scaffold to insure it has not been altered and is in safe working condition.
2. Erected scaffolds and platforms should be inspected continually by those using them.
3. Exercise caution when entering or leaving a work platform.
4. Do not overload scaffold. Follow manufacturer's safe working load recommendations.
5. Do not jump onto planks or platforms.
6. Do not use ladders or makeshift devices on top of working platforms to increase the height or provide access from above.
7. Climb in access areas only and **USE BOTH HANDS.**

III. WHEN DISMANTLING SCAFFOLDING THE FOLLOWING ADDITIONAL GUIDELINES APPLY:

A. Check to assure scaffolding has not been structurally altered in a way which would make it unsafe and, if it has, reconstruct where necessary before commencing with dismantling procedures. This includes all scaffold ties.

B. Visually inspect plank prior to dismantling to be sure they are safe.

C. Consideration must be given as to the effect removal of a component will have on the rest of the scaffold prior to that component's removal.

D. Do not accumulate excess components or equipment on the level being dismantled.

E. Do not remove ties until scaffold above has been removed (dismantled).

F. Lower dismantled components in an orderly manner. Do not throw off of scaffold.

G. Dismantled equipment should be stockpiled in an orderly manner.

H. FOLLOW ERECTION PROCEDURES AND USE MANUALS.

Ladder Safety Rules

1. Arrange your work so you are able to face the ladder and use both hands while climbing.
2. Keep portable stairways, ladders, and step stools in good condition and use only in a safe manner.
3. Never repair a broken ladder. Get a new one.
4. Make sure ladder feet are not placed on sandy or slippery surfaces.
5. Clean or sweep the are where the ladder feet will be and make sure the rubber feet are in good shape.
6. Do not use temporary ladders at any time. Always use a commercially made, construction grade ladder of the proper length..
7. Secure portable straight ladders in place at the base and upper level and at a pitch so the leveling indicator is in alignment or the distance from the wall to the base of the ladder is at least ¼ the vertical height of the ladder.
8. Do not carry tools or equipment while climbing a ladder. Climb the ladder, then host the tools or equipment with a line or a hoisting device.
9. Extension ladders shall extend at least 36" above the level being accessed.
10. Do not place the ladders in passageways, doorways, or any location where they might be hit or jarred, unless protected by barricades or guards.
11. Be aware of the objects below you; move or cover sharp objects in case you fall.
12. Where practical, tie off the top of the ladder to prevent slipping.
13. Don not stand on or work from the 2nd rung from the top or above of an A-frame ladder.
14. When using an extension ladder, follow the manufacturer's safety recommendations regarding minimum overlap. If not available use the following guidelines:
    a. Up to 36 feet, 3 foot overlap
    b. 36 to 48 feet, 4 foot overlap
    c. 48 to 60 feet, 5 foot overlap
15. On all ladders, do not step on cross bracing that is not intended for climbing.
16. Do not stand on or walk from the top 3 rungs while on a straight ladder.
17. Never lean an A-frame ladder.

Lifting Safety Rules

1. Size up the weight and size of a load prior to picking it up.
2. If a load is too heavy or bulky to carry alone, ask someone for help.
3. Remember good lifting posture – keep your ears, shoulders, and hips aligned.
4. When you have to pick something off the floor, squat down keeping your back straight rather than bending over.
5. While handling a load, instead of twisting your body turn your whole body in the direction that you want to go.
6. Take care when lifting, moving, or handling materials. Always use proper lifting techniques. Get help when lifting heavy loads.
7. Store flammable liquids, combustible materials, and compressed gases in designated areas only.
8. Use a cart to move compressed gases; strap the cylinders securely in place.
9. Use a bottle carrier when using a forklift.
10. Be sure to secure cylinders properly.
11. Store all materials in a safe manner. Be careful not to overload floors, platforms, or racks.
12. Protect your hands and wear gloves when appropriate.
13. To move heavy or bulky loads, use mechanical means whenever possible.
14. When transporting gases in vehicles, secure them to the truck wall in an upright position. Never transport the cylinders lying down.
15. When storing material in racks, observe all posted capacities and procedures.

Fire Prevention Safety Rules

1. Always take precautions to prevent fire which may be started, particularly from oily waste, rags, gasoline and other flammable liquids, acetylene torches, improperly installed electrical equipment, and trash.
2. Fire fighting equipment is to be inspected on a regular basis. All discharged, damaged, or missing equipment is to be immediately reported to a supervisor.
3. Access to fire extinguishes must be kept clear at all times.
4. Never use gasoline for cleaning purposes.
5. Smoking is prohibited at all times within the facility and outside within 20 feet of where flammable substances are present.
6. Make note of the location of fire fighting equipment in your work area.
7. Tampering with fire equipment is prohibited.
8. In case of fire, employees shall consider the safety of themselves and other individuals before saving property.
9. A 2A ABC portable fire extinguisher should be present when hot work is performed.

Chemical Safety Rules

1. Read all warning labels and Material Safety Data Sheets (MSDSs) before using any chemicals.
2. Hazardous materials shall be handled in accordance with the appropriate MSDS. MSDSs contain personal protection and safety information and are available from your supervisor.
3. If protective equipment is required, review its use with your supervisor prior to beginning work.
4. Mixing chemicals is prohibited at all times unless under the immediate direction of a supervisor. Before you mix, review all MSDS sheets.
5. Always wash your hands thoroughly after handling chemicals, even if you were wearing protective gloves.
6. Use chemicals only in well-ventilated areas.
7. Make sure acids are placed in a secure spot where they cannot be spilled.
8. Do not use glass containers for acid.
9. When using secondary containers filled by others, make sure they are labeled as to their content and hazards.

Safety Rules for Hand and Power Tools

1. Know your hand tool and hand power tool applications and limitations.
2. Do not use tools that are faulty in any way. Exchange them for safe tools immediately.
3. Hold chisels so that your knuckles will be protected in case the hammer misses the head. If a chisel is being struck by someone else, it should be held by vise grips or a similar holding device.
4. Never strike a chisel with a claw hammer or other tempered tools.
5. Do not use a screwdriver as a chisel.
6. Before using sledges, axes, or hammers, make sure the handles are securely fastened with a wedge made of sound material.
7. Do not use handle extension on any wrench.
8. Files should be equipped with handles and should not be used as a punch or pry.
9. All power tools are to be plugged into a grounded outlet.
10. Do not use power tools in damp, wet, and/or explosive atmospheres.
11. Keep all safety guards in place and in proper working order.
12. Use claims or vises to secure work pieces.
13. Do not force hand power tools. Apply only enough pressure to keep the unit operating smoothly. If overloading occurs, relieve the pressure.
14. Do not lift, lower, or carry portable electrical tools by the power cord.
15. If you are working above other employees where handling portable power tools may be a problem, hang the tool from a stable object.
16. Only operate power tools if you have been authorized to do so.
17. Return all tools and other equipment to their proper place after use.
18. Unplug all power tools before changing bits and/or grinding disks.
19. Never leave chuck keys in the tool during operation.

SECTION 5

General Shop Machinery & Equipment Safety Rules

1. Never operate, service, repair, or adjust any machine without proper instructions from your supervisor or without reading and understanding the instruction material.
2. Do not remove or modify guards and/or other safety devices at any time from machinery unless authorized by a supervisor. Replace the guard immediately after the requirement has ended.
3. If it is necessary to remove a guard for service, be sure to lock or block out the machinery prior to removing the guard. Replace the guard before unlocking or unblocking the equipment.
4. Report all missing guards promptly to a supervisor.
5. Check to see if the guards and other protective devices are properly adjusted. Do not operate the machine until it is properly guarded.
6. Do not repair or adjust machinery while in operation. Oiling moving parts is also prohibited except on equipment that is designed or fitted with safeguards to protect the employee.
7. Follow lock-out/tag-out procedures for machinery and equipment prior to cleaning or repairing.
8. Remove chuck keys prior to operating equipment.
9. Do not stand, sit, or lean on any stationary or moving part of machines during operation.
10. Only qualified personnel may operate the machine.
11. Oiling and repairing of machinery or equipment while in motion is prohibited, unless special supervision and/or a provision to do so has been provided.
12. Before any equipment is set in motion, the operator must first check and be certain that no one will be injured by his action.
13. No employee shall be allowed to operate power driven equipment until he has proven that he understands the safe practices of operation, as stated by Cal/OSHA safety orders.
14. Operators of power driven equipment shall conduct a careful check of their equipment at the beginning and the end of each shift. Any changes or defects must be reported to the Foreman.
15. Before leaving any motorized equipment, lower the blade, bucket, scoop, pans, etc. to the ground and secure the brakes.
16. When making repairs on equipment where blocking is required, be sure that the blocking is secure.
17. Getting off or on moving equipment is prohibited.
18. Riding on equipment is prohibited where adequate seating or riding facilities have not been provided.
19. Do not operate boom type equipment within 10 feet of high voltage lines.
20. Do not swing suspended loads over workers during crane operations.

Bench and Pedestal Grinder Safety Rules

Serious injuries can result from improper use of abrasive grinding wheels. The following safety practices will be followed when using a grinder in the shop or on the jobsite. Always wear a face shield and goggles or safety glasses to protect your eyes from flying particles.

1. Do not stand directly in front of the wheel as it accelerates to full speed. There is a possibility that the wheel could disintegrate and injure you. Do not touch any moving parts.
2. Adjust the tool rest to within 1/8" of the wheel face. As the wheel wears down, readjust the tool rest.
3. Do not adjust the tool rest while the wheel is in motion.
4. Stationary grinders should be securely mounted on substantial floors or benches.
5. Do not remove the safety enclosure or guards, as they are there to protect you in case the wheel disintegrates.
6. Before mounting a new abrasive wheel, inspect and sound the wheel for damage. Discard damaged wheels.
7. Have rutted, uneven, or rough wheels dressed immediately to smooth out wheel surfaces.
8. If the wheel starts to vibrate, stop working immediately to check the mounting, balance, and condition of the wheel.
9. Never try to alter the machine or its wheel speed.
10. When using the grinder, do not apply work too quickly to a cold wheel, take too heavy a cut, or apply work to the side of the wheel.
11. When the concentration of any airborne contaminant at the operator's breathing zone is above the applicable limit, the grinder hood must be connected to an exhaust system that runs continuously during operation.

Vertical and Horizontal Band Saw Safety Rules

1. Always close the saw wheel doors before telescoping band or starting the band in motion.
2. Make sure the saw band guard on post is adjusted as close to the work piece as possible and locked in place.
3. Check coolant lines for loose connections. Avoid splashing coolant.
4. If a small work piece is to be sawed, use a push stick.
5. Only qualified personnel may operate the machine.
6. Never place your hands directly behind the blade.

Shear Safety Rules

1. Never place any part of your body at the point of operation (under the hold down or the knife bar) or under material being sheared.
2. Never operate the machine without pinch points guarded or without the point of operation guards or barriers installed at minimum clearance.
3. Never store tools or scrap material on the shear bed.
4. Always use company provided tongs to position or remove small pieces.
5. Keep rear of the shear clear of scrap and material.
6. Shut the shear off at the end of the work operation or at the end of the shift.
7. Only qualified personnel may operate the machine.

Resistance Welding Safety Rules

1. Make sure your resistance welding equipment is installed properly and grounded and in good working condition.
2. Always wear protective clothing suitable for the welding to be done.
3. Always wear proper eye and hand protection when operating the welding equipment.
4. Keep your work area clean and free of hazards.
5. Work with a minimum distance between the electrodes.
6. Keep your fingers and hands clear of electrodes.
7. Do not touch the weld spot until it has had time to cool.
8. Position the weld screens to protect others from sparks.
9. Only one qualified operator controls the operations of the machine.

Press Brake Safety Rules

1. Be sure you know your press brake capacity, controls, operating modes, and safeguarding.
2. Know and understand the job you are about to perform, material placement, feeding and moving of material being formed.
3. Never place your hands in the die area.
4. Always cycle the press brake at least twice without the part in dies before each shift and each job.
5. Keep die area free of all unnecessary material and tools.
6. Do not hang or place tools on any downward moving ram.
7. Light curtains are to be on and in effect at all times.
8. Keep work area clean and orderly.
9. Company provided tongs are available for forming parts that would otherwise require hands to be place close to the point of operation (die opening).
10. Make certain all persons, including you, are clear of machine and material movement before operating.
11. When you shut down your press brake at the end of the work operation or at the end of the shift:
    a. Place ram at bottom of stroke or block under ram.
    b. Turn controls OFF
    c. Turn power OFF
12. Do not operate the press brake from behind the point of operation.
13. Always operate the press brake with the DOWN STOP on.
14. Do not form off the end of the press brake to avoid the light curtain.
15. All adjustments behind the ram opening must be made from the rear or with a tool that does not allow any part of your body to pass through the ram opening.
16. Parts should be inserted into the point of operation at the down stop position of the ram, with that position being a maximum of ¼ inch above material thickness. Exceptions need to be approved by a supervisor in advance.
17. When leaving the press brake unattended, set the ram at the bottom of the stroke.
18. Select die length as short as possible for the part being formed.
19. If a helper is required behind the press to prevent part from back breaking, he/she must maintain a minimum distance of 2 feet from the point of operation.
20. Only qualified personnel may operate the machine.

Automated Punch Safety Rules

1. Keep clear of the machine during operation. The carriage and the table move rapidly in both operating directions.
2. Do not touch the hydraulic unit – the unit can become hot enough to cause serious contact burns.
3. When working with an oversized worksheet or when zero-returning the table after automatic worksheet repositioning, take precautions because the worksheet may thrust out from the machine.
4. Whenever work must be done inside the turret head or on the table for a tooling change or scrap removal, be sure to turn the TOOL CHANGE switch to ON and/or press one of the STOP buttons before starting work.
5. Do not modify the control circuit or machine parts.
6. Clear the area around the machine table, particularly behind the machine, of people and obstacles before starting the machine.
7. Stop the machine instantly and determine the cause if it does not operate properly.
8. Inspect the machine and perform maintenance regularly to ensure trouble-free operations.
9. Only one qualified operator controls the operations of the machine.

Timesaver Safety Rules

1. Do not place hands or fingers between product and conveyor belt. Hands may become entrapped and pulled into machine.
2. Keep away from revolving rolls and conveyor belts.
3. Do not wear gloves when feeding machine.
4. Always feed product with care and never allow piece parts to overlap or ride on top of each other; kickout or product jam may occur.
5. Do not stand in line with the product flow. Stay out of the path of a product kickout.
6. Adjust the belt clearance setting for the correct material thickness.
7. Pinch rolls must always firmly hold piece parts being sanded onto feed conveyor, or kickout may be experienced.
8. Light metal (i.e., aluminum, magnesium, etc.) swarf and sludge may be combustible. Handle with care; these materials present a fire or explosion hazard.
9. Clean your sander filter daily. Excess swarf and sludge is potential fuel for a fire.
10. Keep sparks and flames (smoking, welding, etc.) at least 20 feet from sander.
11. Only one qualified operator controls the operations of the machine.
12. Use receiving table with backstop in place.

Arc Welding Safety Rules

1. Make sure your welding equipment is installed properly, grounded, and in good working condition.
2. Always wear protective clothing suitable for the welding to be done.
3. Always wear proper eye protection when welding or cutting..
4. Keep your work area clean and free of hazards. Make sure that no flammable, volatile, or explosive materials are in or near the work area.
5. Handle all compressed gas cylinders with extreme care. Keep caps on when not in use.
6. Make sure that all compressed gas cylinders are secured to the equipment carriage, wall, or other structural supports.
7. When compressed gas cylinders are empty, close the valve, install the cap, and return to correct bottle storage area.
8. Do not weld in confined spaces without special precautions and/or supervisor's authorization.
9. Do not weld o containers that have held combustibles without special precautions and/or supervisor's authorization.
10. Use mechanical exhaust at the point of welding when welding lead, cadmium, chromium, manganese, brass, bronze, zinc, or galvanized metals.
11. Make sure all electrical connections are tight and insulated. Do not use cables with frayed, cracked, or bare spots in the insulation.
12. When the electrode holder or welding torch is not in use, hang it on brackets provided. Never let it touch a compressed gas cylinder.
13. Dispose of electrode and wire stubs in proper containers since stubs and rods on the floor are a safety hazard.
14. Use weld curtains to shield others from the light rays produced by your welding.
15. When using water-cooled equipment, check for water leaks.
16. Make sure all compressed gas connections are tight and check for leaks. Do not use hoses with frayed or cracked spots.
17. Keep your leads orderly and out of walkways. Suspend them whenever possible.
18. DO NOT WELD if leads or machine are in or near water.
19. Make sure a portable fire extinguisher is nearby.
20. Once you remove your welding helmet put on safety glasses.

Oxyfuel Cutting and Welding Safety Rules

1. Make sure that all of your gas welding equipment is installed properly and is in good working condition. Make sure that all connections are tight before lighting the torch. Do not use the flame to inspect for tight joints. Use soap solution to detect leaks.
2. Always wear protective clothing suitable for welding, brazing, soldering, or flame cutting.
3. Always wear proper eye protection when welding, brazing, soldering, or flame cutting.
4. Keep your work area clean and free of hazards. When flame cutting, sparks can travel 30-40 feet. Do not allow flame cut sparks to hit hoses, regulators, or cylinders.
5. Handle all compressed gas cylinders with extreme care. Keep caps on when not in use.
6. Make sure that compressed gas cylinders are secured to the equipment carriage, wall, or other structural supports.
7. Store compressed gas cylinders in a safe place with good ventilation. Acetylene cylinders and oxygen cylinders should be kept at least 20 feet apart.
8. When compressed gas cylinders or fuel gas cylinders are empty, close the valve, install the cap, and return to correct bottle storage area.
9. Use oxygen and acetylene or other fuel bases with the appropriate torches and tips only for the purpose intended.
10. Oxygen should not be used for “AIR” in any way.
11. Never use acetylene at a pressure in excess of 15 pounds per square inch. Higher pressure can cause an explosion.
12. Never use oil, grease, or any other material or any apparatus or thread fitting in the oxyacetylene or oxyfuel gas system. Oil and grease in contact with oxygen will cause spontaneous combustion.
13. Do not turn valve tee handle using excessive force.
14. When assembling apparatus, crack gas cylinder valve before attaching regulators. This blows out accumulated foreign material. Make sure all threaded fittings are clean and tight.
15. Always use the correct sequence and technique for assembling and lighting the torch.
16. Always use the correct sequence and technique for shutting off a torch.
17. Use mechanical exhaust at the point of welding when welding lead, cadmium, chromium, manganese, brass, bronze, zinc, or galvanized metals.
18. Do not weld in confined spaces without special precautions and/or supervisor’s authorization.
19. Do not weld on containers that have held combustibles without special precautions and/or supervisor’s authorization.
20. Use weld curtains to shield others from the light rays produced by your gas welding.

SECTION 6

Safety Inspections and Toolbox Meeting Policy

Safety Inspections

1. Purpose – The purpose of this section is to ensure that comprehensive, documented inspections are being completed at the Company work sites including office locations.
2. Scope
    a. Responsibility
    b. Inspection Procedures
    c. Documentation
    d. Corrective Action and Follow-Up
3. Performance
    a. Responsibility – Each supervisor will be responsible for making a daily informal tour of the area(s) under his/her supervision. At least monthly, the supervisor will make a forma documented safety and health inspection of his/her area of responsibility.
    b. Inspection Procedures – The supervisor should pay close attention to observing work methods as well as work conditions. Prior to the inspection, the supervisor should review past accidents to determine specific causes and high hazard areas or operations. Such areas need to be given special attention during each inspection.

        In addition to the contents of an inspection checklist, the supervisor should watch for the following unsafe acts of employees:

        1. Using equipment without authority
        2. Insecure or disorderly piling or arranging of material
        3. Operating equipment at an unsafe speed
        4. Using defective tools or equipment
        5. Unsafe loading or unloading of trucks, skids, racks, etc.
        6. Lifting improperly, or handling loads that are too heavy
        7. Using improper tools, equipment, or vehicles
        8. Using tools, equipment, or vehicles improperly
        9. Making guards or safety devices inoperative
        10. Failure to use personal protective equipment
        11. Repairing or adjusting machinery in motion or equipment that is under pressure or energized
        12. Horseplay

    c. Documentation – Safety Inspection checklists will be submitted to the Safety Coordinator for each supervisor's inspection.
    d. Corrective Action and Follow-Up
        1. Whenever possible, the supervisor will correct unsafe work methods and conditions immediately upon recognition.
        2. Each Safety Inspection Checklist will be updated during the next scheduled tour.

3. Hazardous conditions or procedures detected during inspections for which no corrective action can be determined by the supervisor will be brought to the attention of the Safety Coordinator. The Safety Coordinator will determine suitable corrective action.

Toolbox Meeting Policy

Toolbox Meetings

1. The meetings will be planned a week in advance. Get any materials you intend to hand out at the meeting from your Safety Coordinator. If possible, use actual equipment or visual aids to illustrate your points.
2. Hold the meeting in your work area. A good time for a meeting is first thing in the morning or after lunch when the work will not be interrupted and the work area is relatively quiet. You may want to bring coffee and donuts for a morning meeting.
3. Have the meetings every 10 working days but show your support for safety on the job every single day.
4. Complete the Safety Meeting sign-in sheet and have all participants sign it and send it in to the Safety Coordinator.
5. Attach the topic covered to the sign-in sheet to document subjects covered.

Tips for Successful Meetings

1. Limit each talk to between 10 and 15 minutes. Don't let meetings turn into a gripe session about unrelated topics. STAY FOCUSED!
2. Give recognition. Start each meeting by complimenting the workers for some recent good work by saying something in a positive sense.
3. Give the talk in your own words. Each of the safety topics gives general information and should only be a reference for your discussions. You should always customize your talks to fit your own operations.
4. Get everyone to participate. The purpose is to get people to think about safety problems. Make the talk a discussion and have the workers identify hazards and explain what to do about them. Encourage suggestions for improving jobsite safety.
5. Reinforce the positive points brought out during the discussion at the end of the meeting.

SECTION 7

Lockout / Tag-out

Lockout / Tag-out Procedures

1.0 Purpose

This procedure is designed to ensure that TIM GUISHARD ENTERPRISES employees comply with the Lock-out/Tag-out (LOTO) program. This program establishes procedures for using energy isolating devices to disable machines or equipment to prevent unexpected start up or release of stored energy that may cause injuries.

2.0 Scope

This procedure applies to all shop and field personnel who may perform maintenance, repairing, cleaning, servicing, or adjusting of machines and equipment capable of "unexpected" startup or release of stored energy.

3.0 Definitions

Activation / Energization – to set machinery in motion by starting, switching, pushing, moving, or otherwise engaging power sources for equipment. To provide a flow of electricity or complete a circuit that is the main power source for the machinery or equipment.

Authorized Employee – employee who locks out or tags out machines or equipment in order to service or maintain them. All authorized employees must successfully complete the required training.

Affected Employee – an employee whose job requires him/her to operate or use a machine or equipment that is locked or tagged out. An affected worker is not permitted to perform servicing or maintenance work that requires a LOTO.

Energy Isolation Device – a device that prevents the transmission or release of energy (for example – circuit breaker, slide gate, line valve, disconnect switch, wedge, etc.).

Energy Source – any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Lockout – the placement of a locking device on an energy isolation device that ensures the equipment being controlled cannot be operated until the lockout device is removed. Lockout is the first means of protection; warning tags supplement the use of locks. Tags alone may be used when the application of a lock is not practically feasible.

Lockout Device – a device that utilizes a positive means such as a lock (either key or combination type) to hold the energy-isolating device in a safe position.

Tag-out – the placement of an attachable tag on an energy-isolating device to indicate that the energy isolating device and the equipment being controlled may not be operated until the tag out device is removed.

4.0 Responsibilities and Training

The VP Operations is responsible for developing and maintaining the Lockout / Tag-out Program and ensuring that each supervisor adheres to procedures.

Supervisors are responsible for ensuring that employees engaged in work requiring locking/tagging out of energy sources understands and adheres to procedures.

It is the responsibility of every employee that may as part of their regular duties engage in servicing, maintaining, installation, or demolition of machines and equipment to know and follow these LOTO procedures.

5.0 Process

5.1 Sequence of Lockout or Tag-out System Procedure

A. Notify affected employees that a lockout or tag-out system is going to be utilized and the reason. The authorized employee shall know the type of and magnitude of energy that the machine or equipment utilizes and understand the hazards thereof.

B. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.)

C. Operate the switch, valve, or other energy isolating devices so that the equipment is isolated from its energy sources. Stored energy (such as springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.

D. Lockout / Tag-out the energy isolating devices with assigned locks or tags.

E. The equipment is now locked out or tagged out.

5.2 Restoring Machines or Equipment to Normal Operations

A. After the servicing and/or maintenance is complete and the equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.

B. After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all LOTO devices.

C. Operate the energy isolating devices to restore energy to the machine or equipment.

5.3 Temporary Removal of Lockout / Tag-out Devices

In situations where LOTO devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment, or component there of, the following sequence of actions will be followed:

1. Remove non-essential items and ensure that machine or equipment components are operationally intact.
2. Notify affected employees that LOTO devices have been removed and ensure that all employees have been safely positioned or removed from the area.
3. Have employees who applied the LOTO devices remove the LOTRO devices.
4. Energize and proceed with testing or positioning.
5. De-energize all systems and reapply energy control measures in accordance with section 5.1 of these procedures.

6.0 Inspections and Records

Quality Assurance and/or supervisors on job sites will maintain records.

7.0 References

Federal OSHA page on lockout/tag-out:

http://www.osha-slc.gov/SLTC/controlhazardousenergy/

TIM GUISHARD ENTERPRISES Lockout / Tag-out Inspection Form

1. Inspection Date: _____

2. Inspector (Printed Name / Signature)

_____/_____

3. Employee(s) Inspected (Printed Name / Signature)

_____/_____

_____/_____

_____/_____

4. Machine / Equipment on which the Lockout / Tag-out Procedure was being utilized:

_____

_____

_____

_____

5. Has employee tested the effectiveness of his/her LOTO devices? Yes No

6. Have all procedures been followed? Yes No

7. Were tag-outs legible and clearly displayed? Yes No

8. Comments / Observations: _____

_____

_____

_____

SECTION 8

CLIENT NAME Emergency Plan

Developing an Emergency Action Plan

Introduction

This emergency plan is for TIM GUISHARD ENTERPRISES and has been prepared in cooperation with state, county, and city officials. Total cooperation with these officials is essential in times of emergency.

The plan includes specific courses of action to be taken in case of an emergency. An emergency is defined as an unforeseen combination of circumstances and the resulting state that calls for immediate action. Emergencies may be classified as either major or minor depending on their scope and the threat they pose to the personnel or the facility. The major objective of emergency preparedness is to save lives and property in the event of a disaster.

Objective

This disaster plan has the following objectives:

1. To provide for effective action to minimize injuries and loss of life among company personnel in the case of disaster during business hour.
2. To protect company property.
3. To implement company recovery operations.
4. To provide effective education to all personnel in the area of preparedness in case of disaster during business hours.

Emergency Medical Services

California Administrative Code, Title 8, Industrial Relations, Section 1512, requires that a First Aid program be in place to handle emergency and non-emergency injuries at each jobsite and operating location. First Aid/emergency is treatment which is of a temporary, immediate nature.

Services

Services to be provided include:

1. Employee access to emergency medical treatment
2. Posted written instructions naming the people to be notified in an emergency, with their phone number(s), along with emergency numbers for the following:
    a. Ambulance
    b. Fire Department
    c. Hospital
    d. Police Department
    e. Servicing Physician/Emergency Facility

First Aid Kits

1. First aid kits must be in a weatherproof container and all items maintained in a sanitary condition. First aid dressings shall be sterile in individually sealed packages for each item.
2. The contents of first aid kits shall be inspected regularly to ensure replacement of the expended items promptly.
3. Minimum first aid supplies shall be in accordance with the following table.

First Aid Supplies

Supplies for First Aid Dressings in Adequate Quantities Consisting of:	Type of Supply Required by Number of Employees			
	1 – 5	6 – 15	16 – 200	Over 200
1. Adhesive Dressings	X	X	X	X
2. Adhesive Tape Rolls, 1-inch wide	X	X	X	X
3. Eye Dressing Packet	X	X	X	X
4. 1” Gauze Bandage Roll or Compress		X	X	X
5. 2” Gauze Bandage Roll or Compress	X	X	X	X
6. 4” Gauze Bandage Roll or Compress		X	X	X
7. Sterile Gauze Pads, 2-inch Square	X	X	X	X
8. Sterile Gauze Pads, 4-inch Square	X	X	X	X
9. Sterile Surgical Pads Suitable for Pressure Dressings			X	X
10. Triangular Bandages	X	X	X	X
11. Safety Pins	X	X	X	X
12. Tweezers and Scissors	X	X	X	X
*Additional Equipment in Adequate Quantities Consisting of:				
13. Cotton-tipped Applicators			X	X
14. Forceps			X	X
15. Emesis Basin			X	X
16. Flashlight			X	X
17. Magnifying Glass			X	X
18. Portable Oxygen and its Breathing Equipment				X
19. Tongue Depressors				X
Appropriate Record Forms	X	X	X	X
Up-To-Date “Standard” or “Advanced” First Aid Textbook, Manual, or Equivalent	X	X	X	X
*Should be readily available but not necessarily within the First Aid Kit				

Fire Emergency Procedures

Duties of Every Employee

1. Fire Preparedness
    a. Locate the fire extinguisher and fire alarms nearest to your workstation.
    b. Be familiar with the locations of all emergency exits and evacuation routes. Keep exits and evacuation routes clear.
    c. Become familiar with the four basic types of fires listed below.
    d. Know what action to take in the event of a fire.
2. In the event of a fire near you, notify the Fire Department by calling 911, giving them the following information:
    a. Address you are calling from
    b. Name
    c. Phone Number
    d. Type of Emergency
    e. Stay on the phone until the emergency operator hangs up

Four Types of Fires

1. Wood, paper, cloth, rubbish, etc.
2. Flammable gas or liquids (oil, grease, paint)
3. Electrical fires
4. Combustible metals

Steps Before Using a Fire Extinguisher

1. Check the extinguisher for the proper type of fire (Class A, B, C, or D). Will the fire extinguisher put out this type of fire?
2. Make sure the type of extinguishing agent in the fire extinguisher can be used on the type of fire. You would not want to use water on an electrical fire, CO2 on a paper or wood fire, etc.
3. Make sure the fire extinguisher is charged and is in working order. Check the pressure gauge. Make sure the controls are in working order.

PASS – How to Use a Fire Extinguisher

P – PULL the pin.

A – AIM the fire extinguisher nozzle. You need to be about 8-10 feet back from the fire and aim at the base of the fire.

S – SQUEEZE the handle.

S – SWEEP the base of the fire. Work from side to side at the base of the fire with the extinguishing stream. Always fight the fire with your back to an exit. Do not allow yourself to become trapped.

Stop, Drop, and Roll

If you are alone and are on fire, remember: Stop, Drop, and Roll

STOP – Stop your movement. Movement will help fan the fire.

DROP – Drop to the ground in a prone position.

ROLL – Roll on the ground to smother the fire.

Don not roll in any flammable liquids or materials.

Summary

1. Get help and sound the alarm.
2. Determine if you can put out the fire.
3. Determine the fire type and if you can put it out with the equipment available.
4. Check out the fire extinguisher. Will it work?
5. Remember PASS

Remember

Your safety comes first. If you are in doubt about the seriousness of any fire, don't hesitate – sound the alarm and evacuate the premises. Call the professionals. The life you save could be your own.

Earthquake Emergency Procedures

Procedures During an Earthquake

1. If you are in the plant, stay there!
2. Duck and cover; get under a sturdy table, desk, or workstation.
3. Do not try to run outside the building.
4. Remain calm; think through the consequences of any action you take.

After the Earthquake

1. Assist in helping others that may be injured. Area group leaders will go through their area and ensure employees are safe and not injured.
2. If determined to evacuate the plan, do so in an orderly manner.
3. Once outside the facility, meet at a designated reunion location. Stay there until given further instructions from your supervisor.

Evacuation Procedure

At the time of an emergency which requires an evacuation of the office, take the following steps:

1. Go to the nearest phone and dial 80 then 01 to activate the intercom in the office.
2. Make an emergency announcement to indicate an evacuation.

Emergency Calling Procedures

In case of an emergency when outside emergency services are needed, the following steps should be taken:

1. Pick up the nearest phone and dial 911 (for outside emergency services).
2. Give the following information:
    a. Your name
    b. The Company's name
    c. Location
    d. Nearest cross street
    e. Type of emergency
        i. fire
        ii. medical
        iii. chemical spill
    f. Telephone number you are calling from
3. Do not hang up until you are sure the person receiving the call has all the information necessary.

Emergency Phone Numbers

Ambulance: 911

Fire/Rescue: 911

Hospital: 911

Physician: 911

Alternate: 911

Police: 911

Cal/OSHA: (408) 452-7288

[POSTING IS REQUIRED BY TITLE 8 SECTION 1512(E)]

State of California
Department of Industrial Relations
Division of Occupational Safety and Health
PO Box 420603
San Francisco, CA 94142

Form: Employee Acknowledgement (Requires Signature)

Think Safety – Work Safety

All Employees:

This is to certify that I have received a copy of the **"Employee Indoctrination – Safety & Work Rules".** I have read these instructions, understand them, and will comply with them while working for TIM GUISHARD ENTERPRISES. I have read and understand the Code of Safe Work Practices.

I understand I must report an injury immediately to my Foreman or supervisor and receive first aid or necessary medical treatment.

Field Personnel:

I have received a hard hat, safety glasses, and gloves and will utilize them at all times, and that I will return them prior to receiving my termination check.

_____

Employee Name (Print)

_____ _____

Employee Name (Signature) Date

Copy: Personnel Files
Employee

TIM GUISHARD ENTERPRISES
Safety Program

Form: New or Transferred Employee General Safety Orientation

Name: _____ Date Employed: _____

Department Assigned: _____ Type of Work: _____

Past Work Experience: _____

The following items have been discussed and are understood:

Check Here: ❑

Item	Comments OR Date Orientation Given
1. Company safety policies and programs	❑
2. Safety rules, general rules, and code of safe practices	❑
3. Safety rule enforcement procedures	❑
4. When, where, and how to report injuries	❑
5. When, where, and how to report unsafe practices	❑
6. Review of the fire & emergency procedures	❑
7. Location and use of fire extinguishers	❑
8. Safe working clothing	❑
9. Importance of housekeeping, i.e., cleaning up spills, etc.	❑
10. Special hazards of the job	❑
11. Assignment, use, and care of personal protective equipment	❑
12. Proper lifting procedures (including demonstration)	❑
13. Employee certified in the following areas of safety:	❑
14. Additional training required	❑
15. Disciplinary Policy	❑

SECTION 9

Mold Prevention

Mold Prevention Plan

The key to mold control is moisture control. Moisture control must be effectively addressed at all construction sites by lead supervisors. All site supervisors are to be proactive by simply keeping a watchful eye out for plumbing leaks, leaks in the building envelope (roof, around windows, siding penetration(s), unusual condensation occurrences, and by completing the following checklist as the various phases of construction evolve.

_____ Fix leaky plumbing and leaks in the building envelope within 12 hours of occurrence.

_____ Watch for condensation and wet spots. Fix source(s) of moisture problem(s) within 12 hours of notification.

_____ Prevent moisture due to condensation by increasing surface temperature or reducing the moisture level in air (humidity). To increase surface temperature, insulate or increase air circulation. To reduce the moisture level in air, report leaks, increase ventilation (if outside air is cold and dry), or dehumidify (if outdoor air is warm and humid).

_____ Keep heating, ventilation, and air conditioning (HVAC) drip pans clean, flowing properly, and unobstructed.

_____ Vent moisture-generating appliances, such as dryers, to the outside where possible.

_____ Maintain low indoor humidity, below 60% relative humidity (RH), ideally 30-50%, if possible.

_____ Perform regular building/HVAC inspections and maintenance per manufacturers' recommended intervals.

_____ Clean and dry wet or damp spots within 24 to 48 hours.

_____ Don't let foundations stay wet. Provide drainage and slope the ground away from the foundation.

_____ If mold growth occurs and it identified on building materials, the supplier shall be contacted and the building materials returned.

_____ Mold clean-up should be conducted by those trained and authorized to conduct such activities.

_____ Caution should be used to prevent mold and mold spores from being dispersed throughout the air where they can be inhaled by building occupants. Suspected mold should be isolated as soon as possible.

Reference Source: ***Mold, Moisture & Indoor Air Quality: A Guide to Designers, Builders, and Building Owners,*** 1994. Available from Building Science Corp. (978) 589-5100 or info@buildingscience.com

Table 1: Water Damage – Cleanup and Mold Prevention	
Guidelines for Response to Clean Water Damage within 24-48 Hours to Prevent Mold Growth	
Water-Damaged Material	**Actions**
Books and papers	For non-valuable items, discard books and papers Photocopy valuable/important items, discard originals Freeze (in frost-free freezer or meat locker) or freeze-dry
Carpet and backing – dry within 24-48 hours	Remove water with water extraction vacuum Reduce ambient humidity levels with dehumidifier Accelerate drying process with fans
Ceiling tiles	Discard and replace
Cellulose insulation	Discard and replace
Concrete or cinder block surfaces	Remove water with water extraction vacuum Accelerate drying process with dehumidifiers, fans, and/or heaters
Fiberglass insulation	Discard and replace
Hard surface, porous flooring (Linoleum, ceramic tile, vinyl)	Vacuum or damp wipe with water and mild detergent and allow to dry; scrub if necessary Check to make sure underflooring is dry; dry underflooring if necessary
Non-porous, hard surfaces (Plastics, metals)	Vacuum or damp wipe with water and mild detergent and allow to dry; scrub if necessary
Upholstered furniture	Remove water with water extraction vacuum Accelerate drying process with dehumidifiers, fans, and/or heaters May be difficult to completely dry within 48 hours. If the piece is valuable, you may wish to consult a restoration/water damage professional who specializes in furniture.
Wallboard (drywall and gypsum board)	May be dried in place if there is no obvious swelling and the seams are intact. If not, remove, discard, and replace If possible, ventilate the wall cavity
Window drapes	Follow laundering or cleaning instructions recommended by the manufacturer
Wood surfaces	Remove moisture immediately and use dehumidifiers, gentle heat, and fans for drying (use caution when applying heat to hardwood floors) Treated or finished wood surfaces may be cleaned with mild detergent and clean water and allowed to dry Wet paneling should be pried away from wall for drying
These guidelines are for damage caused by clean water. If you know or suspect that the water source is contaminated with sewage or chemical or biological pollutants, then OSHA requires Personal Protective Equipment and containment. An experienced professional should be consulted if you and/or your remediators do not have expertise remediating in contaminated water situations. Do not use fans before determining that the water is clean or sanitary. The subfloor under the carpet or other flooring material must also be cleaned and dried. See the appropriate section of this table for recommended actions depending on the composition of the subfloor.	

Guidelines on Assessment and Remediation of Fungi in Indoor Environments

Summary

This document includes TIM GUISHARD ENTERPRISES guidelines for the assessment and remediation of fungi. Currently there are no United States Federal or California regulations for evaluating potential health effects for fungal contamination and remediation. These guidelines are subject to change as more information regarding fungal contaminants become available. The contents of this document are based both on a review of the literature regarding fungi and on comments obtained by a review of experts in the fields of microbiology and health sciences.

All molds under proper conditions and concentrations are capable of adversely affecting human health. As a result, the California Division of Occupational Safety and Health (Cal/OSHA) has developed a standard in response to a recommendation for the Department of Health Services/Department of Industrial Relations, hazard Evaluation System and Information Service (HESIS). HESIS requested amendment to the general sanitation requirements contained in Title 8, Section 3362 to provide clarification to the standard. This clarification establishes that the presence of microorganisms commonly referred to as molds as a contaminant in a work environment is an unsanitary condition that required cleaning. The language also establishes that the contamination may not be limited to surface growth but may be an infestation of building components within the edifice. This editorial change is expected to remove any perceived ambiguity by the regulated public that the presence of mold is a condition that requires cleaning under subsection 3362(a).

For additional information, please visit these two links on the Internet:

www.ibhs./org/research_library/downloads/318.pdf

www.epa.gov/iaq/molds/table1.html

Introduction

Mold is a generic term for the types of fungus that can grow on structural surfaces or within organic materials generally in the presence of moisture, and includes mildew. Molds can present two types of problems in the working environment. First, employees exposed to airborne mold spores or mycotoxins may suffer a variety of adverse health effects of increasing severity ranging from relatively mild allergic reactions similar to hay fever, aggravation of asthma, and, I rare cases, hypersensitivity reactions or an invasive infection by some mold species. The likelihood of lost work time for employees increases with the degree of infestation of the work environment by molds. Secondly, if mold colonization is not curtailed by cleaning in its early stages, heavy infestations can physically damage the substrates they infest such as carpeting, walls, and other structural components of a building. This damage would entail not only material replacement costs, but could require remediation procedures which are conducted in a manner similar to lead or asbestos removal and are more costly than standard construction procedures. It is anticipated that an employer who removes mold as part of the building maintenance procedures will minimize the occurrence of these types of problems.

Building materials supporting fungal growth must be remediated as rapidly as possible in order to ensure a healthy environment. Repair of the defects that led to water accumulation (or elevated humidity) should be conducted in conjunction with or prior to fungal remediation. Specific methods of assessing and remediating fungal containment should be based on the extent of visible contamination and underlying damage. The simplest and most expedient remediation that is reasonable, and properly and safely removes fungal contamination, should be used. Remediation and assessment methods are described in this document. The use of respiratory protection, gloves, and eye protection is recommended. Extensive contamination, particularly if heating, ventilating, air conditioning (HVAC) systems or large occupied spaces are involved, should be assessed by an experienced health and safety

professional and remediated by personnel with training and experience handling environmentally contaminated materials. Lesser areas of contamination can usually be assessed and remediated by building maintenance personnel. In order to prevent contamination from recurring, underlying defects causing moisture building and water damage must be addressed. Effective communication with building occupants is an essential component of all remedial efforts.

The focus of this guidance document addresses mold contamination of building components (walls, ventilation systems, support beams, etc.) that are chronically moist or water damaged.

The guidelines are divided into four sections:

1. Health Effects
2. Environmental Assessment
3. Remediation
4. Hazard Communication

1. Health Effects

Inhalation of fungal spores, fragments (parts), or metabolites (e.g., mycotoxins and volatile organic compounds) from a wide variety of fungi may lead to or exacerbate immunologic (allergic) reactions, cause toxic effects, or cause infections. The presence of fungi on building materials as identified by a visual assessment or by bulk/surface sampling results does not necessitate that people will be exposed or exhibit health effects. In order for humans to be exposed indoors, fungal spores, fragments, or metabolites must be released into the air and inhaled, physically contacted (dermal exposure), or ingested. Whether or not symptoms develop in people exposed to fungi depends on the nature of the fungal material (e.g., allergenic, toxic, or infectious), the amount of exposure, and the susceptibility of exposed persons. Susceptibility varies with the genetic predisposition (e.g., allergic reactions do not always occur in all individuals), age, state of health, and concurrent exposures. For these reasons, and because measurements of exposure are not standardized and biological markers of exposure to fungi are largely unknown, it is not possible to determine “safe” or “unsafe” levels of exposure for people in general.

People performing renovations/cleaning of widespread fungal contamination may be at risk for developing Organic Dust Toxic Syndrome (ODTS) or Hypersensitivity Pneumonitis (HP). ODTS may occur after a single heavy exposure to dust contaminated with fungi and produces flu-like symptoms. It differs from HP in that it is not an immune-mediated disease and does not require repeated exposures to the same caustic agent. A variety of biological agents may cause ODTS including common species of fungi. HP may occur after repeated exposures to an allergen and can result in permanent lung damage. With the possible exception of remediation to very heavily contaminated indoor environments, such high-level exposures are not expected to occur while performing remedial work.

2. Environmental Assessment

The presence of mold, water damage, or musty odors should be addressed immediately. In all instances, any source(s) of water must be stopped and the extent of water damage determined. Water damaged materials should be dried and repaired. Mold damaged materials should be remediated in accordance with this document (see Remediation).

Visual Inspection

A visual inspection is the most important initial step in identifying a possible contamination problem. The extent of any water damage and mold growth should be visually assessed. This assessment is important in determining remedial strategies. Ventilation systems should also be visually checked, particularly for damp filters but also for damp conditions elsewhere in the system and overall cleanliness. Ceiling tiles, gypsum wallboard (sheetrock), cardboard, paper, and other cellulosic surfaces should be given careful attention during a visual inspection. The use of equipment, such as a boroscope, to view spaces in ductwork or behind walls, or a moisture meter, to detect moisture in building materials, may be helpful in identifying hidden sources of fungal growth and the extent of water damage.

Bulk/Surface Sampling

Bulk or surface sampling is not required to undertake a remediation. Remediation of visually identified fungal contamination should proceed without further evaluation.

Bulk or surface samples may need to be collected to identify specific fungal contaminants as part of a medical evaluation if occupants are experiencing symptoms which may be related to fungal exposure or to identify the presence or absence of mold if a visual inspection is equivocal (e.g., discoloration and staining).

Air Monitoring

Air sampling for fungi should not be part of a routine assessment. This is because decisions about appropriate remediation strategies can usually be made on the basis of a visual inspection. In addition, air sampling methods for some fungi are prone to false negative results and therefore cannot be used to definitively rule out contamination.

Air monitoring may be necessary if an individual(s) has been diagnosed with a disease that is or may be associated with a fungal exposure (e.g., pulmonary hemorrhage/hemosiderosis and aspergillosis).

Air monitoring may be necessary if there is evidence from a visual inspection or bulk sampling that ventilation systems may be contaminated. The purpose of such air monitoring is to assess the extent of contamination throughout a building. It is preferable to conduct sampling while ventilation systems are operating.

Air monitoring may be necessary if the presence of mold is suspected (e.g., musty odors) but cannot be identified by a visual inspection or bulk sampling (e.g., mold growth behind walls). The purpose of such air monitoring is to determine the location and/or extent of contamination.

If air monitoring is performed for comparative purposes, outdoor air samples should be collected concurrently at an air intake, if possible, and at a location representative of outdoor air. For additional information on air sampling, refer to the American Conference of Governmental Industrial Hygienists' document, "Bioaerosols: Assessment and Control".

Personnel conducting the sampling must be trained in proper air sampling methods for microbial contaminants. A laboratory specializing in mycology should be consulted for specific sampling and shipping instructions.

Analysis of Environmental Samples

Microscopic identification of the spores/colonies requires considerable expertise. These services are not routinely available from commercial laboratories. Documented quality control in the laboratories used for analysis of the bulk/surface and air samples is necessary. The American Industrial Hygiene

Association (AIHA) offers accreditation to microbial laboratories (Environmental Microbiology Laboratory Accreditation Program (EMLAP). Accredited laboratories must participate in quarterly proficiency testing (Environmental Microbiology Proficiency Analytical Testing Program (EMPAT)).

Evaluation of bulk/surface and air sampling data should be performed by and experienced health professional. The presence of few or trace amounts of fungal spores in bulk/surface sampling should be considered background. Amounts greater than this or the presence of fungal fragments (e.g., hyphae and conidiophores) may suggest fungal colonization, growth, and/or accumulation at or near the sampled location. Air samples should be evaluated by means of comparison (i.e., indoors to outdoors) and by fungal type (e.g., genera and species). In general, the levels and types of fungi found should be similar indoors (in non-problem buildings) as compared to the outdoor air. Differences in the levels or types of fungi found in air samples may indicate that moisture sources and resultant fungal growth may be problematic.

3. Remediation

In all situations, the underlying cause of water accumulation must be rectified or fungal growth will recur. Any initial water infiltration should be stopped and cleaned immediately. An immediate response (within 24 to 48 hours) and thorough cleanup, drying, and/or removal of water damaged materials will prevent or limit mold growth. If the source of water is elevated humidity, relative humidity should be maintained at levels below 60% to inhibit mold growth. Emphasis should be on ensuring proper repairs of the building infrastructure so that water damage and moisture buildup does not recur.

Five different levels of abatement are described below. The size of the area impacted by fungal contamination primarily determines the type of remediation. The sizing levels below are based on professional judgment and practicality; currently there is not adequate data to relate the extent of contamination to frequency or severity of health effects.

The goal of remediation is to remove or clean contaminated materials in a way that prevents the emission of fungi and dust contaminated with fungi from leaving a work area and entering an occupied or non-abatement area while protecting the health of workers performing the abatement. The listed remediation methods were designed to achieve this goal; however, due to the general nature of these methods it is the responsibility of the people conducting remediation to ensure the methods enacted are adequate.

The listed remediation methods are not meant to exclude other similarly effective methods. Any changes to the remediation methods listed in these guidelines, however, should be carefully considered prior to implementation. Non-porous (e.g., metals, glass, and hard plastics) and semi-porous (e.g., wood and concrete) materials that are structurally sound and are visibly moldy can be cleaned and reused. Cleaning should be done using a detergent solution. Porous materials such as ceiling tiles and insulation, and wallboards with more than a small area of contamination, should be removed and discarded. Porous materials (e.g., wallboard and fabrics) that can be cleaned can be reused but should be discarded if possible.

A professional restoration consultant should be contacted when restoring porous materials with more than a small area of fungal contamination. All materials to be reused should be dry and visibly free from mold. Routine inspections should be conducted to confirm the effectiveness of remediation work.

The use of gaseous, vapor-phase, or aerosolized biocides for remedial purposes is not recommended. The use of biocides in this manner can pose health concerns for people in occupied spaces of the building and for people returning to the treated space if used improperly. Furthermore, the effectiveness of these treatments is unproven and does not address the possible health concerns from the presence of the remaining non-viable mold. For additional information on the use of biocides for

remedial purposes, refer to the American Conference of Governmental Industrial Hygienists' document, "Bioaerosols: Assessment and Control".

Level 1: Small isolated Areas (10 sq. ft. or less) – e.g., ceiling tiles, small areas on walls

Remediation can be conducted by regular building maintenance staff. Such persons should receive training on proper cleanup methods, personal protection, and potential health hazards. This training can be performed as part of a program to comply with the requirements of the Cal/OSHA Hazard Communication Standard (T8 CCR 5194).

Respiratory protection (e.g., N95 disposable respirator), in accordance with the Cal/OSHA respiratory protection standard (T8 CCR 5144), is recommended. Gloves and eye protection should be worn.

The work area should be unoccupied. Vacating people from spaces adjacent to the work area is not necessary but is recommended in the presence of infants (less than 12 months old), persons recovering from recent surgery, immune suppressed people, or people with chronic inflammatory lung diseases (e.g., asthma, hypersensitivity pneumonitis, and severe allergies).

Containment of the work area is not necessary. Dust suppression methods, such as misting (not soaking) surfaces prior to remediation, are recommended.

Contaminated materials that cannot be cleaned should be removed from the building in a sealed plastic bag. There are no special requirements for the disposal of moldy materials. the work area and areas used by remedial workers for egress should be cleaned with a damp cloth and/or mop and a detergent solution.

All areas should be left dry and visibly free from contamination and debris.

Level II: Mid-Sized Isolated Areas (10-30 sq. ft.) – e.g., individual wallboard panels

Remediation can be conducted by regular building maintenance staff. Such persons should receive training on proper cleanup methods, personal protection, and potential health hazards. This training can be performed as part of a program to comply with the requirements of the OSHA Hazard Communication Standard (T8 CCR 5194).

Respiratory protection (e.g., N95 disposable respirator), in accordance with the OSHA respiratory protection standard (T8 CCR 5144), is recommended. Gloves and eye protection should be worn.

The work area should be unoccupied. Vacating people from spaces adjacent to the work area is not necessary but is recommended in the presence of infants (less than 12 months old), persons having undergone recent surgery, immune suppressed people, or people with chronic inflammatory lung diseases (e.g., asthma, hypersensitivity pneumonitis, and severe allergies). The work area should be covered with a plastic sheet(s) and sealed with tape before remediation to contain dust/debris.

Dust suppression methods, such as misting (not soaking) surfaces prior to remediation, are recommended.

Contaminated materials that cannot be cleaned should be removed from the building in sealed plastic bags. There are no special requirements for the disposal of moldy materials.

The work area and areas used by remedial workers for egress should be HEPA vacuumed (a vacuum equipped with a High-Efficiency Particulate air filter) and cleaned with a damp cloth and/or mop and a detergent solution.

All areas should be left dry and visibly free from contamination and debris.

Level III: Large Isolated Areas (30 – 100 square feet) – e.g., several wallboard panels

A health and safety professional with experience performing microbial investigations should be consulted prior to remediation activities to provide oversight for the project. The following procedures are recommended:

Personnel trained in the handling of hazardous materials and equipped with respiratory protection (e.g., N95 disposable respirator), in accordance with the OSHA respiratory protection standard (T8 CCR 5144), is recommended. Gloves and eye protection should be worn.

The work area and areas directly adjacent should be unoccupied. Further vacating of people from spaces near the work area is recommended in the presence of infants (less than 12 months old), persons having undergone recent surgery, immune suppressed people, or people with chronic inflammatory lung diseases (e.g., asthma, hypersensitivity pneumonitis, and severe allergies).

Dust suppression methods, such as misting (not soaking) surfaces prior to remediation are recommended.

Contaminated materials that cannot be cleaned should be removed from the building in sealed plastic bags. There are no special requirements for the disposal of moldy materials.

The work area and surrounding areas should be HEPA vacuumed and cleaned with a damp cloth and/or mot ad a detergent solution.

All areas should be left dry and visibly free from contamination and debris. If abatement procedures are expected to generate a lot of dust (e.g., abrasive cleaning of contaminated surfaces, demolition of plaster walls) or the visible concentration of the fungi is heavy (blanket coverage as opposed to patchy), then it is recommended that the remediation procedures for Level IV are followed.

Level IV: Extensive Contamination (greater than 100 contiguous square feet in an area)

A health and safety professional with experience performing microbial investigations should be consulted prior to remediation activities to provide oversight for the project. The following procedures are recommended:

Personnel trained in the handling of hazardous materials equipped with:

- Full-face respirators with high efficiency particulate air (HEPA) cartridges
- Disposable protective clothing covering both head and shoes and gloves

Containment of the affected area:

- Complete isolation of work area from occupied spaces using plastic sheeting sealed with duct tape (including ventilation ducts/grills, fixtures, and any other openings)
- The use of an exhaust fan with a HEPA filter to generate negative pressurization
- Airlocks and decontamination room
- Vacating people from spaces adjacent to the work area is not necessary but is recommended in the presence of infants (less than 12 months old), persons having undergone recent surgery, immune suppressed people, or people with chronic inflammatory lung diseases (e.g., asthma, hypersensitivity pneumonitis, and severe allergies).
- Contaminated materials that cannot be cleaned should be removed from the building in sealed plastic bags. The outside of the bags should be cleaned with a damp cloth and a detergent solution or HEPA vacuumed in the decontamination chamber prior to their transport to uncontaminated areas of the building. There are no special requirements for the disposal of moldy materials.
- The contained area and decontamination room should be HEPA vacuumed and cleaned with a damp cloth and/or mop with a detergent solution and be visibly clean prior to the removal of isolation barriers.
- Air monitoring should be conducted prior to occupancy to determine if the area is fit to reoccupy.

Level V: Remediation of HVAC Systems

A Small Isolated Area of Contamination (<10 square feet) in the HVAC System

Remediation can be conducted by regular building maintenance staff. Such persons should receive training on proper cleanup methods, personal protection, and potential health hazards. This training

can be performed as part of a program to comply with the requirements of the OSHA Hazard Communication Standard (T8 CCR 5194).

Respiratory protection (e.g., N95 disposable respirator), in accordance with the OSHA respiratory protection standard (T8 CCR 5144), is recommended.

Gloves and eye protection should be worn.

The HVAC system should be shut down prior to any remedial activities.

The work area should be covered with a plastic sheet(s) and sealed with tape before remediation, to contain dust/debris. Dust suppression methods, such as misting (not soaking surfaces prior to remediation, are recommended.

Growth supporting materials that are contaminated, such as the paper or the insulation of interior lined ducts and filters, should be removed. Other contaminated materials that cannot be cleaned should be removed in sealed plastic bags. There are no special requirements for the disposal of moldy materials.

The work area and areas immediately surrounding the work area should be HEPA vacuumed and cleaned with a damp cloth and/or mop and a detergent solution.

All areas should be left dry and visibly free from contamination and debris.

A variety of biocides are recommended by HVAC manufacturers for use with HVAC components, such as cooling coils and condensation pans. HVAC manufacturers should be consulted for the products they recommend for use in their systems.

Areas of Contamination (>10 square feet in the HVAC System

A health and safety professional with experience performing microbial investigations should be consulted prior to remediation activities to provide oversight for remediation projects involving more than a small isolated area in an HVAC system. The following procedures are recommended:

Personnel trained in the handling of hazardous materials equipped with:

Respiratory protection (e.g., N95 disposable respirator), in accordance with the OSHA respiratory protection standard (T8 CCR 5144), is recommended.

Gloves and eye protection.

Full-face respirators with HEPA cartridges and disposable protective clothing covering both head and shoes should be worn if contamination is greater than 30 square feet.

The HVAC system should be shut down prior to any remedial activities.

Containment of the affected area:

Complete isolation of work area from the other areas of the HVAC system using plastic sheeting sealed with duct tape.

The use of an exhaust fan with a HEPA filter to generate negative pressurization.

Airlocks and decontamination room if contamination is greater than 30 square feet.

Growth supporting materials that are contaminated, such as the paper on the insulation of interior lined ducts and filters, should be removed. Other contaminated materials that cannot be cleaned should be removed in sealed plastic bags. When a decontamination chamber is present, the outside of the bags should be cleaned with a damp cloth and a detergent solution or HEPA vacuumed prior to their transport to uncontaminated areas of the building. There are no special requirements for the disposal of moldy materials.

The contained area and decontamination room should be HEPA vacuumed and cleaned with a damp cloth and/or mop and a detergent solution prior to the removal of isolation barriers.

All areas should be left dry and visibly free from contamination and debris.

Air monitoring should be conducted prior to re-occupancy with the HVAC system in operation to determine if the area(s) served by the system are fit to reoccupy.

A variety of biocides are recommended by HVAC manufacturers for use with HVAC components, such as cooling coils and condensation pans. HVAC manufacturers should be consulted for the products they recommend for use in their system.

4. Hazard Communication

When fungal growth requiring large-scale remediation is found, the building owner, management, and/or employer should notify occupants in the affected area(s) of its presence. Notification should include a description of the remedial measures to be taken and a timetable for completion. Group meetings held before and after remediation with full disclosure of plans and results can be an effective communication mechanism. Individuals with persistent health problems that appear to be related to bioaerosol exposure should see their physicians for a referral to practitioners who are trained in occupational/environmental medicine or related specialties and are knowledgeable about these types of exposures. Individuals seeking medical attention should be provided with a copy of all inspection results and interpretation to give to their medical practitioners.

Conclusion

In summary, the prompt remediation of contaminated material and infrastructure repair must be the primary response to fungal contamination in buildings. The simplest and most expedient remediation that properly and safely removes fungal growth from buildings should be used. In all situations, the underlying cause of water accumulation must be rectified or the fungal growth will recur. Emphasis should be placed on preventing contamination through proper building maintenance and prompt repair of water damaged areas.

Widespread contamination poses much larger problems that must be addressed on a case-by-case basis in consultation with a health and safety specialist.

Effective communication with building occupants is an essential component of all remedial efforts. Individuals with persistent health problems should see their physicians for a referral to practitioners who are trained in occupational/environmental medicine or related specialties and are knowledgeable about these types of exposures.

VEHICLE SAFETY

The California Vehicle Code prohibits texting while driving, talking on cell phones without a handsfree device. Employees of Tim Guishard Enterprises are required to obey all California Vehicle Code regulations.

SPECIAL SECURITY REQUIREMENT - CONTRACTOR PRE-SCREENING

1. Contractors requiring recurring access to Government facilities or access to sensitive but unclassified information and/or logical access to Information Technology (IT) resources shall verify minimal fitness requirements for all persons/candidates designated for employment under any Department of Security (DHS) contract by pre-screening the person /candidate prior to submitting the name for consideration to work on the contract. Pre-screening the candidate ensures that minimum fitness requirements are considered and mitigates the burden of DHS having to conduct background investigations on objectionable candidates. The Contractor shall submit only those candidates that have not had a felony conviction within the past 36 months or illegal drug use within the past 12 months from the date of submission of their name as a candidate to perform work under this contract. Contractors are required to flow this requirement down to subcontractors. Pre-screening involves contractors and subcontractors reviewing:

a. Felony convictions within the past 36 months. An acceptable means of obtaining information on felony convictions is from public records, free of charge, or from the National Crime Information Center (NCIC).

b. Illegal drug use within the past 12 months. An acceptable means of obtaining information related to drug use is through employee self certification, by public records check; or if the contractor or subcontractor already has drug testing in place. There is no requirement for contractors and/or subcontractors to initiate a drug testing program if they do not have one already in place.

c. Misconduct such as criminal activity on the job relating to fraud or theft within the past 12 months. An acceptable means of obtaining information related to misconduct is through employee self certification, by public records check, or other reference checks conducted in the normal course of business.

2. Pre-screening shall be conducted within 15 business days after contract award. This requirement shall be placed in all subcontracts if the subcontractor requires routine physical access, access to sensitive but unclassified information, and/or logical access to IT resources. Failure to comply with the pre-screening requirement will result in the Contracting Officer taking the appropriate remedy.

Definition: *Logical Access* means providing an authorized user the ability to access one or more computer system resources such as a workstation, network, application, or database through automated tools. A logical access control system (LACS) requires validation of an individual identity through some mechanism such as a personal identification number (PIN), card, username and password, biometric, or other token. The system has the capability to assign different access privileges to different persons depending on their roles and responsibilities in an organization.